

# ADDITIONAL SINK AFFIDAVIT

Department of Community Planning, Housing and Development – Zoning Division  
2100 Clarendon Boulevard, Suite 1000, Arlington, Virginia 22201  
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Phone (703) 228-3883 – Fax (703) 228-3896



**APPLICANT NAME:** \_\_\_\_\_

**PROPERTY ADDRESS:** \_\_\_\_\_

**APPLICANT PHONE NUMBER:** \_\_\_\_\_

**APPLICANT E-MAIL ADDRESS:** \_\_\_\_\_

I consent to receiving official correspondence by electronic mail.

**DEFINITION OF A DWELLING UNIT PER THE ARLINGTON COUNTY ZONING ORDINANCE (ACZO) §18.2:** A building or portion thereof designed exclusively for residential occupancy by one family, which includes provisions for living, sleeping, eating, cooking, and sanitation, including One-family detached; Semidetached; Duplex, Townhouse; Multiple-family building.

I certify that I am the owner of the residential property identified above and that I have read the above definition of a dwelling unit as set forth in the ACZO §18.2. I certify that I understand that the creation or maintenance of a second dwelling unit at this property is a violation of the ACZO, unless specifically approved as an Accessory Dwelling in accordance with the ACZO §12.9.2 (as amended) or as a Family/Caregiver Suite in accordance with the ACZO §12.9.8 (as amended). I understand that unless approved in accordance with the ACZO, the creation or maintenance of a second dwelling unit is unlawful, and will be subject to enforcement and legal action by Arlington County, as set forth in the ACZO §17.

However, I do wish to install an additional sink (other than a bathroom sink, utility deep sink, or butler’s pantry) to be principally used by me or members of my household who reside at this same property. I certify that the additional sink will not be used to establish a second dwelling unit. If I sell or list my property for sale, I certify that my residence will not be advertised as containing a second dwelling unit. Additionally, I understand that a new Additional Sink Affidavit must be filed with the Zoning Division and approved by the Zoning Administrator upon any change in ownership of the property.

I understand that a copy of this letter will be maintained in perpetuity by the Zoning Division, and will be evidence that the Zoning Administrator’s approval of my request for an additional sink was not an authorization to establish a second dwelling unit. I certify that, upon reasonable notice, I agree to allow Arlington County staff to inspect for compliance with the ACZO. Furthermore, I understand that should Arlington County staff determine that a second dwelling unit has been established at the property without approval of the Zoning Administrator, it will result in enforcement proceedings which will require me: a) to remove the additional sink; b) to remove other indicia of the secondary dwelling unit; and/ to undertake other actions in order to comply with the AZCO.

**Note:**

1. *Hot plates and microwaves constitute provisions for cooking.*
2. *Additional permits may be required.*

\_\_\_\_\_  
Property Owner’s Signature

\_\_\_\_\_  
Property Owner’s Phone

\_\_\_\_\_  
Date

STATE OF VIRGINIA  
COUNTY OF ARLINGTON

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

Notary: \_\_\_\_\_

My Commission expires: \_\_\_\_\_

**FOR STAFF USE ONLY>>>**

Date Rec’d:

Rec’d by:

Building Permit #:

Fee:

Receipt #: