



# City of Richmond, Virginia – Zoning Administration

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

• <https://www.RVA.gov/Planning-Development-Review/Zoning-Administration>  
E-mail: [PDRZoningAdministration@Richmondgov.com](mailto:PDRZoningAdministration@Richmondgov.com) Phone: (804) 646-6340

## 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 \$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

<b>PROPERTY INFORMATION (TYPE OR PRINT LEGIBLY):</b>	<b>INFORMATION REQUESTED BY:</b>
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/"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: August 17, 2021