

July 29, 2021

Loudoun County School Board  
Sara Howard-O'Brien/Beverly Tate  
21000 Education Court, Suite 220  
Ashburn VA 20148

**RE: CMPT-2021-0008, DULLES SOUTH ELEMENTARY SCHOOL**

Dear Sara:

On July 29, 2021, the Loudoun County Department of Planning and Zoning officially accepted the above referenced land development application for processing. Your application has been assigned to a Project Manager from the Department of Planning and Zoning's Land Use Review division for processing. From this point forward, the following Project Manager will assist you with your application and help you navigate the review process.

Assigned Project Manager: Bryce Johnson, Project Manager  
Phone: 703-771-5103  
Email Address: [Bryce.Johnson@loudoun.gov](mailto:Bryce.Johnson@loudoun.gov)

Below is a projected schedule for the staff review, Planning Commission Public Hearing, and Board of Supervisors Public Hearing and Business Meeting. These dates are approximate, nonbinding, and contingent on both staff and the applicant meeting the deadlines as outlined in Section 6-1305 of the Revised 1993 Loudoun County Zoning Ordinance.

You may view the application materials at <https://www.loudoun.gov/3362/LOLA> by typing the application number (CMPT-2021-0008) in the search box. Throughout the review process, the Project Manager will post staff reports, referral comments, and other related documents for you and the public. This link also provides an additional opportunity for public input on active applications.

<b>Review Schedule</b>		
<b>Action</b>	<b>Schedule</b>	<b>Projected Date</b>
<b>Initial referral review</b>	Application acceptance plus 30 calendar days	8/30/2021*
<b>Referrals due to Applicant</b>	Referral due date plus 10 calendar days	9/7/2021
<b>Applicant Response to initial referrals</b>	Referral report transmittal date plus 15 calendar days	9/22/2021
<b>Second referral review (if needed)</b>	Date of receipt of Applicant response plus 30 calendar days	10/22/2021
<b>Second referrals to Applicant</b>	Second referral due date plus 5 calendar days	10/27/2021
<b>Applicant response to second referral</b>	All review and action deadlines are suspended until receipt of the Applicant's response.	
<b>Planning Commission Public Hearing</b>	Typically 45 days after resubmission of the applicant's final documents or request to be scheduled for hearing.	November 2021
<b>Board Action</b>	Typically within 6 months of acceptance.	January 2022

\* When a submission date falls on a weekend or holiday, the deadline is extended to the next business day.

It has been a pleasure assisting you with the official acceptance of your application. I look forward to working with you on future applications.

Sincerely,



Hilary Richardson  
 Planner  
 Planning and Zoning Customer Service Center

cc: Judi McIntyre Birkitt, AICP, CZA, Customer Service Center Manager, Planning & Zoning  
 Brian Wegener, AICP, CZA, Customer Service Center Principal Planner, Planning and Zoning  
 Marchant Schneider, Land Use Review Manager, Planning & Zoning