



# County of Roanoke

COMMUNITY DEVELOPMENT  
5204 Bernard Drive, Second Floor, P.O. Box 29800  
Roanoke, Virginia 24018-0798

APPLICATION NUMBER:
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## PLANNING AND ZONING REQUEST FORM

### ZONING VERIFICATION LETTER (ZVL)

*Incomplete applications may be returned without processing.*

SUBJECT PROPERTY	
<b>Tax Parcel ID:</b>	<b>Street Address:</b>
<b>Current Use(s) of Property:</b>	

FULL EXPLANATION OF REQUEST (ATTACH ADDITIONAL SHEET IF NECESSARY)	
<ul style="list-style-type: none"> <li>Specify zoning issue the letter needs to address.</li> <li>If the request includes determination of compliance of existing development with current zoning regulations, a current survey or an as built plan must be provided including sufficient detail to evaluate the development.</li> </ul>	

APPLICANT CONTACT INFORMATION				
<b>Applicant Name/Business Name:</b>				
<b>Address:</b>			<b>Phone:</b>	
<b>City:</b>	<b>State:</b>	<b>Zip:</b>	<b>Email:</b>	

LETTER RECIPIENT CONTACT INFORMATION (IF DIFFERENT FROM APPLICANT)				
<b>Name/Business Name:</b>				
<b>Address:</b>			<b>Phone:</b>	
<b>City:</b>	<b>State:</b>	<b>Zip:</b>	<b>Email:</b>	

SUBMIT COMPLETED FORM AND FEE:
<p>A fee of \$52.50 per request is required at time of submittal.</p> <p>Pay by card (Visa / Mastercard) by calling: (540) 772-2065 or by check, payable to "Roanoke County."</p> <p>Send application via email to <a href="mailto:permit@roanokecountyva.gov">permit@roanokecountyva.gov</a> or mail/return to:</p> <p>Attn: Permits, Roanoke County Administration Center, 5204 Bernard Drive, Roanoke, VA 24018</p>

## **ZONING VERIFICATION LETTER (ZVL)**

A zoning verification letter provides a historical account of zoning activity on your property. If you wish to request compliance letters for multiple properties, please send in a separate form (page 1) and fee for each different property UNLESS the properties have the same ownership and fall within the same development. It may take up to five days to process the request. Please be advised that a zoning compliance letter may trigger an inspection by a Zoning Enforcement Officer, which may add to the letter's completion time.

### **What may be included (letter content will vary depending on the availability of zoning records for a specific property):**

- Confirmed zoning district, including any applicable overlay district and the corresponding District Regulations
- Permitted uses
- Existence of an approved or recorded regulatory plan (PUD, site development plan)
- Legal status of property, structures and permitted use(s), if known, as well as conclusion whether such building(s) may be rebuilt "as was" in the case of a fire or other involuntary destruction.
- Property verification (legal status of property as conforming or nonconforming)
- Adjoining zoning districts
- Any active/open zoning violation cases
- Confirmation of special use permits, rezonings or variances applicable to the property.

### **A zoning compliance letter will NOT include:**

- Confirmation of ROW widening, utility or other easements; addressing; building permits or certificates of occupancy; building or fire code violations
- Validation of dimensions of lot, total land area, property line location, signage, parking or landscaping
- Copies of all approved zoning permits.

### **Request the compliance letter for the subject property using the application form on page 1.**

LEGAL DISCLAIMER: Please be advised that this request is for zoning compliance only and not for ordinances under purview of other departments. Separate inquires will need to be made to other applicable departments such as the building department, fire marshals office, etc. to conform compliance or non-compliance with their sections of code. Be advised that if this department is not in receipt of any complaints on the property then it has not conducted a physical, on-site inspection to confirm the existence of code or zoning violations on site.

Please contact (540) 772-2065 if you have questions about the request form.