



# 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.**