



Loudoun County, Virginia

www.loudoun.gov



Department of Family Services  
P.O. Box 7400, Leesburg, VA 20177-7400  
(703) 777-0353 • Fax: (703) 737-8411  
To Report Child Abuse and Neglect (703) 771-KIDS

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

May 1, 2019

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 Department of Family Services **no later than June 1, 2019**, 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, ADU Purchase Program Specialist. **Copies of the affidavit will not be accepted. YOU WILL NOT RECEIVE ADDITIONAL NOTICES OR REQUESTS FOR THIS INFORMATION.**

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 Compliance 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 Department of Family Services. **If the Affidavit is not received by the Department of Family Services by June 1, 2019, the issue will be referred to Zoning Compliance 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 Purchase Program Specialist.



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Jimmy Kimbrough, ADU Purchase Program Specialist, for:  
Mark Stultz, Zoning Administrator  
Zoning Administration, Enforcement Division  
Telephone (703)-777-0353

May 01, 2019  
Date

Attachment: Annual Affidavit