



LOUDOUN COUNTY PUBLIC SCHOOLS
DIVISION OF PLANNING SERVICES

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July 31, 2018

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 School at C.S. Monroe Property**

Dear Mr. Boucher:

On behalf of the Loudoun County School Board of Ashburn, Virginia, enclosed are Special Exception application materials for a proposed new school facility on the C.S. Monroe Property. The 10.0-acre property is situated at 715 Childrens Center Road SW and is more particularly described as MCPI 271-39-2180.

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 July 31, 2018;
4. Special Exception Plans dated July 31, 2018 prepared by J2 Engineers, Inc.;
5. 527 Review Applicability Certification;
6. Traffic Impact Analysis dated July 27, 2018 prepared by Gorove/Slade Associates, Inc.
7. 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 40-feet be accepted. The proposed scale will provide more readable plans.

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Section 3.4.11 Building Elevations – The school building is currently under design. It is requested that building elevations be provided with the first response to referral comments.

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 June 11, 2018. At that meeting Town Staff confirmed that the archaeological survey was not required and that the building elevations could be submitted with the first response to referral comments.

LCPS Staff appreciates the guidance provided by Town Staff 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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