



# Modified Land Development Process Request Form and Guidelines (MP)

## Applicant Information

Company Name				
Project Name				
Tax Map		MCPI		
Street Address				
Point of Contact				
POC Title				
Phone		Mobile		
Fax		Email		
Mailing Address				
City		State		Zip

## Qualifying Criteria

- 1. New construction for business in targeted industry:
  - Biotechnology
  - Technology (hardware & software)
  - International business (business with foreign ownership seeking U.S. location)
  - Post-high school educational facilities
  - Homeland security & defense contractors
  - Projects compatible with the operation and future development of Dulles Airport
- 2. Office/flex/industrial buildings that are over 75,000 sq ft.
- 3. Commercial projects in rural Loudoun focused on tourism-related activities such as country inns, rural resorts, and restaurants.

## Brief Project Description

I, the applicant, certify that my project team is established and project plans are substantially complete. By my signature, I agree to comply with the attached guidelines.

*Signature*

*Date*

DED Recommendation	<input type="checkbox"/> Approve	<input type="checkbox"/> Deny
Sign:	Date:	
County Administration	<input type="checkbox"/> Approve	<input type="checkbox"/> Deny
Sign:	Date:	
DED PM:		
Timeline/Milestone Dates:		



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## Modified Process Guidelines

### Modified Process projects will:

1. Receive the highest priority review by staff.
2. Be assigned a Project Coordinator within the Department of Economic Development to facilitate the project and provide a central point of contact.
3. Be assigned a senior project manager from the Department of Building and Development.
4. Be given colored copies of the signed/approved application form.
5. Be granted an early (Phase I) grading permit.

### Modified Process projects are not:

1. Exempt from any codes or ordinances.
2. Exempt from adequate, professional staff reviews.
3. Exempt from the need for high quality professional plan preparation by the applicant.
4. Excused from any County application fees or Engineer Survey Institute (ESI) review fees.

### Applicant's Responsibilities (to be submitted with the Modified Process Application):

1. Provide the County with its project schedule.
2. A list of the Project Team.
3. The Project Name (to be used on all submission to the County).
4. ***A list of applications that will be filed to achieve Site Plan approval.***
5. Assign a project manager who can respond quickly to the County.
6. Attach copy of proffers/conditions/concept plans associated with the lot.
7. Attach receipt of payment (County Real Estate Taxes).

### Modified Process projects must be submitted as:

1. A new site plan.
2. A Designated Plan Examiner (DPE) plan.
3. Receive ESI review. If the site plan does not meet ESI screening and thus is accepted, the modified process status can be revoked.
4. All submissions must have attached a colored copy of the signed/approved application form which will be provided by the Department of Economic Development.
5. Each submission to the County must be followed up with an email to [Robyn.Bailey@loudoun.gov](mailto:Robyn.Bailey@loudoun.gov) indicated that the submission was made and referencing the application number.