

# DISCLOSURE STATEMENT

## ARLINGTON COUNTY ZONING ORDINANCE §15.1.4

Department of Community Planning, Housing & Development – Zoning Division  
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### REAL PROPERTY IDENTIFICATION

ADDRESS(ES)

REAL PROPERTY CODE(S) [RPC]

SUBDIVISION NAME LOT(S) BLOCK SECTION

LEGAL DESCRIPTION

### OWNERSHIP INTEREST(S)

Please provide the: full name, full address, and nature of ownership interest of ALL persons and/or entities having equitable ownership of the identified real estate. For properties owned by general or limited partnerships, limited liability companies (LLCs), or other corporate entities, please list the full names of all stockholders, officers, and directors [for exceptions see below], and please provide staff the state incorporation paperwork for the corporation. Please attach any additional documentation as necessary.

SUBJECT PARCEL ADDRESS/RPC	NAME OF OWNER	FULL ADDRESS OF OWNER	NATURE OF OWNERSHIP INTEREST

Corporations with: (1) more than 500 shareholders; and, (2) having stock traded on a national or local stock exchange are not required to list all stockholders, officers, and directors. Please indicate any corporations listed above which meet these criteria:

### CERTIFICATION

I hereby certify that this is a true and accurate disclosure of all persons and/or entities having equitable ownership interest in the real property identified above.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
ADDRESS

STATE OF \_\_\_\_\_, COUNTY OF \_\_\_\_\_, TO WITNESS \_\_\_\_\_

Subscribed and sworn before me this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_

Notary \_\_\_\_\_

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

# DISCLOSURE STATEMENT

## ARLINGTON COUNTY ZONING ORDINANCE §15.1.4



### DISCLOSURE OF EQUITABLE OWNERSHIP

The Arlington County Zoning Ordinance (ACZO) §15.1.4 requires *“every applicant for an amendment, variance, use permit, use permit amendment, site plan approval or site plan amendment, including a petitioner whose request was authorized on the County Board’s own motion, shall file with his application a complete disclosure of the equitable ownership of the real estate to be affected including, in the case of corporate ownership, the names of stockholders, officers and directors, and in any case the names and addresses of all of the parties in interest, provided that the requirement of listing names of stockholders, officers and directors shall not apply to a corporation whose stock is traded on a national or local stock exchange and having more than 500 shareholders.”*

### INSTRUCTIONS

Every application for consideration by the Arlington County Board and/or the Board of Zoning Appeals (BZA), must be submitted with a completed and notarized Disclosure Statement. Applications requiring a Disclosure of Equitable Ownership include: change in land classification (“rezoning”); special exception site plans and site plan amendments; special exception use permits and use permit amendments; variances and BZA use permits. Applications submitted without Disclosure Statements are incomplete and cannot be accepted.

The purpose of a Disclosure Statement is to document all ownership interests in the property that is subject to the application. A completed and accurate Disclosure Statement must provide the following information:

- **REAL PROPERTY IDENTIFICATION:**

All real property affected by the proposed application must be identified by street address and Real Property Code (RPC- the 8-digit unique identification number of the property found that can be found among other places, on property the tax bill). The legal description (i.e. subdivision, lot, block, etc.) should be provided, especially if the property is not addressed (this information is typically found on the plat of your property).

- **OWNERSHIP INTEREST(S):**

All parties having equitable ownership interest in the real estate that is the subject of the application must be identified, including: (1) full name, (2) full current address, and (3) nature of ownership interest (i.e. owner of record, contract owner, lessee, general or limited partner, beneficiary, mortgage holder, etc.)

- Properties owned by individuals with or without a mortgage, must provide the names and addresses of all owner(s). Applicants do not need to include the names and addresses any mortgage lender(s).
- Properties owned by general or limited partnerships, limited liability companies (LLCs), or other corporate entities must provide the full address and nature of corporate ownership interest and list the full names of all stockholders, officers, and directors. Applicants should provide staff with a copy of the incorporation paperwork to verify the stakeholders and authorized signatory.
- Corporations with shares traded on a local or national stock exchange and have more than 500 shareholders must provide the full address and nature of corporate ownership interest but are not required to list all stockholders, officers, and directors. Corporations with shares traded on a local or national stock exchange and have more than 500 shareholders must provide the full address and nature of corporate ownership interest but are not required to list all stockholders, officers, and directors but must be identified as well.
- Properties owned by real estate trusts must provide the full names and addresses of all beneficiaries.

- **CERTIFICATION**

All Disclosure Statements must be notarized.

The Disclosure Statement form is provided to assist in submitting an accurate and complete statement of ownership interests required for any proposal requiring County Board and/or Board of Zoning Appeals approval. Please attach any additional documentation which is necessary to establish ownership interests in the property to the Disclosure Statement form. As with all application materials, Disclosure Statements are available to the public examination and subject to Freedom of Information Act (FOIA) requests.