

Leesburg Zoning Ordinance Update
Annotated Outline with DCSM Overlap
 01.09.25

The following Annotated Outline proposes the overall organization of the revised Zoning Ordinance and shows how existing provisions relate to the proposed outline. The Zoning Ordinance is proposed to be part of Chapter 35, *Land Use and Development*, of the existing Town Code. This Chapter would also be the home of the revised Subdivision and Land Development Regulations.

The Zoning Ordinance controls how private property is developed in terms of land use, building placement, lot area, density, parking, landscaping, signs, and other aspects. The Ordinance also contains provisions related to development review procedures, including but not limited to, application submittal, common review criteria, and public notice. It also establishes or references development review bodies such as the Planning Commission, Board of Zoning Appeals, and Zoning Administrator.

The hierarchical structure of the updated Zoning Ordinance and content of this annotated outline will likely evolve throughout the project as new issues come to light. Note that just because existing provisions are shown as associated with the updated and new Ordinance outline, that does not mean that such provisions will be part of the final version of the updated Ordinance. The intent is, at minimum, to show similar or analogous provisions in the updated Ordinance.

Chapter 35: Land Use and Development (Proposed)		Current Zoning Ordinance
Proposed Articles, Divisions, and Sections		Existing Sections
Article I	General Provisions	
Division 1	Jurisdiction and Authority	
Sec. 1-1	Title	Sec. 1.1 Title
Sec. 1-2	Purposes	Sec. 1.5 Purpose; Sec. 1.6 Implementation of the Town Plan
Sec. 1-3	Authority, Jurisdiction, and Applicability	Sec. 1.2 Authority; Sec. 1.3 Jurisdiction; Sec. 4.3 Zoning Upon Annexation
Sec. 1-4	Enactment, Effective Date, Repeal	Sec. 1.4 Effective Date
Division 2	Measurements and Allowances	
Sec. 2-1	General Provisions	10.4.1 Size and Dimension Standards, Generally; 10.4.8 Minimum Open Space; 10.4.9 Minimum Public Street Frontage Requirement; 10.4.10 Maximum Floor Area Ratio
Sec. 2-2	Measurements	Remainder of Sec. 10.4, Measurements, Computations and Exceptions
Sec. 2-3	Allowances	Remainder of Sec. 10.4, Measurements, Computations and Exceptions

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Proposed Articles, Divisions, and Sections		Existing Sections
Article II	Zoning Districts and Dimensional Standards	
Division 3	General	
Sec. 3-1	Purpose and Applicability	NEW
Sec. 3-2	Official Zoning Map	Sec. 4.4 Zoning Map
Sec. 3-3	Zoning Districts Established	Sec. 4.1 Establishment of Zoning Districts; Sec. 7.1, General; Sec. 4.2 Zoning District Hierarchy
Sec. 3-4	Legacy Districts	Sec. 3.11 Architectural Control Certificates of Appropriateness (H-2 Corridor Overlay District); Sec. 7.6 H-2, Historic Corridor Architectural Control Overlay District; Sec. 15.2.1 Overlay district regulations; Sec. 15.10 Signs in the H-2 Overlay District
Sec. 3-5	Affordable Dwelling Unit Standards	Sec. 3.17 Affordable Dwelling Unit Development
Division 4	Residential Districts	
Sec. 4-1	General Provisions	Sec. 9.7 Dwelling Unit Occupancy
Sec. 4-2	Residential Suburban (RS)	Sec. 5.1.1, Description, R-E, Single-Family Residential Estate District; 5.1.3, Density/Intensity and Dimensional Standards, R-E, Single-Family Residential Estate District; Sec. 5.2.1 Description, R-1 Single-Family Residential District; Sec. 5.2.3, Density/Intensity and Dimensional Standards, R-1 Single-Family Residential District; Sec. 5.3.1 Description, R-2 Single-Family Residential District; Sec. 5.3.3 Density/Intensity and Dimensional Standards, R-2 Single-Family Residential District; Sec. 5.4.1 Description, R-4, Single-Family Residential District; Sec. 5.4.3, Density/Intensity and Dimensional Standards, R-4 Single-Family Residential District;
Sec. 4-3	Residential Mixed (RM)	Sec. 5.5.1, Description, R-6 Moderate Density Residential District; Sec. 5.5.3, Density/Intensity and Dimensional Standards, R-6 Moderate Density Residential District; Sec. 5.7.1 R-8 Medium-Density Attached Residential District; Sec. 5.7.3, Density/Intensity and Dimensional Standards, R-8, Medium-Density Attached Residential District; Sec. 5.7.4, Additional Standards, R-8 Medium-Density Attached Residential District

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Proposed Articles, Divisions, and Sections		Existing Sections
Sec. 4-4	Residential Urban (RU)	Sec. 5.8.1, Description R-16 Planned Housing Development District; Sec. 5.8.3 Density/Intensity and Dimensional Standards, R-16 Planned Housing Development District; Sec. 5.9.1 Description, R-22 Multi-Family Residential District; Sec. 5.9.3, Density/Intensity and Dimensional Standards, R-22 Multi-Family Residential District; Sec. 5.9.3, Density/Intensity and Dimensional Standards, R-22, Multi-Family Residential District; Sec. 10.1 Residential Zoning Districts
Sec. 4-5	Historic Residential (R-HD)	Sec. 5.6.1, Description R-HD Historic Residential District; Sec. 5.6.3, Density/Intensity and Dimensional Standards, R-HD Historic Residential District
Division 5	Non-Residential and Mixed Use Districts	
Sec. 5-1	Commercial Neighborhood (CN)	NEW
Sec. 5-2	Commercial Suburban (CS)	Sec. 6.4.1 Description, B-2 Established Corridor Commercial District; Sec. 6.4.3, Density/Intensity and Dimensional Standards, B-2 Established Corridor Commercial District; Sec. 6.5.1 Description, B-3 Community Retail/Commercial District; Sec. 6.5.3 Density/Intensity and Dimensional Standards, B-3 Community Retail/Commercial District
Sec. 5-3	Industrial Research Park (IR)	Sec. 6.7.1 Description, Industrial/Research Park District; Sec. 6.7.3, Density/Intensity and Dimensional Standards I-1 Industrial/Research Park District; Sec. 9.8 Flex Industrial/Business Park
Sec. 5-4	Mixed Use (MU)	Sec. 6.1.1, Description, O-1 General Office District; Sec. 6-1-3 Density/Intensity and Dimensional Standards, O-1 General Office District; Sec. 6.6.1 Description, B-4 Mixed-Use Business District; Sec. 6.6.3 Density/Intensity and Dimensional Standards, B-4, Mixed-Use Business District; Sec. 6.6.4 Additional Standards, B-4 Mixed-Use Business District
Sec. 5-5	Innovation Center (IC)	NEW
Sec. 5-6	Crescent Design (CD)	Sec. 7.10.1, Description; Sec. 7.10.2, Applicability; Sec. 7.10.3, Overview of Crescent Design District

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Proposed Articles, Divisions, and Sections		Existing Sections
		Regulations; Sec. 7.10.4, Siting Specifications; Sec. 7.10.5, Site Requirements; Sec. 7.10.8, Height Zones; Sec. 7.10.9, Use Regulations and Density/Intensity and Dimensional Standards; 7.10.12, Modifications
Sec. 5-7	Downtown (DT)	Sec. 6.3.1, Description, B-1 Community (Downtown) Business District; Sec. 6.3.3 Density/Intensity and Dimensional Standards, B-1 Community (Downtown) Business District
Division 6	Special Purpose Districts	
Sec. 6-1	Medical Hospital Center District (MC)	Sec. 7.2.1, Description, MC Medical-Hospital Center (Special Purpose) District; Sec. 7.2.3 Density/Intensity and Dimensional Standards, MC Medical-Hospital Center (Special Purpose) District
Sec. 6-2	Government Center District (GC)	Sec. 7.3.1, Description; Sec. 7.3.3, Density/Intensity and Dimensional Standards
Sec. 6-3	Airport District (A-1)	Sec. 7.4 MA, Municipal Airport District
Sec. 6-4	Open Space and Parks District (OSP)	NEW
Division 7	Planned Development Districts	Division 7 will move to Appendix B, Legacy Districts
Sec. 7-1	General Provisions	Sec. 8.1 General; Sec. 8.2, Applicability; Sec. 8.3, General Development Standards; ;
Sec. 7-2	Planned Residential Neighborhood (PRN)	Sec. 8.4, PRN Planned Residential Neighborhood District; Sec. 8.5, PRC Planned Residential Community District;
Sec. 7-3	Planned Employment Center District (PEC)	Sec. 8.6 PEC, Planned Employment Center District
Sec. 7-4	Planned Development-Commercial Center-Small Regional Center (PD-CC-SC)	Sec. 8.7, PD-CC-SC Planned Development-Commercial Center-Small Regional Center
Sec. 7-5	Planned Development-Industrial Park (PD-IP)	Sec. 8.8, PD-IP, Planned Development-Industrial Park
Division 8	Overlay Districts	
Sec. 8-1	Old and Historic Overlay District	Sec. 7.5.1, Description; Sec. 7.5.2, Applicability; Sec. 7.5.3, Historic District Created, Established; Sec. 7.5.10, Designation of Historic Districts and Landmarks; Sec. 15.2.1 Overlay district regulations;

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Proposed Articles, Divisions, and Sections		Existing Sections
		Sec. 15.2.1 Comprehensive Sign Plans; Sec. 15.9 Signs in the H-1 Overlay District
Sec. 8-2	Gateway Overlay District	Sec. 7.12.1, Purpose; Sec. 7.12.2, District Created; Sec. 7.12.3, District Applicability; Sec. 7.12.4, Design Guidelines; Sec. 7.12.5, Architectural Style to be in Accordance with Design Guidelines; 7.12.6, Design Criteria; Sec. 7.12.24, Universal Gateway District Standards; Sec. 15.11 Signs in Gateway District (Overlay); Sec. 7.12.23, Work Must Conform to the Certificate of Appropriateness Issued
Sec. 8-3	Airport Overlay District	Sec. 7.7.1 Description; Sec. 7.7.2, Applicability; Sec. 7.7.4 Airport Safety Zones; Sec. 7.7.5 Airport Safety Zone Height Limitations; Sec. 7.7.6 Use Regulations; 7.7.9 Airport Noise Overlay District Boundaries; 7.7.10 Disclosure Statements; 7.7.11 Airport Noise Overlay Use Limitations; Sec. 7.4.1, Description; Sec. 7.4.3, Density/Intensity and Dimensional Standards
Sec. 8-4	Noise Abatement Corridor Overlay District	7.8.1, Description; Sec. 7.8.2 Applicability; Sec. 7.8.3 Standards
Sec. 8-5	Floodplain Overlay District	7.11.1 Applicability; 7.11.3 Density Calculations; 7.11.4, Overlay District Established; 7.11.5 Official Floodplain Overlay District Map; Sec. 7.11.6 Interpretation of Floodplain Overlay District Boundaries; Sec. 7.11.7 Prohibited Activities; Sec. 7.11.8 Permitted Uses; Sec. 7.11.8 Special Exception Uses; Sec. 7.11.10 Standards for a Special Exception; Sec. 7.11.11 Factors to be Satisfied for a Variance; Sec. 7.11.12 Referral for Technical Assistance; Sec. 7.11.13 Hardship Relief Funding; Sec. 7.11.14 Required Notification to Applicant; Sec. 7.11.15 Records; Sec. 7.11.16 Existing Structures
Division 9	Community Amenities	
Sec. 9-1	Community Amenity and Open Space Standards	Sec. 7.10.5.G, Useable Open Space/Amenity Area, Crescent Design District; Sec. 12.10 Open Space
Article III	Use Regulations	
Division 10	Use Categories	
Sec. 10-1	Establishment of Use Categories	Sec. 9.1.1, Establishment of Use Categories; Sec. 9.1.2, Permitted Uses; Sec. 9.1.3 Special Exception

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Proposed Articles, Divisions, and Sections		Existing Sections
		Uses; Sec. 9.1.5 Prohibited Uses
Sec. 10-2	Agriculture Use Category	NEW. Sample Categories: Agriculture
Sec. 10-3	Residential Use Category	NEW. Sample Categories: Household Living and Group Living
Sec. 10-4	Industrial Use Category	NEW. Sample Categories: Industrial
Sec. 10-5	Public, Institutional, and Civic Use Category	NEW. Sample Categories: Community Service, Day Care, Educational Facilities, Government Facilities, Medical Facilities, Public Parking, Parks and Open Areas, Places of Worship
Sec. 10-6	Commercial Use Category	NEW. Sample Categories: Animal-Related, Office, Short-Term Accommodations, Commercial Parking, Indoor Entertainment and Recreation, Outdoor Entertainment and Recreation, Restaurants, Retail Repair, Sales, and Service, and Vehicle Sales and Service
Sec. 10-7	Utility and Communications Use Category	NEW. Sample Categories: Utilities and Telecommunications Facilities
Division 11	Use Table	
Sec. 11-1	Use Table Legend	Sec. 9.2.1 Permitted Uses; Sec. 9.2.2, Special Exception Uses; Sec. 9.2.3, Minor Special Exception Uses; Sec. 9.2.4 Uses Not Allowed
Sec. 11-2	Use Table	Table 9.2 Use Table; Sec. 5.1.2, Use Regulations, R-E Single-Family Residential Estate District; Sec. 5.2.2 Use Regulations, R-1 Single-Family Residential District; Sec. 5.3.2, Use Regulations, R-2 Single-Family Residential District; Sec. 5.4.2, Use Regulations, R-4 Single-Family Residential District, Sec. 5.5.2 Use Regulations, R-6 Moderate Density Residential District; Sec. 5.6.2, Use Regulations, R-HD Historic Residential District; Sec. 5.7.2 Use Regulations, R-8 Medium-Density Attached Residential District; Sec. 5.8.2, Use Regulations, R-16 Planned Housing Development District; Sec. 5.9.2, Use Regulations, R-22, Multi-Family Residential District; Sec. 6.1.2, Use Regulations, O-1 General Office District; Sec. 6.3.2, Use Regulations, B-1 Community (Downtown) Business District; Sec. 6.4.2, Use Regulations, B-2 Established Corridor Commercial District; Sec. 6.5.2,

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		Use Regulations, B-3 Community Retail/Commercial District; Sec. 6.6.2, Use Regulations, B-4 Mixed-Use Business District; Sec. 6.7.2, Use Regulations, I-1 Industrial/Research Park District; Sec. 7.2.2 Use Regulations, MC Medical Hospital Center Special Purpose District; Sec. 7.3.2, Use Regulations, GC Government Center Special Purpose District; Sec. 7.4.2, Use Regulations
Division 12	Limited Use Standards	
Sec. 12-1	Purpose and Applicability	NEW
Sec. 12-2	Agricultural and Residential	Sec. 9.3 Use Standards; Sec. 5.10 Residential Zoning District Regulations for the Provision of ADUs;
Sec. 12-3	Non-Residential	Sec. 9.3 Use Standards
Division 13	Special Exception Standards	
Sec. 13-1	Purpose and Applicability	NEW
Sec. 13-2	Agricultural and Residential	Sec. 9.3 Use Standards
Sec. 13-3	Non-Residential	Sec. 9.3 Use Standards; Sec. 9.8 Flex Industrial/Business Park
Division 14	Accessory Uses and Structures	
Sec. 14-1	General Provisions	NEW
Sec. 14-2	Accessory Residential Standards	Sec. 9.4 Accessory Uses
Sec. 14-3	Nonresidential and Mixed Use Standards	Sec. 9.4 Accessory Uses; Sec. 7.10.6.M, Accessory Building Design Specifications
Division 15	Temporary Uses and Structures	
Sec. 15-1	General Provisions	Sec. 9.5.1 Purpose and Intent
Sec. 15-2	Temporary Use Table	Sec. 9.5.2 Permitted Temporary Uses; Sec. 9.6.2, Permitted Business Special Events
Sec. 15-3	Temporary Use Standards	Sec. 9.5.3, General Standards for Permitting Temporary Uses; Sec. 9.5.4 Standards for Specific Temporary Uses; Sec. 9.5.5 Temporary Portable Storage Unit; Sec. 9.6.4 Duration; Sec. 9.6.5, Location; Sec. 9.6.6 Off-Street Parking and Access; Sec. 9.6.7 Hours of Operation; Sec. 9.6.8 Illumination; Sec. 9.6.10, Tents
Division 16	Telecommunication Facilities	

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Proposed Articles, Divisions, and Sections		Existing Sections
Sec. 16-1	General Provisions	9.3.26 Telecommunication Facilities
Sec. 16-2	Standards	9.3.26 Telecommunication Facilities
Division 17	New and Unlisted Uses	
Sec. 17-1	Purpose	NEW
Sec. 17-2	Standards	Sec. 9.1.4 Unlisted Uses
Article IV	Development Standards	
Division 18	Purpose and Applicability	
Sec. 18-1	Purpose	Sec. 12.1.1 Purpose and Intent; DCSM 8-100, Purpose and Intent
Sec. 18-2	General Applicability	Sec. 12.1.2, General Applicability; DCSM 8-200, Applicability
Division 19	Building Design	
Sec. 19-1	General Provisions	NEW; Sec. 7.10.6.A-F, Crescent Design District
Sec. 19-2	Residential	NEW; Sec. 7.10.6.G, Residential Building Design Specifications, Crescent Design District; Sec. 10.3.3 Traditional Design Option; Sec. 10.3.1 Residential Cluster Development; Sec. 10.3.2 Zero Lot Line Development
Sec. 19-3	Mixed Use and Nonresidential	NEW; Sec. 7.10.6.H, Commercial Building Design Specifications, Crescent Design District; Sec. 7.10.6.I, Mixed Use Commercial Building Design Specifications, Crescent Design District; Sec. 7.10.6.J, Drive-Through Window Building Design Specifications, Crescent Design District; Sec. 7.10.6.K, Service Station Building Design Specifications; Sec. 7.10.6.L, Parking Structures Building Design Specifications; Sec. 7.10.6.N, Mechanical Equipment; Sec. 7.10.7, Building Materials and Other Requirements
Division 20	Parking, Loading, Stacking, and Access	
Sec. 20-1	General Provisions	Sec. 11.1, General; Sec. 11.5, Use of Parking and Loading Areas; Sec. 11.6.1.I, Setbacks, Screening and Landscaping; Sec. 11.6.1.J, Emergency and Public Vehicle Access; Sec. 11.6.1.K, Front Yard Parking Areas; Sec. 11.7, Maintenance; Sec. 11.11, Sight Distance; Sec. 11.12, Administration;
Sec. 20-2	Off-Street Parking	Sec. 11.3, Number of Parking Spaces Required;

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Proposed Articles, Divisions, and Sections		Existing Sections
	Requirements	
Sec. 20-3	Alternative Parking Provisions	Sec. 11.4, Alternative Parking Provisions
Sec. 20-4	Shared Parking (Mixed Use and Joint Use)	Sec. 11.4.2, Shared Parking (Joint Use); Sec. 11.4.5 Shared Parking (Mixed Use)
Sec. 20-5	Payments in Lieu of Parking	Sec. 11.4.3 Payments-in-Lieu
Sec. 20-6	Modified Requirements in the H-1 and DT Districts	Sec. 11.4.4 Modified Requirements in the Downtown H-1 Overlay District
Sec. 20-7	Crescent Design District Parking Provisions	Sec. 7.10.5.A, Parking, Crescent Design District;
Sec. 20-8	Parking Lot and Parking Space Design	Sec. 11.6, Parking and Loading Area Design Standards; DCSM 7-510, General [Parking Space Types]; DCSM 7-520, Parking Space Geometrics; DCSM 7-540 Parking Spaces and Travel Aisles in Parking Structures
Sec. 20-9	Accessible Parking (ADA)	Sec. 11.6.B, Accessible Parking for Physically Handicapped Persons
Sec. 20-10	Off-Street Loading	Sec. 7.10.5.C, Loading, Crescent Design District; Sec. 11.6.3.A, Minimum Dimensions of Off-Street Loading Areas; Sec. 11.9, Number of Off-Street Loading Spaces Required; Sec. 11.10 Alternative Loading Provisions; DCSM 7-530 Loading Spaces
Sec. 20-11	Vehicle Stacking Areas	Sec. 11.8, Stacking Spaces; DCSM 7-550, Stacking Spaces
Sec. 20-12	Parking Access and Circulation	Sec. 11.6.1.A, Overall Internal Circulation Pattern; Sec. 11.6.1.B, Entrances and Exits; Sec. 11.6.1.C, Relationship of Off-Street Parking and Loading Areas to Public Rights of Way; DCSM 7-560, Fire Lanes; DCSM 7-364, Common Driveways
Sec. 20-13	Bicycle Parking	NEW; Sec. 7.10.5.B, Bicycle Facilities, Crescent Design District
Sec. 20-14	Pedestrian Access	Sec. 11.2, Pedestrian Access; Sec. 11.6.1.F, Sidewalks and Pedestrian Facilities; DCSM 7-710, Sidewalks; DCSM 7-720, Shared Use Paths; DCSM 7-370 Residential Parking Courts, Private Travelways, and Alleys
Division 21	Tree Preservation, Landscaping, and Buffering	
Sec. 21-1	General Provisions	Sec. 12.2.1 Landscape Plan Required; 12.2.5 Monitoring and Enforcement
Sec. 21-2	Tree Canopy and Preservation	Sec. 12.3 Twenty-Year Tree Canopy Requirements; DCSM 8-300, Conservation and Landscape Plans;

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Proposed Articles, Divisions, and Sections		Existing Sections
		DCSM 8-400, Preservation of Vegetation;
Sec. 21-3	Interior Parking Lot Landscaping	Sec. 12.6 Interior Parking Lot Landscaping
Sec. 21-4	Bufferyard Landscaping	Sec. 12.5 Perimeter Parking Lot Screening; Sec. 12.8 Buffers and Screening; Article 14, Creek Valley Buffer
Sec. 21-5	Screening and Fencing	12.8.6 Screening; 12.8.7 Screening of Outdoor Storage and Loading Areas; 12.8.8 Dumpster Screening
Sec. 21-6	Street Trees	Sec. 12.4 Street Trees
Sec. 21-7	Sustainability Index	NEW
Sec. 21-8	Installation and Maintenance	Sec. 12.9 Plant Material Specifications; 12.9.7 Maintenance; 12.9.8 Sight Distance; 12.9.9 Steep Slopes; Reference to DCSM 7-371, Sight Distance; DCSM 8-500, Tree and Plant Selection (Currently itself just a reference to the ZO so it will go away); DCSM 8-600, Field Practice; DCSM 8-700, Planting Practice within Easements; DCSM 8-800, Recommended Practices for Residential Lawn Establishment;
Sec. 21-9	Alternative Compliance	Sec. 12.7 Modified Parking Lot Screening and Landscaping Standards; 12.8.5 Modification Buffer-Yard Requirements
Division 22	Outdoor Lighting	
Sec. 22-1	General Provisions	12.11.4 Plan Required
Sec. 22-2	Exemptions and Prohibitions	12.11.6 Exemptions
Sec. 22-3	Lighting Standards	12.11.1 Standards for Certain Uses; 12.11.3 Standards
Division 23	Signs	
Sec. 23-1	General Provisions	Sec. 15.1 General; Sec. 15.4 Exemptions; Sec. 15.6 Regulations Applicable to All Signs
Sec. 23-2	Prohibited Signs	Sec. 15.5 Prohibited Signs
Sec. 23-3	Permanent Signs	[NEW] (Sections 23-3 through 23-6 contains the essentially the same sign standards that were grouped by use types in Article 15.) 15.8.1 Residential District Signs; 15.8.2 Signs for Permitted Principal Uses; 15.8.3 Signs for Individual Businesses; 15.8.4 Signs for Multiple Businesses; 15.8.5 Signs for Commercial, Office and Industrial Centers
Sec. 23-4	Sign Standards by Zoning District	[NEW] See above

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Proposed Articles, Divisions, and Sections		Existing Sections
Sec. 23-5	Temporary Signs	[NEW] See above
Sec. 23-6	Sign Measurement	[NEW] See above
Sec. 23-7	Illuminated and Digital Signs	[NEW]
Sec. 23-8	Signs for Specific Uses	15.8.6 Signs for Fuel Sales; 15.8.7 Signs for Vehicle Sales Dealerships; 15.8.8 Signs for Theaters; 15.8.10 Signs for Banks 15.8.9 Signs for Places of Assembly
Division 24	Noise Limitations	
Sec. 24-1	Noise Limitations Standards	Sec. 7.9 Noise Limitations and Enforcement
Article V	Review and Decision-Making Bodies	
Division 25	Elected and Appointed Officials	
Sec. 25-1	Town Council	Sec. 2.1 Town Council
Sec. 25-2	Planning Commission	Sec. 2.2 Planning Commission
Sec. 25-3	Board of Architectural Review	Sec. 2.3 Board of Architectural Review
Sec. 25-4	Board of Zoning Appeals	Sec. 2.4 Board of Zoning Appeals
Division 26	Administrative Officials	
Sec. 26-1	Zoning Administrator	Sec. 2.5 Zoning Administrator
Sec. 26-2	Land Development Official	Sec. 2.6 Land Development Official
Sec. 26-3	Floodplain Administrator	NEW
Article VI	Review and Approval Procedures	
Division 27	Common Review Procedures	
Sec. 27-1	Development Review Summary	15.2.1 In general; 15.2.1 Duration and revocation of permit; 3.1.8 Summary of Procedures; 3.3.1 Purpose; 3.2.2 Public Hearing Notice; 3.3.9 Public Hearing Notice; 3.4.1 Purpose and Intent; 3.4.8 Public Hearing Notice; 3.6.1 Applicability; 3.6.5 Lapse of Permit; 3.7.1 When Permits Required; 3.7.9 Lapse of Permit; 3.8.1 Wall Check Plat Required; 3.10.1 Applicability; 3.10.4 Public Hearing Notice; 3.11.1 Applicability; 3.11.7 Public Hearing Notice; 3.11.16 Lapse of Approval; 7.12.20, Lapse of Approval
Sec. 27-2	Optional Pre-Application Conference	3.1.5 Pre-Application Conference; 3.3.4 Pre-application Conference; 3.4.3 Pre-application Conference; 3.16.3 Pre-application Conference

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Proposed Articles, Divisions, and Sections		Existing Sections
Sec. 27-3	Neighborhood Meeting	NEW
Sec. 27-4	Application Submittal, Completeness, and Review	15.2.1 Application for permit; 15.2.1 Permit fee; 3.1.1 Form of Application; 3.1.2 Application Filing Fees; 3.1.3 Application Completeness, Accuracy, and Substantial Amendment; 3.1.4 Burden of Proof or Persuasion; 3.2.1 Initiation of Text Amendments; 3.3.3 Initiation of Application; 3.3.5 Application Filing; 3.3.17 Successive Applications; 3.4.2 Initiation of Application; 3.4.4 Application Filing; 3.4.5 Concurrent Review; 3.4.7 Waivers/ Modifications of Submittal Requirements; 3.4.18 Successive Applications; 3.5.1 Filing of Application; 3.7.2 Zoning Permit Fees; 3.10.3 Application Filing Deadline and Fee; 3.10.10 Zoning Permits; Accurate Drawings of Approved Plans Required; 3.11.6 Form of Application; 3.11.12 Accurate Drawings of Approved Plans Required; 3.12.3 Initiation of Application; 3.12.4 Application Filing; 3.13.4 Initiation of Application; 3.13.5 Application Filing; 3.13.14 Re-Application; 3.14.3 Application Filing; 3.15.2 Right to Appeal; 3.15.3 Application Filing; 3.16.2 Initiation of Application; 3.16.4 Application Filing; 3.16.6 Request for Waiver/Modifications of Submittal Requirements; 3.16.13 Successive Applications; 15.12.4 Required Contents of Applications; 3.3.6 Submittal Requirements; 3.4.6 Submittal Requirements; 3.6.3 Application Submittal; 3.7.3 Application Submittal; 3.9.2 Submittal Requirements; 3.10.2 Required Contents of Applications; 3.11.5 Required Contents of Applications; 3.12.5 Submittal Requirements; 3.13.1 Submittal Requirements; 3.16.5 Submittal Requirements; 3.17.4 Designation of Affordable Units on Plats; 12.2.3 Contents of Landscape Plan; 12.2.4 Contents of a Tree Preservation Plan; 3.1.6 Official Review; 3.5.2 Agency Notification; 3.7.8 Review Time; 3.10.5 Review of Plans in a Timely Manner; 3.10.7 Board Authority to Seek Outside Advice; 3.11.8 Review of Plans in a Timely Manner
Sec. 27-5	Common Decision Criteria	3.3.8 Consistency with Town Plan; 3.12.9 Approval Criteria

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Sec. 27-6	Public Notice	3.1.9 Public Hearing Notices; 3.2.2 Public Hearing Notice; 3.3.9 Public Hearing Notice; 3.13.7 Public Hearing Notice; 3.4.8 Public Hearing Notice; 3.10.4 Public Hearing Notice; 3.11.7 Public Hearing Notice; 3.12.6 Public Hearing Notice; 3.14.6 Public Hearing Notice; 3.15.5 Public Hearing Notice; 3.16.7 Public Hearing Notice
Sec. 27-7	Public Meetings and Hearings	NEW; Sec. 7.5.4, Public Meetings Required; Sec. 7.6.6, Public Meetings Required
Sec. 27-8	Decision and Post-Decision Provisions	15.2.1 Duration and revocation of permit; 3.4.15 Amendments to Approved Special Exceptions; 3.4.17 Revocation; 3.5.6 Revocation of Permit; 3.10.8 Form of Decision; 3.10.9 Explanation of Disapproval; 3.10.11 Conformance with Permit Required; 3.10.13 Change of Plans after Issuance of Certificate of Appropriateness; 3.11.10 Forms of Decision; 3.11.11 Explanation of Disapproval; 3.11.13 Conformance with Certificate Required
Sec. 27-9	Appeals	3.3.18 Appeals; 3.4.19 Appeals; 3.5.7 Appeal; 3.10.14 Appeals; 3.11.15 Appeals; 3.12.8 Town Council; 3.12.10 Appeals; 3.13.15 Appeals; 3.14.9 Appeals; 3.15.8 Appeals; 3.19.3 Appeals and Changes, Modifications or Reversals of Written Interpretations
Sec. 27-10	Inactive and Withdrawn Applications	3.1.10 Inactive Applications; 3.3.14 Withdrawal of Applications; 3.4.11 Withdrawal of Applications; 3.5.4 Termination; 3.5.5 Renewals, Extensions; 3.10.12 Lapse of Approval; 3.13.13 Withdrawal of Application; 3.14.10 Withdrawal of Application; 3.16.11 Withdrawal of Applications
Division 28	Administrative Decisions	
Sec. 28-1	Certificate of Appropriateness (Administrative)	Sec 3.10.1 Applicability; Sec. 7.5.6, Administrative Approval of Certificate of Appropriateness; Sec. 7.6.4, Certificates of Appropriateness
Sec. 28-2	Comprehensive Sign Plan	Sec. 15.12 Comprehensive Sign Plans; 15.12.5 Standard for Review; 15.12.6 Amendments to Existing Comprehensive Sign Plans
Sec. 28-3	Demolition Permit	3.6.2 Exemptions; 3.6.4 Display of Permit
Sec. 28-4	Floodplain Development	NEW

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Sec. 28-5	Minor Modification	3.3.20 Minor Modifications; 7.10.12.A, Administrative Modifications
Sec. 28-6	Occupancy Permit	3.9.1 Certificates Required
Sec. 28-7	Sign Permit	7.12.10, Sign Applications
Sec. 28-8	Site Plan	NEW; 12.2.2 Review Procedures; Reference to DCSM 7-111; Reference to DCSM 7-112; Reference to DCSM 7-113; Reference to DCSM 7-114;
Sec. 28-9	Temporary Sign Permit	15.2.5 Temporary Sign Permits;
Sec. 28-10	Temporary Use Permit	3.5.3 Issuance or Denial of Permit; 3.5.4 Termination
Sec. 28-11	Wall Check	3.8.1 Wall Check Plat Required
Sec. 28-12	Written Interpretation	3.19.1 Written Interpretations; 3.19.2 Zoning Administrator's Response.
Sec. 28-13	Zoning Permit	3.7.4 Approved Plans; 3.7.5 Site Plans; 3.7.6 Standards for Issuance; 3.7.7 Display of Permit; Sec. 7.7.8 Zoning Permits
Division 29	Legislative Decisions	
Sec. 29-1	Commission Permit	Sec. 3.12.2 Exemptions; Sec. 3.12.7 Planning Commission Review and Recommendation
Sec. 29-2	Special Exception	3.4.9 Planning Commission Review and Recommendation; 3.4.10 Town Council Review and Decision; 3.4.12 Approval Criteria; 3.4.13 Compliance with Use Standards; 3.4.14 Conditions and Safeguards; 3.4.16 Termination of Use
Sec. 29-3	Special Exception, Minor	NEW
Sec. 29-4	Zoning Map Amendment ("Rezoning")	3.3.2 Planned Developments; 3.3.7 Request for Waivers/Modifications of Submittal Requirements; 3.3.10 Planning Commission Review and Recommendation; 3.3.11 Request for Time Extension – Planning Commission; 3.3.12 Town Council Review and Decision; 3.3.13 Request for Time extension – Council; 3.3.15 Approval Criteria; 3.3.16 Proffers; 3.3.19 Amendment to Official Zoning Map
Sec. 29-5	Zoning Ordinance Text Amendment	Sec. 3.2 Zoning Ordinance Text Amendments (preamble); 3.2.3 Planning Commission Review and Recommendation; 3.2.4 Town Council Review and Decision; 3.2.5 Approval Criteria
Division 30	Quasi-Judicial Decisions	

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Sec. 30-1	Appeal of Administrative Decision	3.14.2 Right to Appeal; 3.14.4 Effect of Filing; 3.14.5 Record of Administrative Decision; 3.14.7 Board of Zoning Appeals Review and Decision; 3.14.8 Approval Criteria; Findings of Fact
Sec. 30-2	Appeal of Proffer Interpretation	3.15.4 Record of Administrative Decision; 3.15.6 Town Council Review and Decision; 3.15.7 Approval Criteria; Findings of Fact
Sec. 30-3	Interim Waiver	Sec. 3.18 Interim Waivers
Sec. 30-4	Variance	3.13.1 Jurisdiction and Authority; 3.13.2 Authorized Variances; 3.13.3 Unauthorized Variance; 3.13.8 Board of Zoning Appeals Review and Decision; 3.13.9 Approval Criteria; 3.13.10 Applicant's Burden of Persuasion; 3.13.11 No Use Variances; 3.13.12 Conditions and Safeguards; Sec. 7.10.5.F, Modifications; Sec. 7.10.6.O, Modifications;
Sec. 30-5	Variance, Floodplain	NEW
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Division 31	General Provisions	
Sec. 31-1	General Provisions	16.1.1 Applicability; 16.1.2 Purpose and Scope of Regulations; 16.1.3 Authority to Continue; 16.1.4 Determination of Nonconforming Status; 16.1.5 Repairs and Maintenance; 16.1.6 Change of Tenancy or Ownership
Division 32	Types of Nonconformities	
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Sec. 32-2	Nonconforming Structures	Sec. 16.3 Nonconforming Structures
Sec. 32-3	Nonconforming Lots of Record	Sec. 16.4 Nonconforming Lots
Sec. 32-4	Nonconforming Signs	Sec. 15.7 Non-Conforming Signs
Sec. 32-5	Nonconforming Site Elements	NEW
Division 33	Conversion of Nonconformities	
Sec. 33-1	Conversion of Nonconformities	NEW
Article VIII	Enforcement, Violations, and Penalties	
Division 34	Enforcement	
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Division 35	Violations	
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Sec. 35-2	Civil Violations	17.2.2 Civil Violations and Penalties; 17.3.2 Civil Violations; Sec. 7.5.11 Violations
Sec. 35-3	Criminal Violations	17.2.1 Criminal Violations and Sanctions; 17.3.1 Criminal Violations
Division 36	Procedures	
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Sec. 36-2	Civil Violation Procedures	17.2.2 Civil Violations and Penalties; 17.3.2 Civil Violations; Sec. 7.5.11 Violations
Sec. 36-3	Criminal Violation Procedures	17.2.1 Criminal Violations and Sanctions; 17.3.1 Criminal Violations
Division 37	Penalties and Remedies	
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Sec. 37-3	Other Judicial Remedies	Sec. 17.4 Additional Remedies
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Article IX	Word Usage	
Division 38	Rules of Construction	
Sec. 38-1	Rules of Construction	Sec. 1.8 Rules of Interpretation/Construction of Language; Sec. 1.7 Commentary
Division 39	Definitions	
Sec. 39-1	Definitions	Sec. 15.3 Definitions; 15.1.3 "Sign" Defined; Sec. 18.1 Terms Defined; Sec. 7.7.3, Definitions; 7.10.13, Definitions; Sec. 7.12.7.B, Definitions; DCSM Terms: A.A.M.; BMP; Block; Building; Clearing; Detention; Development; Development Plan; Developer or Subdivider; Dripline; Drive or Driveway; Easement; Fire Lane; Impervious; Improvements; Limits of Clearing; Monarch Tree; Off-Site; On-Site; Outstanding tree; Parking Court (Common); Plat; Seedlig; Shrub; Street; Street, Cul-de-Sac; Street, Public; Street, Service Drive;

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		Street, Stub; Street, Width; Tree, VDOT; Vegetation; "American Standard for Nursery Stock," American Nursery and Landscape Association, Latest Edition; "Guidelines for Tree and Shrub Planting on Virginia's Streets and Highways," Virginia Dept. of Highways and Transportation, Latest Edition; "Town Plan," The Town of Leesburg, Latest Edition.
APPENDIX A DESIGN AND CONSTRUCTION STANDARDS MANUAL (DCSM)		
<p><i>These sections are posed to be moved to the DCSM because they are engineering standards rather than zoning regulations.</i></p>		Table 12.9.6.A, Function Codes; Table 12.9.6.B, Large Canopy Trees; Table 12.9.6.C, Medium Canopy Trees; Table 12.9.6.D, Understory Trees; Table 12.9.6.E, Large Evergreen Trees; Table 12.9.6.F, Small Evergreen Trees; Table 12.9.6.G, Prohibited or Reduced Credit for Trees; Table 12.9.6.H., Evergreen Shrubs; Table 12.9.6.I., Deciduous and Flowering Shrubs; Table 12.9.6.J., Ground Cover
APPENDIX B LEGACY DISTRICTS		
Division 40	General Provisions	
Division 41	H-2, Historic Corridor Architectural Control Overlay District	
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