



Loudoun County, Virginia

www.loudoun.gov



Loudoun County Office of Housing
P.O. Box 7000, Leesburg, VA 20177-7000
(703) 737-8323 • Fax: (703) 771-5454

**Affordable Dwelling Unit (ADU) Program
NOTICE OF REQUIRED ANNUAL ANNIVERSARY AFFIDAVIT**

May 1, 2021

Dear Property Owner:

Enclosed you will find a copy of the required Anniversary Affidavit for your review and signature. The ADU Affidavit is an annual requirement of the Affordable Dwelling Unit Program.

The **ORIGINAL** Affidavit **must be completed, signed, notarized, and returned** to the Loudoun County Office of Housing **no later than June 1, 2021**, in accordance with the provisions of the Revised 1993 Loudoun County Zoning Ordinance and Chapter 1450 of the Loudoun County Codified Ordinance. The **ORIGINAL** affidavit should be sent to the attention of Jimmy Kimbrough, Housing Program Specialist. **Copies of the affidavit will not be accepted. YOU WILL NOT RECEIVE ADDITIONAL NOTICES OR REQUESTS FOR THIS INFORMATION.**

If you are returning the affidavit in-person, please do so at the Loudoun County Office of Housing located at 106 Catoctin Circle, S.E., Leesburg, VA, 20175.

If you are mailing the affidavit, please mail it to Loudoun County Office of Housing, P.O. Box 7000, Leesburg, VA. 20177.

Please be advised that failure to submit the enclosed Affidavit is a violation of Section 6-504 of the Revised 1993 Loudoun County Zoning Ordinance and will result in the issuance of civil penalty citations by the Department of Planning and Zoning/Zoning Enforcement Division. In accordance with Section 6-504 of the Revised 1993 Loudoun County Zoning Ordinance, the fine for failure to submit the Affidavit is **\$100.00 per day**, until such time as the executed Affidavit is received by the Loudoun County Office of Housing. **If the Affidavit is not received by the Office of Housing by June 1, 2021, the issue will be referred to Zoning Enforcement staff, and you will be subject to fines.**

This determination applies solely to the referenced property and is not binding upon the County, the Zoning Administrator, or any other official with respect to any other property. No person may rely upon this determination with respect to any other property other than the referenced property.

Please be advised that any person aggrieved, or any officer, department, or agency of Loudoun County affected by an order, requirement, decision or determination made by an administrative officer in the administration or enforcement of the provisions of the Zoning Ordinance may appeal said decision within thirty days to the Board of Zoning Appeals in strict accordance with Section 15.2-2311 of the *Code of Virginia*.

To file an appeal you must:

Provide a copy of this letter.

Complete an "Application for Appeal Form" (available at 1 Harrison St., Third Floor Counter). An electronic version of the form can be found at:

<https://www.loudoun.gov/DocumentCenter/View/123603>

Provide a written statement specifying the reasons for your appeal, and include a check payable to Loudoun County in the amount of \$350.00.

The appeal must be filed with the Zoning Administrator and Chairman of the Board of Zoning Appeals no later **than thirty days of the date of this letter.**

If you have additional questions regarding this Notice, please contact the undersigned Housing Program Specialist.

Jimmy Kimbrough, Housing Program Specialist, for:
Mark Stultz, Zoning Administrator
Zoning Administration, Enforcement Division
Telephone (703) 737-8323

May 01, 2021

Date

Attachment: Annual Affidavit