

Fast-Track Commercial Incentive Program Application



Contact Katy Lowitz at 703-737-8274 with any questions.

Projects Accepted Into the Program Must Begin Construction Immediately Following Site Plan Approval and Will Receive Priority Processing Including:

- Highest priority review by staff. (Projects are not exempt from any codes, ordinances, proffers or conditions, county application fees or bonds.)
- Department of Economic Development project manager to facilitate the project and provide a central point of contact.
- Department of Building and Development senior project manager assigned to project.
- Exemption from ESI review and a special tracking number upon submission of modified process site plan (STMP).
- Be granted an early (Phase I) grading permit upon conditional approval.
- Facilitation with building permit review staff if requested.

Applicant Agrees to the Following Fast-Track Commercial Incentive Program Criteria:

- Submit a Fast-Track application and proposed schedule prior to the Fast-Track kick-off meeting.
- Attend kick-off meeting prior to site plan submission. Meeting will include applicant’s team members, including civil engineer, architect and general contractor. The team should be familiar with Loudoun County’s land development application and building permit processes.
- Assign one contact person through whom all communication with the county is coordinated (suggest civil engineer).
- The plan must be submitted by a Loudoun DPE (ESI certified designated plan examiner). The initial plan submission must include the ESI checklist reviewed and certified by the submitting DPE. All plan submissions must be of exceptional high-quality. Low-quality plans, or plans which do not adequately address staff comments, may jeopardize priority processing.
- The approved Fast-Track application must be included with each document submission, including site plans, deed and plat, and bond document submissions to Loudoun County, Loudoun Water and VDOT.
- Submit plans directly to Loudoun Water and VDOT. Plans should be submitted concurrent with the county submission.
- Notify katy.lowitz@loudoun.gov and project manager of each submission to the county, Loudoun Water and VDOT, referencing the application tracking number.
- Use Loudoun County approved forms for legal documents including deeds, performance agreements and form of security. Do not change the wording of approved county legal documents and forms.
- Meet all dates agreed to within the approved Fast-Track schedule. Failure to maintain communication on timeline progress may result in project delays and/or jeopardize priority processing.
- Participate in a debrief survey following county approval and in the promotion of the Fast-Track process.
- Project construction must begin immediately following site plan approval.

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 above Fast-Track criteria.

Applicant’s Signature:		Date	
Economic Development Recommendation:			
Economic Development Signature:		Date	
County Administration Recommendation:			
County Administration Signature:		Date	
Economic Development Project Coordinator:			
County Project Manager:			

Fast-Track Commercial Incentive Program Application (continued)



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Applicant Information

Project Name (use on all applications):	
Parcel Number (MCPI):	
Company Name:	
Company Point of Contact and Title:	
Email:	
Phone Numbers:	

Project Details and Timeline

Project Summary:			
Type of Construction (Office, Flex, etc.):			
Estimated Project Investment (including construction and interior improvements):		Are taxes current on the property?:	Yes No
Estimated New Jobs:		Proposed Square Footage:	
Are there proffers or conditions with this parcel? List applicable legislative approvals:			
List of applications that will be filed to achieve approval (subdivision, waiver, etc.):			
Attach Proposed Timeline (assume 2-3 weeks for county review per submission)	Attached	Not Attached	

Project Team

Civil Engineer:			
Engineer Point of Contact:		Loudoun DPE #:	
Engineer Email:			
Engineer Phone Numbers:			
Architect:			
Architect Point of Contact:			
Architect Email:			
Architect Phone Numbers:			
General Contractor:			
General Contractor Point of Contact:			
General Contractor Email:			
General Contractor Phone Numbers:			
Attorney: (deeds and performance agreements)			
Attorney Point of Contact:			
Attorney Email:			
Attorney Phone Numbers:			