

**LOUDOUN COUNTY
REAFFIRMATION PROCEDURE FOR AFFIDAVITS**

A. BEFORE THE PLANNING COMMISSION HEARING

1. On or before the close of business **twenty-two (22) business days prior to the public hearing** before the Planning Commission, the Applicant or the Applicant's Authorized Agent, which agent must be listed in Section C of the Applicant's Affidavit, *shall* either:
 - a. Reaffirm the approved Affidavit for the Application by submitting the reaffirmation of the approved affidavit to the Project Manager on an approved REAFFIRMATION OF AFFIDAVIT form provided by Loudoun County (Attachment I); or
 - b. Submit a new affidavit on an approved affidavit form provided by Loudoun County to the Project Manager in the Planning Department. A REAFFIRMATION OF AFFIDAVIT form provided by Loudoun County *shall* be attached to the new affidavit, identifying the paragraphs where such revisions or supplemental information are provided on the new affidavit.
2. If, subsequent to the timely submission of the Reaffirmation Form or new Affidavit, the Applicant's Affidavit must be revised or supplemented prior to the scheduled Planning Commission hearing, a new affidavit on an approved affidavit form must be submitted to the Project Manager on or before the close of business **seven (7) business days prior to the scheduled Planning Commission hearing**. Failure to submit the revised affidavit on or before the close of business seven (7) business days prior to the scheduled Planning Commission hearing is cause for removal of the Application from the Planning Commission schedule to the next available Planning Commission hearing date. Such deferral may adversely affect any scheduled hearing before the Board of Supervisors hearing. If such deferral is necessary, the Applicant shall be responsible for any required renotification of applicable property owners.
3. Compliance with the seven-day filing deadline for revised affidavit is mandatory for all Applicants required to submit affidavits. This requirement may be waived by a vote of the Planning Commission at the scheduled hearing only if there are legitimate reasons for submitting the revised affidavit to the Project Manager after the required seven-day deadline.
4. At each and every hearing on the Application before the Planning Commission, the Applicant or the Applicant's Authorized Agent, who must be listed in Section C of the Applicant's Affidavit, shall be required to make an oral statement that the reaffirmed affidavit or the new affidavit is correct and accurate as of the date of the hearing.
5. If the Applicant's hearing before the Planning Commission is deferred to a date that is more than eight (8) weeks subsequent to the scheduled hearing date, the reaffirmation procedure describe in Paragraph A-1 above shall be followed again.

B. BEFORE THE BOARD OF SUPERVISORS HEARING

1. If prior to the public hearing before the Board of Supervisors, the Applicant's approved affidavit which was reaffirmed at the hearing before the Planning Commission must be changed, deleted or supplemented in any way, a new affidavit on an affidavit form provided by Loudoun County must be submitted to the Project Manager before the close of business at least **seven (7) business days prior to the scheduled hearing date**. Failure to submit a new affidavit by the deadline will result in the removal of the Application from the scheduled public hearing before the Board of Supervisors, unless the Board waives the seven-day deadline on its own motion.

Note: The failure to timely update the disclosure of financial relationships in an affidavit to accurately reflect the disclosure of financial relationships within the 12 months immediately preceding the

Board's hearing may result in omissions or an incorrect, over inclusive, affidavit and will result in removal of the Application from the scheduled public hearing before the Board of Supervisors, unless the Board waives the seven-day deadline on its own motion.

2. Except in instances when a new affidavit is submitted in accordance with Paragraph B-1 above and such submission is made less than 14 days immediately preceding any hearing before the Board of Supervisors, the Applicant shall submit to the Project Manager a new Reaffirmation of Affidavit form before the close of business at least **seven (7) but no more than fourteen (14) business days prior to the scheduled hearing date**. Failure to submit a new affidavit or a reaffirmation affidavit by these deadlines will result in removal of the Application from the scheduled public hearing before the Board of Supervisors, unless the Board waives these deadlines on its own motion.
3. If at the Board's hearing or at a point less than seven (7) business days prior to the Board's hearing, any changes are required or made to a new affidavit or to the reaffirmation affidavit, thereby resulting in the hearing being rescheduled, then the Applicant shall submit to the Project Manager a new affidavit on an affidavit form provided by Loudoun County before the close of business at least **seven (7) but no more than fourteen (14) business days prior to the rescheduled hearing date**. Failure to submit the new affidavit by these deadlines will result in removal of the Application from the rescheduled public hearing before the Board of Supervisors, unless the Board waives these deadlines on its own motion.
4. At each and every hearing on the Application before the Board of Supervisors, the Applicant or the Applicant's Authorized Agent, described in Paragraph A-1 above, shall be required to make an oral statement the reaffirmed affidavit or the new affidavit is correct and accurate as of the date of the hearing.

C. BEFORE THE BOARD OF ZONING APPEALS HEARING

1. If prior to the public hearing before the Board of Zoning Appeals, the Applicant's approved affidavit must be changed, deleted, or supplemented in any way, a new affidavit on an affidavit form provided by Loudoun County must be submitted to the Project Manager on or before the close of business **twenty-two (22) business days prior to the scheduled hearing date**. Failure to submit a new affidavit by the deadline will result in the removal of the Application from the scheduled public hearing before the Board of Zoning Appeals, unless the Board waives the twenty-two day deadline on its own motion.
2. At each and every hearing on the Application before the Board of Zoning Appeals, the Applicant or the Applicant's Authorized Agent, described in Paragraph A-1 above, shall be required to make an oral statement that the approved affidavit or the new affidavit is correct and accurate as of the date of the hearing.

Important! The adopted Affidavit and Reaffirmation of Affidavit forms shall not be altered or modified in any way. Any form that is altered or modified in any way will not be accepted.
REAFFIRMATION OF AFFIDAVIT

In reference to the Affidavit dated _____
(enter date of affidavit)

For the Application _____, with Number(s) _____
[enter Application name(s)] [enter Application number(s)]

I, _____, do hereby state that I am an

(check one) _____ Applicant (must be listed in Paragraph C of the above-described affidavit)
_____ Applicant's Authorized Agent (must be listed in Paragraph C of the above-described affidavit)

And that to the best of my knowledge and belief, the following information is true:

(check one) _____ I have reviewed the above-described affidavit, and the information contained therein is true and complete as of _____, or;
(today's date)

_____ I have reviewed the above-described affidavit, and I am submitting a new affidavit which includes changes, deletions or supplemental information to those paragraphs of the above-described affidavit indicated below:

- (Check if applicable)
- _____ Paragraph C-1
 - _____ Paragraph C-2
 - _____ Paragraph C-3
 - _____ Paragraph C-4(a)
 - _____ Paragraph C-4(b)
 - _____ Paragraph C-4(c)

WITNESS the following signature:

_____ check one: [] Applicant or [] Applicant's Authorized Agent

_____ (Type or print first name, middle initial and last name and title of signee)

Subscribed and sworn before me this _____ day of _____, 20_____, in the State/Commonwealth of _____, in the County/City of _____.

Notary Public

My Commission Expires: _____

Notary Registration Number: _____