



# 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@rva.gov](mailto:PDRZoningAdministration@rva.gov) • Phone: (804) 646-6340

## Request for Letter of Zoning Confirmation

Permit No. (For Office Use Only) \_\_\_\_\_ 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> Property Address: _____ Tax Map Number: _____ Owned By: _____ Existing Use: _____ Proposed Use: _____ Existing Number of Residential Units: _____	<b>INFORMATION REQUESTED BY:</b> Name/Firm: _____ Attention: _____ Address: _____ City: _____ Zip Code: _____ Contact Telephone: work _____ cell _____ E-mail Address: _____
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- 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

**Uses and Fees**

<input type="checkbox"/> Home occupation - \$50	<input type="checkbox"/> Adult day care facility - \$75
<input type="checkbox"/> Day nursery - \$50	<input type="checkbox"/> Church or Other Place of Worship \$200
<input type="checkbox"/> One & Two-family dwelling - \$100	<input type="checkbox"/> Private elementary or secondary school - \$200
<input type="checkbox"/> Other uses less than or equal to 5,000 square feet - \$300	<input type="checkbox"/> Other uses greater than 5,000 square feet - \$600
<input type="checkbox"/> Buildable Lot"/Lot Split"/Lot Line Adjustment - \$300	

Additional Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(For Office Use Only) Use Group: \_\_\_\_\_ # of units/sq. footage: \_\_\_\_\_ Fee: \$ \_\_\_\_\_

**INCOMPLETE APPLICATIONS MAY BE RETURNED.**