

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.

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.
- Project must align with the 2019 General Plan's Core, Complementary and Conditional Uses within the applicable Place Type.

Fast-Track Submission Checklist

Completed, initialed and signed Fast-Track application

Proposed project schedule

Narrative of proposed improvements

Concept Plan:

parcel lines

PIN number(s)

building square footage

building height

building & parking setbacks

vehicular access and circulation

utilities

stormwater management facilities

steep slopes

floodplain

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 a complete Fast-Track application package as listed on the attached Fast-Track Submission Checklist.
- [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.
 - Proposed Fast-Track schedule
- [Step 6]** Continue to provide regular project status updates to Economic Development.

Loudoun County will make all reasonable attempts to protect information provided by a Fast-Track applicant from unnecessary publishing. However, all materials submitted for the Fast-Track program will be treated as public records and subject to the Freedom of Information Act (FOIA) rules and regulations. A FOIA exemption can be filed by an applicant. This exemption must be reviewed and approved by the County Attorney's office.

Fast-Track Commercial Incentive Program Application (continued)



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Project Details

Project Name		Parcel Number:	
Project Summary: including application type		Proposed Square Footage:	
Proposed Use: office, flex, etc.		Estimated New Jobs:	
Total Estimated Project Investment: construction, interior improvements, etc.			
2019 General Plan Policy Area: UPA Employment, TPA Light Industrial, etc.		MW (megawatts): (for data centers only)	
Existing Proffers and Conditions: provide application numbers only			
Additional Applications Required: building, subdivision, waiver, etc.			

Project Team

Applicant:		Applicant Email:	
Applicant Contact:		Applicant Phone:	
Civil Engineer:		Engineer Email:	
Engineer Contact:		Engineer Phone:	
Loudoun DPE:		DPE Number:	

Fast-Track Program Participation Agreements (Initials Are Required)

	Meet the dates agreed upon within the approved Fast-Track schedule.
	Begin construction immediately following final site plan approval.
	A post-submission conference will be required if comments exceed 150 or either the applicant or staff request such a meeting.
	Applications that exceed four submissions will be automatically removed from the program. The applicant can appeal to the Executive Director of Economic Development for a one-time reinstatement after providing a written plan to remediate all issues and once a new timeline has been proposed and approved.
	Applicants who miss agreed upon deadlines by more than 30 days will receive a written warning from staff providing the applicant with a grace period of five additional days. If the grace period passes without action, the application will be removed from the Fast-Track Commercial Incentive Program without appeal.
	Applicants will be required to fill out an after-action survey and participate in a debrief meeting if requested by County staff. Applicants who fail to submit the survey or participate in a requested debrief meeting will not be approved for additional Fast-Track applications until the survey and debrief meetings on the previous project have been completed.
	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:		Project aligns with the 2019 GP:	
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