



APPLYING FOR A TEMPORARY USE PERMIT

What is a Temporary Use?

The Zoning Administrator may approve a temporary use, which is intended for a limited duration to be located in a zoning district permitting such use.

Further information pertaining to temporary uses may be found in SECTION 9.5 of the Leesburg Zoning Ordinance or by calling the Department of Planning & Zoning at 703.771.2765.

Application Process:

Step 1: The applicant submits a complete application (2 sets), including site diagram and appropriate fee to the Zoning Administrator at least one week prior to the date the proposed permit is to take effect.

Step 2: The Zoning Administrator or designee makes a determination regarding the permit request. If all requirements are met, the temporary use permit will be approved and the applicant will be notified by the Town.



Department of Planning & Zoning
25 West Market Street, Leesburg, Virginia 20176
(703) 771-2765 / Fax (703) 771-2724
www.leesburgva.gov/planning

Temporary Use Permit

TLTU- _____ - _____

Intended Use: _____

Description of Use: _____

Site Address: _____

MCPI# _____

Property Owner: _____ Phone: _____

Address: _____

I as the owner, or authorized agent for the above referenced parcel do hereby request a Temporary Use Permit for the activity described herein and as shown on the attached scale site plan (1 set) and specifications. I understand that any deviation from the application as requested shall require the express written approval of the Zoning Administrator with Section 9.5 Town of Leesburg Zoning Ordinance.

Applicant Name: _____ Daytime Phone No/: _____
(please print)

Applicant Address: _____

Email: _____

_____/_____/_____
(Signature) Date Title/ Firm

Conditions of Approval: _____

Zoning District: _____ Period of Approval: _____

Use Classification: _____

Fee: _____ Bond Amount: _____ Date Approved: _____

THIS TEMPORARY USE PERMIT IS APPROVED FOR THE USE AS DESCRIBED AND SHOWN ON THE ATTACHED SITE PLAN.

Zoning Administrator

Date