



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. _____ 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 \$400 for processing within five (5) business days.**

EXPEDITED FEE - \$400

PROPERTY INFORMATION:

Property Address: _____
Tax Map Number: _____
Owned By: _____
Existing Use: _____
Proposed Use: _____
Existing Number of Residential Units: _____

INFORMATION REQUESTED BY:

Name/Firm: _____
Attention: _____
Address: _____
City: _____
Zip Code: _____
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

- Home occupation - \$50
- One & Two-family dwelling - \$50
- Private elementary or secondary school - \$50
- Day nursery - \$50
- Adult day care facility - \$50
- Multi-Family: 3 – 10 units \$100
- Multi-Family: 11-50 units \$200
- Multi-Family: more than 50 units \$350
- Lodginghouse: \$200

Commercial or Industrial Uses

- Commercial space equal to or less than 5,000 square feet - \$100
- Use not specified - \$100
- Commercial space greater than 5,000 square feet - \$200
- Adult care residence - \$200

Additional Comments: _____

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

INCOMPLETE APPLICATIONS MAY BE RETURNED.