



Department of Planning and Zoning
221 S. Nursery Avenue, Purcellville, VA 20132
(540) 338-2304 Fax (540) 338-7460

SUP-20-01



Special Use Permit Application

SUP# 20-01

This application must be filled out in its entirety. An incomplete application form will result in rejection of the application prior to check list review. Do not write in shaded areas.

A special use permit is requested for A PARKING LOT, COMMUTER
as per Article 4 Section 1 Subsection 1

General Project Information:

- 1. Project Title: WESTERN LOUDOUN PARK AND RIDE
2. Location of Property: 36803 ALLDER SCHOOL RD, PURCELLVILLE, VA 20134
3. Property Owner: LOUDOUN COUNTY BOARD OF SUPERVISORS
4. Owner Address: 1 HARRISON STREET, FL. 5 LEESBURG, VA 20177
5. Owner Telephone: Fax: Email
6. Applicant/Agent: LOUDOUN COUNTY DEPARTMENT OF TRANSPORTATION AND CAPITAL INFRASTRUCTURE C/O TYLER COCKRELL
7. Agent Address: 101 BLUE SEAL DRIVE, SUITE 102, LEESBURG, VA 20177
8. Agent Telephone: 703-777-0396 Fax: Email TYLER.COCKRELL@LOUDOUN.GOV
9. Designer/Engineer: ROBERT BROWN C/O J2 ENGINEERS, INC.
10. Designer Address: 4080 LAFAYETTE CENTER DR, SUITE 330, CHANTILLY, VA 20151
11. Designer Telephone: 703.361.1550 x318 Fax: Email BBROWN@J2ENGINEERS.COM

Correspondence to be sent to: Owner; X Agent; X Designer; Other:

- 12. Total Acreage of parcel: 226.34 AC
13. Acreage to be developed: 9.98 AC
14. Property Identification #(s): 522-29-5928
15. LC Tax Map #(s): X, TRANSITIONAL
16. Current Zoning: VACANT W/IN REZONING AREA; SCHOOL, PUBLIC (ON PARENT TRACT)

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- 17. Current Use(s): IP, INSTITUTIONAL AND PUBLIC USE
- 18. Adjoining Property Uses(s): PARKING LOT, COMMUTER
- 19. Adjoining Property ID #s & owners: Please attach with a separate sheet provided below.
- 20. Related Applications: CONCURRENT REZONING APPLICATION RZ-20-01 + SUP-20-02
- 21. Pre-submission meeting date (if any) JANUARY 14, 2020

Additional Submission Requirements:

- A statement of justification and explanation.* Applicant must file a statement in support of their request in accordance with the requirements of Article 8 Section 1.4D of the Purcellville Zoning Ordinance. This statement should address all issues for consideration located within that section. In a separate statement, the proposal should be explained/outlined including details such as hours of operation.
- A concept plan for the property.* The Concept Plan does not need to be engineered however; it must be sufficiently detailed to be judged for its superiority to other forms of development. See Article 8 Section 1.4C for the requirements on the concept plan. If a concept plan is not applicable, please indicate with "n/a."
- Traffic Study.* A traffic study is required for special use permits, unless waived by the Director of Public Works. The waiver or the traffic study must be provided at the time of submission.
- Payment of fee.* The fee for a special use permit application must be paid at the time of submission. FEES ARE NON-REFUNDABLE.

Property Owner:

I have read this completed application, understand its intent and freely consent to its filing. The information provided is accurate and completed to the best of my knowledge and capabilities. I understand that the Town may deny, approve, or conditionally approve that for which I am applying. Furthermore, I grant permission to the Town or authorized government agents to enter the property and make such investigations or inspections and tests they deem necessary. I also understand that someone must be present at all public meetings to represent my application and if no one is present, the item will be tabled to the next available meeting.

James C. Zella, Ass't Director 7/29/20
Owner's Signature DTCI Date

Required Materials (as applicable, completed by Town Staff):

For all special use permit applications:

Application (2 copies) Concept Plan (12 folded Copies) Required Fees(s) N/A

Completed Checklist Statements of Justification & Explanation Traffic Study or waiver of study

Application Complete Fee \$ N/A Paid N/A Planning Initials BZ

Taxes Paid N/A Finance Initials N/A

Project Manager Assigned _____

File Number sup-20-01 Approved On: _____ Valid Until: _____

Ordinance/Resolution Number(s): _____

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Special Use Permit Adjoining Property Owner Information Sheet:

The following is a list of the adjoining property owners for the property located at:

36803 ALLDER SCHOOL RD, PURCELLVILLE, VA 20134

(Address of proposed special use permit request)

Please Note: Adjoining properties are any parcel of land sharing a common boundary with the property requesting a special use permit, including any properties located across an adjoining right of way. Attach additional sheets as needed.

<i>Property Owner(s):</i> FIELDS, H RALPH JR L/E	<i>Loudoun County PIN#</i> 522399005000
<i>Address:</i> PO BOX 847 PURCELLVILLE VA 20134-0847	

<i>Property Owner(s):</i> FIELDS, H RALPH JR	<i>Loudoun County PIN#</i> 487355657000
<i>Address:</i> PO BOX 847 PURCELLVILLE VA 20134-0847	

<i>Property Owner(s):</i> LOUDOUN COUNTY BOARD	<i>Loudoun County PIN#</i> 522201226000
<i>Address:</i> OF SUPERVISORS PO BOX 7000 MSC 01 LEESBURG VA 20177-7000	

<i>Property Owner(s):</i>	<i>Loudoun County PIN#</i>
<i>Address:</i>	

<i>Property Owner(s):</i>	<i>Loudoun County PIN#</i>
<i>Address:</i>	

<i>Property Owner(s):</i>	<i>Loudoun County PIN#</i>
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<i>Property Owner(s):</i>	<i>Loudoun County PIN#</i>
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<i>Property Owner(s):</i>	<i>Loudoun County PIN#</i>
<i>Address:</i>	

Special Use Permit Instructions

Resubmission Standards:

If your special use permit requires a resubmission the following information may be helpful.

When resubmitting a revised site plan based on the comments provided from the reviewing agencies the Town requires the following:

1. 12 folded copies of the plan, unless otherwise indicated by the project manager
2. An appropriate comment response letter (see requirements below)
3. A \$500.00 resubmission fee, payable to the Town of Purcellville
4. Any supporting documentation requested by the reviewers

Any revised application must be accompanied by a comment response letter, formatted as follows:

1. A restatement of the reviewer's comment
2. A response to each comment, even if it cannot be addressed.
3. A page number where the correction can be viewed on the plan.
4. Avoid phrases such as "comment noted" or "acknowledged" without providing detail as to how the comment is addressed.
5. If the response letter will include responses to multiple reviewers, differentiate between each set of comments and responses.

Ms. Jane Doe
Town of Purcellville
130 E. Main Street
Purcellville, VA 20132

RE: Response to comments dated x/x/xx and y/y/yy on TP00-00

Dear _____,

We are in receipt of your comments date x/x/xx and have revised the plans in accordance with the following:

Comments from Ms. Jane Doe, Department of Planning & Zoning, dated x/x/xx:

1. **Comment:** Provide Property Boundary
Response: *Boundary map provided on sheet x of y*
2. **Comment:** Revise signature block for Mayor
Response: *signature block revised as request on sheet (x of y)*

Comments from Mr. John Doe, Department of Public Works, dated y/y/yy:

1. **Comment:** It appears that this project could benefit from additional trees along Main Street.
Response: *Acknowledged, however as we discussed in our meeting on July 1, 2008, the drainage of the soil does not suit the requested additional landscaping. Therefore, no additional trees were provided.*

Do not hesitate to contact me if you have any further questions.

Sincerely, Engineer

Minimum Submission Standards Checklist – Special Use Permit:

This checklist must be submitted with the application or the SUP application will be rejected. These are the minimum requirements for acceptance of a submission, other ordinance requirements apply:

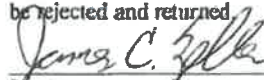
Applicant	Town Staff	Minimum Standard
Application Materials		
X		2 copies of completed application form (1 original and 1 copy)
X		Completed Minimum Submission Standards checklist
X		12 folded copies of the concept plan on paper no smaller than 11"x17" PLEASE NOTE: Although it is unnecessary for a concept plan to involve the preparation of engineered documents, the concept plan must be sufficiently detailed to be judged for its superiority to other forms of development.
N/A		Application fee(s)
X		Statement of Justification addressing all 13 issues for consideration found in Article 8 Section 1.4.D of the Purcellville Zoning Ordinance
X		Written statement - describing the proposed use in sufficient detail to provide the Town with adequate knowledge on which to determine if the proposed special use is a development of superior quality. The written statement shall also provide the type and hours of operation
X		Traffic Analysis or waiver of traffic analysis from Director of Public Works
Concept Plan Requirements		
X		Plans on 11"x17" paper or larger
X		Sheets are numbered & scale is indicated (if scaled)
X		Boundaries of the property and total area of the property in square feet and acres
X		General location, size (in square feet), and use of all proposed structures
X		General location of storm water management facilities.
X		General location of open space and/or landscaping areas
X		General location of proposed improvements such as but not limited to the general placement of sidewalks or trail facilities, the general location of proposed traffic improvements, and/or the general location of proposed public facilities.
X		General location of proposed parking areas, entrances onto rights of way, storage areas, display areas, recreational areas, and required buffer yards
X		General location and size of proposed rights of way
X		Location and size of existing public rights of way

Please Note:

The above information is a minimum standard for submission. If any of these items are not applicable to your project, please indicate with an "n/a" in the checkbox next to the item. The concept plan does not require preparation by a certified engineer unless specifically requested during review by the Town. Additional requirements may apply, please reference the Zoning Ordinance for any additional standards for your project.

Acknowledgement:

I have read the above minimum submission requirements, and by signing the following statement of acknowledgement, do believe that the special use permit application I have submitted to the Town of Purcellville is substantially complete. I also acknowledge that there are additional requirements which are not included on the minimum submission requirements which shall be enforced. By signing, I also understand that Town Staff will issue additional comments on the plan and that the presence of all required information does not guarantee plan approval, and if during the review of this plan by Town Staff it is determined that my plan is actually incomplete, it can be rejected and returned.


Ass't Director
7/29/20
 Signed, Property Owner DTCI Date

Signed, Preparing Designer/Engineer/Agent

Date