



## **PRE-APPLICATION CONFERENCE INFO SHEET**

*Department of Community Development*

### **What is a Pre-Application?**

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 or land use 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 submission of the following type of applications (and voluntary for all others):

- Zoning Map Amendment
- Proffer Condition Amendment
- Special Exception
- HTOC Development Plan

*Note that Pre-Application Conferences are also held for site and subdivision plans and plats however those are administered by the Department of Public Works (DPW) and a different request form is necessary. For additional information on those conference, refer to the [DPW plan review webpage](#).*

### **How Can I Request a Pre-Application?**

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. The form and supporting documents are submitted to the pre-application coordinator, Lisa Webster, at [lisa.webster@herdon-va.gov](mailto:lisa.webster@herdon-va.gov).

### **What is the Pre-Application Process?**

Pre-Application Conferences are held beginning at 2:00 p.m. every Thursday. To be scheduled for a conference, completed forms and supporting materials must be submitted no later than 12pm two Fridays before the requested Thursday conference. The requestor will be notified that the form has been accepted and the conference scheduled no later than 5pm the Wednesday following the Friday submission deadline. Typical conferences are scheduled for a maximum of 45 minutes. Staff will take notes at the conference and transcribe and distribute those notes to all attendees.

At the conference, many Town staff members that will be a part of the project's review will attend such as staff from the zoning, engineering, and building offices. 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 application. 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.

The location of Pre-Application Conferences is the Herndon Municipal Center, 777 Lynn Street, 2nd Floor Large Conference Room.

### **Where Can I get More Information?**

Refer to the Community Development (CD) Land Use Review webpage or contact the CD pre-application coordinator, Lisa Webster, at [lisa.webster@herndon-va.gov](mailto:lisa.webster@herndon-va.gov) or 703.787.7380.