

## Fee Schedule

A fee of \$50, \$100 or \$200 is necessary to process your request. The fee is dependent upon the specific use, the number of units and/or the square footage of the building.

If you would like to obtain further information or discuss your request, please contact the Zoning Administration Office at (804) 646-6340.

## Zoning Department Contact Information

Name	Title	Phone
Virginia Maddox	Customer Service	646-6340
Gary Burton	Zoning Officer	646-6923
Terry Hensley	Zoning Officer	646-3726
Paul Rogerson	Zoning Officer	646-6493
Cheryl Taylor	Zoning Officer	646-4088
Neil Brooks	Planner II	646-6356
David Duckhardt	Planner II	646-6917
Rashad Gresham	Planner II	646-6970
Michelle Peters	Planner II	646-6354
William "Chuck" Davidson	Zoning Administrator	646-6353

### Department of Planning & Development Review Zoning Administration Division

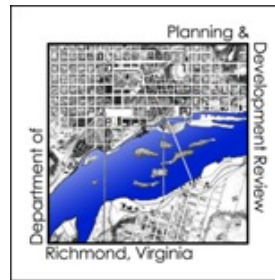
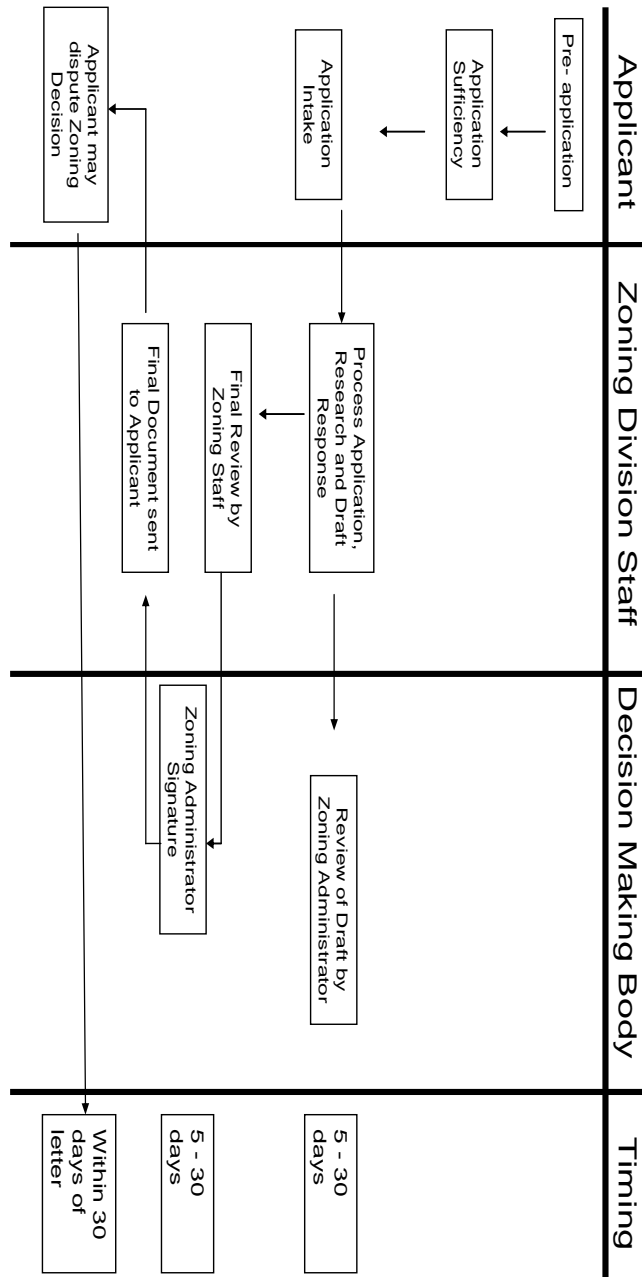
900 E. Broad Street, Room 110  
Richmond, VA 23219  
804-646-6340

Web site:

[www.richmondgov.com/  
planninganddevelopmentreview](http://www.richmondgov.com/planninganddevelopmentreview)

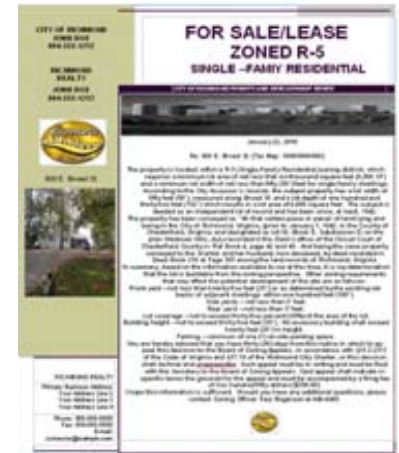
## Process for Obtaining a Zoning Confirmation Letter

Zoning Confirmation Letter requests may take up to 30-days due to the required property file research and extensive analysis that must be performed.



## A Guide to Zoning Confirmation Letters (ZCL)

A Zoning Confirmation Letter (ZCL) verifies conformance with City zoning regulations. A Zoning Confirmation Letter is typically requested by lenders, title companies, attorneys and/or prospective purchasers of properties. They are also frequently requested when properties are undergoing re-financing.



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## What is a Zoning Confirmation Letter?

A Zoning Confirmation letter (ZCL) is a document indicating conformance with city zoning regulations and is typically requested by lenders, title companies, attorneys and/or prospective purchasers of properties. They are also frequently requested for properties undergoing re-financing arrangements. It is suggested that you request a ZCL prior to signing any purchase or lease contract.

A ZCL can be requested by anyone and may be used in lieu of a Certificate of Zoning Compliance (CZC) when the applicant is not the owner of the property. Types of reviews conducted for ZCL's typically include the verification of use, density and subdivision, "buildability" of a property or "lot-splits" of property.

## Do You Need a Zoning Confirmation Letter (ZCL)?

You may need a ZCL if you plan on doing any of the following:

- Purchasing or Leasing Property
- Selling or Leasing Property.
- Financing or refinancing property.
- Developing a property.
- Rebuilding a piece of property due to fire or natural disaster.
- You need information about the permitted uses in the zoning district that includes pending or resolved violations.
- Your lender needs a statement confirming your property is in zoning compliance.
- You want to insure that the history of your property was developed legally.
- You are trying to obtain Federal or State licensure.
- You are applying for a government loan.
- Which specific uses are permitted under the existing zoning designation
- Permit approval and/or Land Use history.

## TYPES OF ZONING CONFIRMATION LETTERS

### 1. Use Verification Request

This type of Zoning Confirmation Letter will clarify the use(s) and/or improvement(s) on the property were legally created under applicable zoning and subdivision laws.

**Helpful Tip:** It is highly recommended that you place a contingency in the purchase or rental contract stipulating that the property is legal and the proposed use(s) can be authorized.

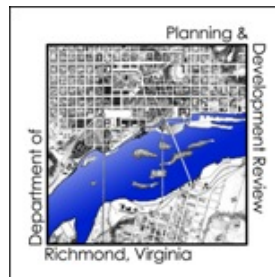
### 2. Buildable Lot Validation Request

Zoning Confirmation Letter that can be requested from the City that clarifies the legality status of a lot within the City. It determines if the lot is legal and if a building permit could be issued for the property.

### 3. Lot Split Validation Request

It is similar to a Buildable Lot Validation Letter, but it determines if an existing lot or parcel can be split or subdivided to create one or more additional developable lots. In many 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. It is required that you include the proposed property line(s) showing the "split" or lot line adjustment.

**Helpful Tip:** It is suggested that a Buildable Lot or Lot Split Validation Request be obtained *prior* to purchasing a vacant lot or parcel. If the asking price of the property appears too good to be true; it probably is and, most likely, is not a buildable lot. It is highly recommended that you place a contingency in the purchase contract that the property can be developed.



## City of Richmond Zoning Ordinance:

[www.richmondgov.com/  
planninganddevelopmentreview/  
ZoningDivision.aspx](http://www.richmondgov.com/planninganddevelopmentreview/ZoningDivision.aspx)

## What a Zoning Confirmation Letter Provides

- The current zoning of the property
- Special, restrictive or overlay zoning designations applied to the property
- References to applicable sections of the zoning ordinance for zoning districts that applies to your specific property
- List of any active zoning violation notices associated with the property
- List of any variances, special exceptions, special use permits, Plans of Developments (POD), conditional use permits or zoning conditions associated with the property
- If the building or use is Non-Conforming or "grandfathered"
- Pending Zoning cases applicable to the property
- Permitted uses under the existing zoning designation
- Building Permit & land use history that stipulates that the lot is legal and a building permit can be obtained
- If the building has legal nonconforming features (i.e.- yard setbacks, height, lot area, width or parking)
- Tax delinquency of property, if applicable
- Potential Law hindrances to development of the property

## Zoning Administration Division on the Web

[www.richmondgov.com/  
planninganddevelopmentreview/  
ZoningDivision.aspx](http://www.richmondgov.com/planninganddevelopmentreview/ZoningDivision.aspx)