

# Fast-Track Commercial Incentive Program Application



Questions? Contact Katy Lowitz at 703-737-8274.

## Advantages

- Accelerated site plan processing by county staff.
- Department of Economic Development dedicated program manager facilitates the project and provides a central point of contact.
- Exemption from ESI review.
- Option to obtain an early (Phase I) grading permit upon conditional site plan approval.

## Qualifications

- Project must be within one of Economic Development's targeted industry clusters:
  - Information and communications technology;
  - Highly specialized manufacturing;
  - Agriculture-related businesses;
  - Major projects, headquarters and associations;
  - Projects supporting these industry groups; or
  - Transit-oriented development.
- All land entitlements have been obtained.
- Project is not contingent upon the approval of any legislative applications.
- Construction must commence immediately following county approval.
- All local, state and federal taxes must be current.

## Process and Requirements

**[Step 1]** Prospective Fast-Track applicants should contact Katy Lowitz to determine if their project qualifies.

**[Step 2]** Qualified Fast-Track applicants must provide Economic Development with the following documents:

- Completed and signed Fast-Track application.
- Proposed project schedule, from submission to building permit approval.
- Site plan or exhibit showing the proposed improvements.

**[Step 3]** Upon receipt of all required documents, a kick-off meeting with staff and the applicant team will be scheduled to take place within 5-10 business days. The kick-off meeting is intended for the applicant to provide an overview of the project, obtain preliminary feedback from staff, identify critical-path items\*, and agree upon a project schedule.

**[Step 4]** Following the kick-off meeting, Economic Development will submit the Fast-Track application to the Office of the County Administrator, who has final approval. **[This is when the applicant is officially a Fast-Track project]**

**[Step 5]** First submission requirements (in addition to the requirements established by applicable county codes):

- Submission by a Loudoun DPE.
- Completed ESI checklist, reviewed and certified by the submitting DPE.
- Fully executed Fast-Track application.
- Separate submission to Loudoun Water and VDOT.

**[Step 6]** Continue to provide regular project status updates to Economic Development.

\*In the event that the project requires critical-path items that impact the approval of the site plan (i.e. proffers or conditions-related, creation of owner's association documents, review board approvals, natural resource studies, VDOT approvals, etc.) the project may no longer qualify for the Fast-Track program.

# Fast-Track Commercial Incentive Program Application (continued)



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## Project Details

Project Name		Parcel Number:	
Project Summary: including application type			
Proposed Use: office, flex, etc.		Proposed Square Footage:	
Total Estimated Project Investment: construction, interior improvements, etc.		Estimated New Jobs:	
Existing Proffers and Conditions: provide application numbers only			
Additional Applications Required: building, subdivision, waiver, etc.			
FOIA Exemption Requested	Yes	No. This is not a guarantee; the County Attorney's approval is required.	

## Project Team

<b>Applicant:</b>		Applicant Email:	
Applicant Contact:		Applicant Phone:	
<b>Civil Engineer:</b>		Engineer Email:	
Engineer Contact:		Engineer Phone:	
<b>Loudoun DPE:</b>		DPE Number:	
<b>Architect Engineer:</b>		Architect Email:	
Architect Contact:		Architect Phone:	
<b>General Contractor:</b>		GC Email:	
GC Contact:		GC Phone:	
<b>Attorney:</b>		Attorney Email:	
Attorney Contact:		Attorney Phone:	

## Applicant Agreements (Initials Are Required)

	Meet the dates agreed upon within the approved Fast-Track schedule to maintain Fast-Track status.
	Show the intent to obtain final site plan approval within 90 days after conditional site plan approval in order to maintain Fast-Track status.
	Begin construction immediately following final site plan approval.
	Submissions resulting in extensive staff comments or substantial revisions to an active or conditionally approved site plan may disqualify the project from the Fast-Track program.
	This Fast-Track application is only valid for the land and building applications specified on this form.

By my signature, I agree to comply with the Fast-Track criteria as outlined herein.

Applicant's Signature:		Date	
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..... **For internal use only** .....

Economic Development Signature:		Date	
County Administration Signature:		Date	

Economic Development Project Coordinator:		County Project Manager:	
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