

	<h1 style="margin: 0;">ZONING CONFIRMATION LETTER</h1> <h2 style="margin: 0;">(ZCL) REQUEST FORM</h2> <p style="margin: 0;">Department of Planning 6602 Courts Drive, Prince George, VA 23875 Email: planning@princegeorgecountyva.gov (804) 722-8678 www.princegeorgecountyva.gov</p>		OFFICE USE ONLY	
			APPLICATION #:	
			DATE SUBMITTED:	
PURPOSE/INSTRUCTIONS: To confirm specific zoning-related information for a specific property, submit this form with fee and all necessary attachments. Other common names for this type of letter include Zoning Confirmation Letter, Zoning Certificate Letter, Zoning Verification Letter, etc. Staff will review and respond to your complete application typically within 1-2 weeks.				
APPLICANT FILL-IN ALL BLANKS				
REQUEST PROPERTY ADDRESS / LOCATION:				
REQUEST TAX MAP PIN(S): (List all)				
ATTACHMENTS PROVIDED: <input type="checkbox"/> 1. Letter/document with specific questions (required) <input type="checkbox"/> 2. Specific Format Requested (if applicable) <input type="checkbox"/> 3. Survey Plat (if applicable) <input type="checkbox"/> 4. Specific details about a proposed land use (if seeking confirmation that a specific land use is permitted on the property) <input type="checkbox"/> 5. Other: (Specify)				
I HAVE READ AND UNDERSTAND THE STATEMENT ON PAGE 2:				
SIGNATURE:		PRINT NAME:	DATE:	
LEGAL OWNER	NAME(S):			
	MAILING ADDRESS: (Incl. City, State, Zip)			
	E-MAIL:	PHONE:		
NOTE: Please note that if the applicant is not the owner, the County will notify the owner of the applicant's request within 10 days, as required by Section 15.2-2204 of the Code of Virginia.				
APPLICANT CONTACT	NAME(S) (if different than owner):			
	RELATIONSHIP TO OWNER:			
	MAILING ADDRESS: (Incl. City, State, Zip)			
	E-MAIL:	PHONE:		
OFFICE USE ONLY				
ENERGOV APPLICATION #:	ENERGOV INVOICE #:	DATE OWNER NOTIFIED:		
		DATE COPY OF LETTER SENT TO OWNER:		
FEE DUE: ZCL = \$44	PAYMENT TYPE: CHECK / CASH / CREDIT-DEBIT	FEE PAID:	DATE PAYMENT RECEIVED:	PAYMENT RECEIVED BY:

PLEASE BE ADVISED:

About these requests:

The zoning administrator has no authority to issue a zoning compliance letter or other determination that is inconsistent with the provisions of the Prince George County Zoning Ordinance, or to waive any requirements in the Zoning Ordinance. In addition, all Zoning Confirmation Letters reflect the provisions of the Zoning Ordinance as of the date of the letter. Before an applicant proceeds on a proposed project or begins to use property for a particular use, it is the applicant's responsibility to verify that the Zoning Ordinance has not been subsequently amended so as to affect any determinations set forth in the letter.

Section 15.2-2286 of the Code of Virginia provides that the zoning administrator for Prince George County is authorized to issue a written decision or determination on zoning matters within the scope of authority, including matters such as whether a proposed use on a particular property is in compliance with the applicable zoning regulations.

These written determinations, known by several common names besides "Zoning Confirmation Letters", provide some guidance and assurance to property owners or prospective property owners, as to the possible uses of a particular property. In order to ensure that the zoning administrator can answer the questions that are asked, please provide all attachments/information as required or applicable (as specified on sheet 1). Failure to provide this information may result in the zoning administrator being unable to answer all questions that are asked until further information is provided.

How to submit request:

The completed form and attachments may be submitted physically to the Community Development office or by e-mail to planning@princegeorgecountyva.gov.

How to pay:

If the request is submitted by e-mail, we will respond with a link for online payment. Otherwise, payment may be completed in person with check, card, cash etc. or by mail with a check.

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Please sign on sheet 1 to confirm you have read and understand this information.
