



# LOUDOUN COUNTY PUBLIC SCHOOLS

## DIVISION OF PLANNING SERVICES

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October 28, 2019

### **By Hand Delivery**

Mr. Brian Boucher, Deputy Director  
Department of Planning & Zoning  
Town of Leesburg  
25 West Market Street  
Leesburg, VA 20176

**Re: Special Exception Application (TLSE)  
LCPS Catoctin ES Classroom Addition**

Dear Mr. Boucher:

On behalf of the Loudoun County School Board of Ashburn, Virginia, enclosed are Special Exception application materials for proposed classroom addition at Catoctin Elementary School. The 17.53-acre, R-4 zoned property is situated at 311 Catoctin Circle SW and is more particularly described as MCPI 231-15-4538.

Three copies of the following materials, unless otherwise noted, are being filed in support of this application:

1. Land Development Application form for a Special Exception (TLSE);
2. Disclosure of Real Parties in Interest;
3. Statement of Justification (Combined Statement of Compliance and Written Statement) dated October 25, 2019;
4. Special Exception Plans dated October 21, 2019 prepared by Bowman Consulting;
5. Historic Resources Review dated August 23, 2019 prepared by Bowman Consulting;
6. 527 Review Applicability Certification;
7. Traffic Impact Analysis dated October 3, 2019 prepared by Gorove/Slade Associates, Inc.
8. Notice List of surrounding property owners to be notified of project (Not required but provided as additional information)

The application is for Loudoun County Public Schools and, as such, the application fees and proof of payment of real estate taxes have been waived. As a school use, a fiscal impact analysis is not required. An archaeological survey is also not required as the site has already been disturbed by development.

The following modifications to the application submission requirements are requested:

**Section 3.4.E Plat Scale** – It is requested that a scale of 1-inch represents 50-feet be accepted. The proposed scale will provide more readable plans.

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Section 3.4.14 Topography – It is requested that 2-foot topographic contours be accepted in lieu of the 5-foot contours identified in the checklist. Two-foot contours will provide more detailed site information.

A pre-application meeting was held July 16, 2019. At the meeting, Town Staff advised that a Tree Management Report would not be required due to the location of the proposed improvements.

LCPS Staff appreciates the guidance provided and looks forward to working with Staff on this project. Please let me know if you have any questions or require additional information.

Sincerely,



Sara Howard-O'Brien, AICP  
Land Management Supervisor

Enclosures

cc: Beverly Tate, Director, Division of Planning (LCPS)

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