



City of Richmond, Virginia – Zoning Administration

900 East Broad Street • City Hall - Room 110 • Richmond, Virginia 23219

• <http://www.richmondgov.com/PlanningAndDevelopmentReview/ZoningDivision.aspx>

Office: (804) 646-6340 • Facsimile 804-646-6948

Request for Letter of Zoning Confirmation

Permit No. ZCLR - - 20 Date: _____

A Zoning Confirmation Letter (ZCL) is a written document verifying conformance with City zoning regulations. A Zoning Confirmation Letter may typically be requested by lenders, title companies, attorneys and/or prospective purchasers of properties. They may also be requested when properties are undergoing re-financing. (NOTE: Response time may be up to 30 calendar days). If you wish to have a letter EXPEDITED, please remit an additional \$600 for processing within five (5) business days from the date of entry. [NOTE: EXPEDITING a request is at the discretion of the Zoning Administrator based on the complexity of the request, current workload and/or current staffing level of the office. Please contact the Zoning Administration Office prior to remitting an expedited fee with your request.]

EXPEDITED FEE - \$600

| | |
|--|----------------------------------|
| PROPERTY INFORMATION (TYPE OR PRINT LEGIBLY): | INFORMATION REQUESTED BY: |
| Property Address: _____ | Name/Firm: _____ |
| Tax Map Number: _____ | Attention: _____ |
| Owned By: _____ | Address: _____ |
| Existing Use: _____ | City: _____ |
| Proposed Use: _____ | Zip Code: _____ |
| Existing Number of Residential Units: _____ | Contact Telephone: work _____ |
| | cell _____ |
| | E-mail Address: _____ |

A zoning confirmation letter may include the following:

- Description of current zoning
- Summary of uses allowed by zoning
- List of applicable land use history
- Current zoning requirements
- Number of units and square footage requirements for multi-family dwellings
- Descriptions of zoning requirements and zoning history
- Details of building permit and land use history
- Responses to specific questions
- Development analysis
- Parking and landscaping requirements
- Non-conforming use and feature status

Residential Uses

- | | |
|--|---|
| <input type="checkbox"/> Home occupation - \$75 | <input type="checkbox"/> Adult day care facility - \$75 |
| <input type="checkbox"/> One & Two-family dwelling - \$75 | <input type="checkbox"/> Multi-Family: 3 – 10 units \$150 |
| <input type="checkbox"/> Private elementary or secondary school - \$75 | <input type="checkbox"/> Multi-Family: 11-50 units \$300 |
| <input type="checkbox"/> Day nursery - \$75 | <input type="checkbox"/> Multi-Family: more than 50 units \$500 |
| <input type="checkbox"/> Buildable Lot or "Lot Split" - \$150 | <input type="checkbox"/> Lodginghouse: \$300 |

Commercial or Industrial Uses

- | | |
|---|--|
| <input type="checkbox"/> Commercial space equal to or less than 5,000 square feet - \$150 | <input type="checkbox"/> Commercial space greater than 5,000 square feet - \$300 |
| <input type="checkbox"/> Use not specified - \$150 | <input type="checkbox"/> Adult care residence - \$300 |
| | <input type="checkbox"/> Lot Line Adjustment - \$150 |

Additional Comments: _____

Use Group: _____ # of units/sq. footage: _____ Fee: \$ _____

INCOMPLETE APPLICATIONS MAY BE RETURNED.

REVISED: July 6, 2018