City of Richmond, Virginia – Zoning Administration
900 East Broad Street • City Hall - Room 110 • Richmond, Virginia 23219
• www.ci.richmond.va.us/departments/communityDev/zoning.
Office: (804) 646-6340 • Facsimile 804-646-6948

Request for Letter of Zoning Confirmation- Buildable Lot/Lot Split Validation

Permit No: _____ Date: _____

PROPERTY INFORMATION:	INFORMATION REQUESTED BY:
Property Address: _____	Name/Firm: _____
_____	Attention: _____
Tax Map No.: _____	Address: _____
Existing Use: _____	City: _____
Proposed Use: _____	Zip Code: _____
Existing Number of Residential Units: _____	Contact Telephone: work _____
	cell _____
	Email Address: _____

☐ Buildable Lot Validation - $100.00
This is a type of Zoning Confirmation Letter that can be requested from the City that clarifies the legality or building status of a lot with the City. It determines if the lot is legal as it pertains to the zoning ordinance. Due to the required deed research and analysis and the necessary on-site inspection, these requests may take up to 30 days to process.

☐ Lot Split Validation - $100.00
This type of letter is similar to a Buildable Lot Validation Request, but it determines if an existing lot or parcel can be split or subdivided to create one or more additional developable lots. In most instances, it will require a survey of the property that shows existing improvements and yard (setback) dimensions, if any, and/or the proposed division or lot line. Due to the required deed analysis, and the necessary on-site inspection, these requests may take up to 30 days to process.

Please describe type of information requested: _____

Use Group: U # of units/sq. footage: Vacant Fee: $100

INCOMPLETE APPLICATIONS MAY BE RETURNED.