

PRE-APPLICATION CONFERENCE INFO SHEET

Department of Public Works

What is a Pre-Application?

A Pre-Application Conference is a meeting between Town staff, an applicant (or applicant's representative), and the applicant's design professionals 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):

- Single Lot Development Plan
- Site Plan
- Subdivision Plan
- Plat

Note that Pre-Application Conferences are also held for Zoning Map Amendment, Proffer Condition Amendment, Special Exception, and HTOC Development Plan, however those are administered by the Department of Community Development (CD) and a different request form is necessary. For additional information on those conference, refer to the [CD Development and Land Use 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 Plan Review Coordinator, at planreview@herndon-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 requester 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 Department of Public Works (DPW) Plan Review webpage or contact the DPW Plan Review Coordinator, at planreview@herndon-va.gov or 703.435.6853.

FOR OFFICE USE Date Received: _____
Date & Time of Meeting: _____
Pre-Application #: _____

PRE-APPLICATION CONFERENCE REQUEST FORM

Department of Public

Submission Date: _____ Conference Date Requested: _____

Project Name: _____

Project Address: _____

Project Contact: _____

Mailing Address: _____

Phone: _____ Email: _____

Current Zoning: _____

Current or Previous Land Use: _____

Proposed Land Use: _____

Applications to be submitted (check all that may apply):

- Site Plan Subdivision Plan Single Lot Development Plan
 Plat Other

Note: If planning to submit a legislative plan (i.e. Zoning Map Amendment, Proffer Condition Amendment, Special Exception, or HTOC Development Plan,) there is a separate pre-application conference form that must be submitted. Those conferences are administered by the Department of Community Development and the conference form is [available online](#).

Brief description of project to be discussed at pre-application conference:

Specific issues or questions related to the project you would like discussed at the conference:

**In addition to this form, pre-application requests should include conceptual plans, drawings, and any other supporting documents that will help the town best understand the project and provide the best possible feedback.

****Completed forms with all supporting materials must be submitted electronically no later than 12pm, the Friday before the requested conference.**

****All expected pre-application attendees' names, titles, and relation to the project must be provided at the time of pre-application request submission. (See form on next page)**

****For questions, further information, and to submit the request, contact Plan Review Coordinator at planreview@herndon-va.gov or 703.435.6853.**

