



Department of Community Development
777 Lynn Street
Herndon, Virginia 20170-4602

APPLICATION FOR A HERNDON TRANSIT-ORIENTED CORE (HTOC) DEVELOPMENT PLAN

Submittal of this form with original signatures is required. PLEASE PRINT OR TYPE (Unless otherwise indicated.)

Project Name: \_\_\_\_\_

Address or location of the subject property: \_\_\_\_\_

Project Summary (include proposed uses: \_\_\_\_\_

Name and role of principal contact for this application: (property owner, agent authorized to act on behalf of property owner, or contract purchaser): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

E-mail address \_\_\_\_\_

Telephone # \_\_\_\_\_

FAX # \_\_\_\_\_

The undersigned hereby applies for a HTOC Development Plan under the provisions of § 78-803 of the Herndon Town Code.

I hereby affirm and certify that:

- The information provided on this form is true and correct to the best of my knowledge.
The requirements associated with this application have been read and are understood.
The use and occupancy of buildings and/or the use of land noted above is proposed in conformance with all provisions of the Town of Herndon, Virginia Zoning Ordinance regulations to the best of my knowledge.

Signature of Applicant\* (Property Owner, Contract Purchaser, or Authorized Agent)

Date

\*A signed letter from the property owner authorizing applicant to act on their behalf is required.

**APPLICATION FOR A HTOC DEVELOPMENT PLAN  
TO BE SUBMITTED WITH THIS APPLICATION (per Zoning Ordinance § 78-803)**

- Name and title of all Co-Applicants (Property Owner(s), Contract Purchasers, and Agents Authorized to Act on Behalf of the Property Owner) with respective mailing addresses, telephone numbers, fax numbers, and e-mail addresses;
- Copy of an affidavit stating whether or not any member or any member of the immediate household of any member of the Planning Commission or the Town Council has any interest in the subject property, either individually, by ownership of stock in a corporation or partnership;
- A statement indicating whether or not statements, plans, profiles, elevations and other demonstrative materials submitted with the application are proffered as conditions of the application;
- If a pre-application conference took place, a statement indicating the date and time a pre-application conference was held with the Town, as well as a list of participants in the conference;
- If a neighborhood meeting was held prior to application submittal, a statement indicating the date, time, location, invitation list, number of attendees, and outcome of the meeting;
- A receipt or other documentation indicating that taxes have been paid on lands subject to the application (may be obtained when application is filed);
- A statement of any requested modification to the zoning ordinance regulations;
- Statement of Justification for the proposed Development Plan;
- Ten copies of a Development Plan and all other materials to include:
  - Phasing Plan (if applicable)
  - Parking management plan (if applicable)
  - Plan of Proximity to Metrorail Pavilion
  - Landscape plan
  - Open Space plan
- A shadow analysis of the proposed buildings.
- Perspective renderings from off-site.
- A statement and graphic depiction of all urban design amenities.
- A statement describing the exterior building materials.
- Application Fee and Review Fees.
- Other submittal requirements, as applicable, listed in the applicable Plan Content Requirements Table.
- Traffic Impact Study meeting the requirements of § 78-501.2.
- Completion of VDOT Chapter 527 Review Process Applicability Certification (notarized).
- Certification, in a form prescribed by the Zoning Administrator, that public notification regarding a public hearing has been given in accordance with § 78-201.9, Public Notification, shall be submitted upon completion of proper notification by the applicant.

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**For Office Use Only**

Application Received by:	Case No.:
Tax Map Reference:	Status of Taxes: <input type="checkbox"/> Paid <input type="checkbox"/> Delinquent
Fee paid:	Date: