Loudoun County, Virginia
www.loudoun.gov

Department of Building and Development
1 Harrison Street, S.E., P.O. Box 7000, Mailstop #60A, Leesburg, VA 20177-7000
703-777-0220
Fax Numbers: Permits 703-771-5522, Engineering 703-737-8993
Administration 703-771-5215

June 29, 2016

Mr. Erik Spencer
Christopher Consultants
9417 Innovation Drive
Manassas, VA 20110

RE: Kirkpatrick Farms Section G, Phase II (County file number not yet assigned)

Dear Mr. Spencer,

I am writing to introduce myself as the project planner who will be working with you on the above referenced Subdivision Waiver application. Staff has completed minimum submission review of this application and finds that it cannot be officially accepted due to the following deficiencies:

- No Deed was provided (FSM § 8.103.C.2)
- A letter or other documentation from the owner certifying that there is no deed of trust lien on the property was not provided. (FSM § 8.103.C.7.b)
- While not a requirement for submission/acceptance, the plat will eventually need to be revised to provide parking tabulations for the existing/approved development in order to demonstrate that the proposed subdivision does not violate the parking requirement for the existing development on the site.

Once these issues have been addressed, please resubmit the application package, including this letter, to the Land Development Counter on the second floor of the Loudoun County Government Center in Leesburg. Should you have any questions, please feel free to contact me by phone at (703) 777-0538 or by e-mail at Eric.Jewell@loudoun.gov . I look forward to working with you on this application.

Sincerely,

Eric M. Jewell
Senior Planner

cc: Scott Berger, Division Manager
Project File