



A STERLING CITIZEN'S GUIDE TO ZONING COMPLAINTS

From the office of Eugene Delgaudio, Your Sterling Supervisor

1 Harrison Street, S.E.

Fifth Floor, P.O. Box 7000

Leesburg, VA 20177-7000

Eugene Delgaudio@erols.com – (PH) 703-771-5819

1) Whom do I contact if I have a zoning complaint?

To report a zoning problem, you can reach Melinda Artman, Loudoun County Zoning Administrator at:

Loudoun County Department of Building and Development
1 Harrison Street, S.E., Third Floor
Leesburg, VA 20177
703-777-0103

2) What complaints can the County address?

You may contact zoning to deal with problems such as:

- Inoperable vehicles, including vehicles without current tags
- Major recreational equipment in residential areas. Boats cannot be stored in the front yard.
- Sign violations
- Failure to obtain zoning permits before building or remodeling
- Setback violations in yards. Sheds, etc. cannot be built on a property line
- More than four unrelated adults in a single-family dwelling
- Home businesses in residential neighborhoods

You may contact the Sheriff's Department to deal with problems such as:

- Commercial vehicles parked in residential areas. However, if there is one vehicle, and it is rated at 1.5 tons or less, and is parked on the residential lot behind the front plane of the house, it is permitted by the Zoning Ordinance.
- Large vehicles such as large commercial trucks, extended trailers, yachts, recreational vans and abandoned untagged cars that block access to such streets as Enterprise Street.
- Several large commercial vehicles parked at a residential home

3) How do I file a complaint?

To report parking violations and large commercial vehicles on streets such as Enterprise Drive you may contact Lieutenant Ricky Frye of Sheriff's Department at 703-777-1021.

(Over, please)

For other violations you can get an "Alleged Zoning Violation Form" by calling the Department of Building and Development at the above address and phone number.

If you have Internet access you can download a blank form by, 1) going to www.loudoun.gov, 2) selecting "Permits" from the "Popular Pages" menu on the right hand side, 3) scrolling down to "Zoning Administration" near the bottom, 4) clicking on "More information about zoning administration" link and 5) selecting "Zoning Violation Form" at the bottom.

You may also download it directly at:

http://inetdocs.loudoun.gov/b&d/docs/zoningadministr_/zoningviolation/office2k/office2k.htm

4) How does Building and Development resolve my complaint?

- B&D will come and inspect the property in question
- They will then determine if a violation exists.
- They will talk with the property owner to seek an immediate correction
- If it is still unresolved, they will then issue a courtesy letter to the owner informing them they are in violation and are given 10 days to respond.
- If it is still unresolved, the County will issue a "Notice of Violation" to the owner, with a second request to respond in 10 days.
- If it is still unresolved, a second notice will be issued, giving them 10 days to respond. A property owner is given 30 days from the first notice until judgment against him.
- To appeal the judgement against him they owner may fill out an application for an appeal from the Department of Building and Development. The fee is \$350.
- If an owner refuses to correct the zoning violation it could become a court matter with the owner jailed for contempt of court

If you have any further questions, you can contact my office at 703-771-5819 or call me at home, 703-421-4599. To speak directly with the Department of Building and Development, you can call them at 703-703-777-0103.