



CHARLES CITY COUNTY
COMMUNITY DEVELOPMENT DEPARTMENT
P.O. BOX 66
CHARLES CITY, VIRGINIA 23030

Zoning Verification Letter

Please provide the below to request a zoning verification letter:

1. Letter addressed to the Zoning Division requesting a zoning verification letter with the address of interest and what type of use is being requested.
2. Name and address of property owner.
3. Include a copy of the site plan if accessible.
4. Please note that a zoning verification letter will not cover a Certificate of Occupancy, Building Codes or Site Plan review. You can contact Permits and Inspections at 804-652-4727 for that information.
5. Check or money order in the amount of \$100.00 made out to the Treasurer's Office.
6. The turnaround time for a zoning letter to be processed and completed is 7~10 business days.

Please send any correspondence to the following address:

Community Development Department
Attn: Planning/Zoning
P.O. Box 66
10900 Courthouse Road
Charles City, VA 23030

*Note: A copy of our response will be sent to the property owner.

The property owner must authorize the Verification Letter