

## Rezoning Affidavit Package

### **Please read carefully**

On December 14, 2015, the Town Council of the Town of Vienna, Virginia passed a resolution approving the use of land use affidavit forms to be used with rezoning, subdivision, conditional use permit, variance and site plan modification applications.

**Important! The adopted Affidavits 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.**

### **Contents**

1 Rezoning Affidavit	1 Attachment to Par. 1(c)
1 Attachment to Par. 1(a)	1 Attachment to Par. 2
1 Attachment to Par. 1(b)	1 Attachment to Par. 3

### **Instructions**

For your convenience, the *Date* and *Application Number(s)* need only be entered once and will automatically duplicate on each page of this document. Additional copies of the Affidavit and its Attachments can be downloaded as a complete package or individually at [www.viennava.gov](http://www.viennava.gov) on the Planning and Zoning page under Forms and Applications.

**Please note:** Acrobat Reader will NOT allow you to save changes made to this document. Any information you enter in the form fields will be lost when the PDF file is closed; therefore, be sure to print and review your document before closing.

If you have a complete version of Acrobat installed on your computer, your changes may be saved for later use.

### **Support**

If you are unsure as to which form to use, please call:  
Town of Vienna, Department of Planning and Zoning at [703-255-6349](tel:703-255-6349).

For further information or additional forms:  
[www.viennava.gov](http://www.viennava.gov)

**REZONING AFFIDAVIT**

Date: \_\_\_\_\_  
(Enter date affidavit is notarized)

I, \_\_\_\_\_, do hereby state that I am an  
(enter name of applicant or authorized agent)

(check one)             applicant  
                               applicant’s authorized agent listed in Par. 1(a) below

In Application No.(s) \_\_\_\_\_  
(enter Town-assigned application number(s), e.g.            )

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

1(a) The following constitutes a listing of the names and addresses of all **APPLICANTS, TITLE OWNERS, CONTRACT PURCHASERS, AND LESSEES of the land described in the application,\* and, if any of the foregoing is a TRUSTEE,\*\*** each **BENEFICIARY** of such trust, and all **ATTORNEYS** and **REAL ESTATE BROKERS**, and all **AGENTS** who have acted on behalf of any of the foregoing with respect to the application:

**(NOTE:** All relationships to the application listed above in **BOLD** print must be disclosed. Multiple relationships may be listed together, e.g., **Attorney/Agent, Contract Purchaser/Lessee, Applicant/Title Owner**, etc. For a multiparcal application, list the Tax Map Number(s) of the parcel(s) for each owner(s) in the Relationship column).

<b>NAME</b>	<b>ADDRESS</b>	<b>RELATIONSHIP(S)</b>
(enter first name, middle initial, and last name) in	(enter number, street, city, state, and zip code)	(enter applicable relationships listed <b>BOLD</b> above)

(check if applicable)     There are more relationships to be listed and Par. 1(a) is continued on a “Rezoning Attachment to Par. 1(a)” form.

\*In the case of a condominium, the title owner, contract purchaser, or lessee of 10% or more of the units in the condominium.

\*\*List as follows: Name of trustee, Trustee for (name of trust, if applicable, for the benefit of: (state name of each beneficiary).

**REZONING AFFIDAVIT**

Date: \_\_\_\_\_  
(enter date affidavit is notarized)

For Application No.(s): \_\_\_\_\_  
(enter Town-assigned application number(s))

1(b) The following constitutes a listing\*\*\* of the SHAREHOLDERS of all corporations disclosed in this affidavit who own 10% or more of any class of stock issued by said corporation, and where such corporation has 10 or less shareholders, a listing of all of the shareholders, **and if the corporation is an owner of the subject land, all of the OFFICERS and DIRECTORS of such corporation:**

**(NOTE: Include SOLE PROPRIETORSHIPS, LIMITED LIABILITY COMPANIES, and REAL ESTATE INVESTMENT TRUSTS herein).**

**CORPORATION INFORMATION**

**NAME & ADDRESS OF CORPORATION:** (enter complete name, number, street, city, state, and zip code)

**DESCRIPTION OF CORPORATION:** (check one statement)

- There are 10 or less shareholders, and all of the shareholders are listed below.
- There are more than 10 shareholders, and all of the shareholders owning 10% or more of any class issued by said corporation are listed below.
- There are more than 10 shareholders, but no shareholder owns 10% or more of any class of stock issued by said corporation, and no shareholders are listed below.

**NAMES OF SHAREHOLDERS:** (enter first name, middle initial, and last name)

**NAMES OF OFFICERS AND DIRECTORS:** (enter first name, middle initial, last name & title, e.g. **President, Vice President, Secretary, Treasurer**, etc.)

(check if applicable)  There is more corporation information and Par. 1(b) is continued on a “Rezoning Attachment 1(b)” form.

\*\*\*All listings which include partnerships, corporations, or trusts, to include the names of beneficiaries, must be broken down successively until: (a) only individual persons are listed or (b) the listing for a corporation having more than 10 shareholders has no shareholder owning 10% or more of any class of stock. ***In the case of an APPLICANT, TITLE OWNER, CONTRACT PURCHASER, or LESSEE\* of the land that is a partnership, corporation, or trust, such successive breakdown must include a listing and further breakdown of all of its partners, of its shareholders as required above, and of beneficiaries of any trusts. Such successive breakdown must also include breakdowns of any partnership, corporation, or trust owning 10% or more of the APPLICANT, TITLE OWNER, CONTRACT PURCHASER, or LESSEE\* of the land. Limited liability companies and real estate investment trusts and their equivalentents are treated as corporations, with members being deemed the equivalent of shareholders; managing members shall also be listed.*** Use footnote numbers to designate

partnerships or corporations, which have further listings on an attachment page, and reference the same footnote numbers on the attachment page.

**REZONING AFFIDAVIT**

DATE: \_\_\_\_\_  
(enter date affidavit is notarized)

For Application No.(s): \_\_\_\_\_  
(enter Town-assigned application number(s))

1(c) The following constitutes a listing\*\*\* of all of the partners, both **GENERAL** and **LIMITED**, in any partnership disclosed in this affidavit:

**PARTNERSHIP INFORMATION**

**PARTNERSHIP NAME & ADDRESS:** (enter complete name, number, street, city, state and zip code)

(check if applicable) [ ] The above-listed partnership has no limited partners.

**NAMES AND TITLE OF THE PARTNERS** (enter first name, middle initial, last name, and title, e.g. **General Partner, Limited Partner, or General and Limited Partner**)

(check if applicable) [ ] There is more partnership information and Par. 1(c) is continued on a "Rezoning Attachment to Par. 1(c)" form.

\*\*\*All listings which include partnerships, corporations, or trusts, to include the names of beneficiaries must be broken down successively until: (a) only individual persons are listed or (b) the listing for a corporation having more than 10 shareholders has no shareholder owning 10% or more of any class of stock. *In the case of an APPLICANT, TITLE OWNER, CONTRACT PURCHASER, or LESSEE\* of the land that is a partnership, corporation, or trust, such successive breakdown must include a listing and further breakdown of all of its partners, of its shareholders as required above, and of beneficiaries of any trusts. Such successive breakdown must also include breakdowns of any partnership, corporation, or trust owning 10% or more of the APPLICANT, TITLE OWNER, CONTRACT PURCHASER, or LESSEE\* of the land. Limited liability companies and real estate investment trusts and their equivalents are treated as corporations, with members being deemed the equivalent of shareholders; managing members shall also be listed.* Use footnote numbers to designate partnerships or corporations, which have further listings on an attachment page, and reference the same footnote numbers on the attachment page.

**REZONING AFFIDAVIT**

DATE: \_\_\_\_\_  
(enter date affidavit is notarized)

For Application No.(s): \_\_\_\_\_  
(enter Town-assigned application number(s))

1(d) One of the following boxes **must** be checked:

In addition to the names listed in Paragraphs 1(a), 1(b), and 1(c) above, the following is a listing of any and all other individuals who own in the aggregate (directly and as a shareholder, partner, and beneficiary of a trust) 10% or more of the **APPLICANT, TITLE OWNER, CONTRACT PURCHASER, or LESS\*** of the land:

Other than the names listed in Paragraphs 1(a), and 1(c) above, no individual owns in the aggregate (directly and as a shareholder, partner, and beneficiary of a trust) 10% or more of the **APPLICANT, TITLE OWNER, CONTRACT PURCHASER, or LESS\*** of the land:

2. That no member of the Town of Vienna Town Council, Board of Zoning Appeals, Planning Commission, or any member of his or her immediate household owns or has any financial interest in the subject land either individual, by ownership of stock in a corporation owning such land, or through an interest in a partnership owning such land.

**EXCEPT AS FOLLOWS: (NOTE: If answer is none, enter "NONE" on the line below).**

(check if applicable)  There are more interests to be listed and Par. 2 is continued on a "Rezoning Attachment to Par. 2" form.

**REZONING AFFIDAVIT**

DATE: \_\_\_\_\_  
(enter date affidavit is notarized)

For Application No.(s): \_\_\_\_\_  
(enter Town-assigned application number(s))

3. That within the twelve-month period prior to the public hearing of this application, no member of the Town of Vienna Town Council, Board of Zoning Appeals, Planning Commission, or any member of his or her immediate household, either directly or by way of partnership to which any of them is a partner, employee, agent, or attorney, or through a partner of any of them, or through a corporation in which any of them is an officer, director, employee, agent or attorney or holds 10% or more of the outstanding bonds or shares of stock of a particular class, has, or has had any business or financial relationship other than any ordinary depositor or customer relationship with or by a retail establishment, public utility, or bank, including any gift or donation having a value of more than \$100, singularly or in the aggregate, with any of those listed in Par. 1 above.

**EXCEPT AS FOLLOWS:** (**NOTE:** If answer is none, enter “**NONE**” on line below).  
**(NOTE: Business or financial relationships of the type described in this paragraph that arise after the filing of this application and before each public hearing must be disclosed prior to the public hearings. See Par. 4 below).**

(check if applicable)  There are more disclosures to be listed and Par. 3 is continued on a “Rezoning Attachment to Par. 3: form.

**4. That the information contained in this affidavit is complete, that all partnerships, corporations, and trusts owning 10% or more of the APPLICANT, TITLE OWNER, CONTRACT PURCHASER, or LESSEE\* of the land have been listed and broken down, and that prior to each and every public hearing on this matter, I will re-examine this affidavit and provide any changed or supplemental information, including business or financial relationships of the type described in Paragraph 3 above, that arise on or after the date of this application.**

WITNESS the following signature:

\_\_\_\_\_  
(check one)  Applicant  Applicant’s Authorized Agent

\_\_\_\_\_  
(type or print first name, middle initial, last name, and title of signee)

Subscribed and sworn to before me this \_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_, in the State/Comm. of \_\_\_\_\_, County/City of \_\_\_\_\_.

\_\_\_\_\_  
Notary Public

My commission expires: \_\_\_\_\_

**REZONING ATTACHMENT to Par. 1(a)**

DATE: \_\_\_\_\_  
(enter date affidavit is notarized)

For Application No.(s): \_\_\_\_\_  
(enter Town-assigned application number(s))

**(NOTE:** All relationships to the application listed above in **BOLD** print must be disclosed. Multiple relationships may be listed together, e.g., **Attorney/Agent, Contract Purchaser/Lessee, Applicant/Title Owner**, etc. For a multiparcel application, list the Tax Map Number(s) of the parcel(s) for each owner(s) in the Relationship column.

<b>NAME</b> (enter first name, middle initial, and last name) in	<b>ADDRESS</b> (enter number, street, city, state, and zip code)	<b>RELATIONSHIP(S)</b> (enter applicable relationships listed <b>BOLD</b> above)
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(check if applicable) [ ] There are more relationships to be listed and Par. 1(a) is continued further on a "Rezoning Attachment to Par. 1(a)" form.



**Rezoning Attachment to Par. 1(b)**

Date: \_\_\_\_\_  
(enter date affidavit is notarized)

For Application No.(s): \_\_\_\_\_  
(enter Town-assigned application number(s))

**NAME & ADDRESS OF CORPORATION:** (enter complete name, number, street, city, state, and zip code)

**DESCRIPTION OF CORPORATION:** (check one statement)

- There are 10 or less shareholders, and all of the shareholders are listed below.
- There are more than 10 shareholders, and all of the shareholders owning 10% or more of any class issued by said corporation are listed below.
- There are more than 10 shareholders, but no shareholder owns 10% or more of any class of stock issued by said corporation, and no shareholders are listed below.

**NAMES OF SHAREHOLDER:** (enter first name, middle initial, and last name)

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**NAMES OF OFFICERS AND DIRECTORS:** (enter first name, middle initial, last name & title, e.g. **President, Vice President, Secretary, Treasurer**, etc.)

**NAME & ADDRESS OF CORPORATION:** (enter complete name, number, street, city, state, and zip code)

**DESCRIPTION OF CORPORATION:** (check one statement)

- There are 10 or less shareholders, and all of the shareholders are listed below.
- There are more than 10 shareholders, and all of the shareholders owning 10% or more of any class issued by said corporation are listed below.
- There are more than 10 shareholders, but no shareholder owns 10% or more of any class of stock issued by said corporation, and no shareholders are listed below.

**NAMES OF SHAREHOLDERS:** (enter first name, middle initial, and last name)

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**NAMES OF OFFICERS AND DIRECTORS:** (enter first name, middle initial, last name & title, e.g. **President, Vice President, Secretary, Treasurer**, etc.)

(check if applicable)  There are more relationships to be listed and Par. 1(b) is continued further on a “Rezoning Attachment to Par. 1(b)” form.

**Rezoning Attachment to Par. 1(c)**

DATE: \_\_\_\_\_  
(enter date affidavit is notarized)

for Application No.(s): \_\_\_\_\_  
(enter Town-assigned application number(s))

**PARTNERSHIP NAME & ADDRESS:** (enter complete name & number, street, city, state & zip code)

(check if applicable) [  ] The above-listed partnership has no limited partners:

**NAMES AND TITLES OF THE PARTNERS:** (enter first name, middle initial, last name, and title, e.g. **General Partner, Limited Partner, or General and Limited Partner**)

(check if applicable) [  ] There are more relationships to be listed and Par. 1(a) is continued further on a “Rezoning Attachment to Par. 1(c)” form.

**Rezoning Attachment to Par. 2**

DATE: \_\_\_\_\_  
(enter date affidavit is notarized)

for Application No.(s): \_\_\_\_\_  
(enter Town-assigned application number(s))

(check if applicable)  There are more relationships to be listed and Par. 2 is continued further on a “Rezoning Attachment to Par. 2” form.

**Rezoning Attachment to Par. 3**

DATE: \_\_\_\_\_  
(enter date affidavit is notarized)

for Application No.(s): \_\_\_\_\_  
enter Town-assigned application number(s))

(check if applicable) [ ] There are more relationships to be listed for Par. 3 and Par. 3 is continued further on a “Rezoning Attachment to Par. 3” form.