



PRE-APPLICATION CONFERENCE

Date: _____

Applicant: _____

Property Address: _____

Phone: _____ E-Mail: _____

Property Owner Signature: _____ Print Name: _____

Mailing Address: _____

Zoning of Property: _____

Current or Previous Use: _____ Proposed Use: _____

Describe the plan to be reviewed at the Pre-Application Conference:

Is there any specific issue(s) you want to discuss at the conference?

Site Plan, Plat, Tax Map Attached, or other Supporting Documentation
(PLEASE SUBMIT ALL INFORMATION ELECTRONICALLY – BY E-MAIL OR CD)

Signature of Applicant

Date

For questions and/or further information contact:
Pablo Novelo at 703-787-7380 or pablo.novelo@herndon-va.gov

FOR OFFICE USE:

Date Received: _____ Date of Meeting: _____

- Site Plan
- Plat/Subdivision
- Rezoning
- Single Lot Development Plan
- Special Exception
- Other

TOWN OF HERNDON

PRE-APPLICATION CONFERENCE

A Pre-Application Conference is a meeting between Town staff and an applicant (or applicant's representative) for the purpose of discussing a potential development application prior to submittal. The conference is intended to familiarize applicants with the Town's review procedures, and Town staff with the applicant's proposal. Pre-Application Conferences are mandatory before the following type of development application (and voluntary for all others):

- Zoning Map Amendment (with or without proffers)
- Proffer Amendment
- Single Lot Development Plan
- Special Exception
- Site Plan
- Subdivision Site Plan

A person requesting a Pre-Application Conference shall request it using the Pre-Application Conference form and submit it electronically with supporting information and documents, such as a sketch or concept plan.

Upon receipt of the form, the Zoning Administrator may waive the Pre-Application Conference requirement if it is determined that the nature and magnitude of the project do not make it necessary for the applicant to be familiar with the application process, or for the staff to be familiar with the project proposal prior to the application submittal.

During the Pre-Application Conference Town staff will explain the relevant development review procedure(s), the associated review schedule, required application fees, application submittal requirements, and any applicable Town policies.

Pre-Application Conferences are held at 2:30 p.m. every Thursday for requests received the previous Friday by 4 p.m. The location is the Herndon Municipal Center, 777 Lynn Street, 2nd Floor Conference Room.

Applicants are reminded that the Pre-Application Conference is a preliminary meeting. Comments made during a Pre-Application Conference do not constitute official assurances or representations by the Town or its officials regarding any aspect of the plan or submittal. Town staff cannot guarantee that all issues will be discussed or that initial staff comments will reflect the ultimate staff recommendation. The more detailed the information brought to the meeting, the more thorough and specific the response may be from Town staff. The amount of detail on a Pre-Application Conference will differ by the type of application being submitted.