

Zoning Confirmation Letter application: step by step instructions

Home

Welcome to Build Henrico!

For information, guides, and tutorials please go to our [Help using Build Henrico page](#)

- Select 'Complaints' to report an issue to the County or see updates on your previous issues.
- Select 'Permits' to create and apply for a building, trade, demolition, elevator, sign, fire protection system, or other construction permit.
- Select 'Land Development Applications' to create and apply for any Planning, Department of Public Utilities, or Department of Public Works related applications. These include Plan of Development, Subdivision, Rezoning, Variances, Utility Plans, Utility Agreements, Hauling Permits, Work in the Right of Way Permits, Floodplain Permits, and Capital Projects.

[Complaints](#) [Land Development Applications](#) [Inquiries](#) [My Referrals](#)

[Permits](#)

MY INSPECTIONS MY ACTIVITIES MY PROJECTS

Below are your recent inspection activities.
- To request an inspection, click on the MY ACTIVITIES tab.

Inspection Number	Result	Next Action	Inspection Discipline	Requested Date	Scheduled Date	Location	View Permit
ROW-2023-100065-001			DPW Construction		Aug 25, 2023	4 COUNTRYSIDE LN, HENRICO, VA 23229	Permit
ROW-2023-100065-002			DPW Construction	Aug 28, 2023	Aug 28, 2023	4 COUNTRYSIDE LN, HENRICO, VA 23229	Permit

[Search ...](#)

Screen ID: 1003851

At the Build Henrico website home screen, click on "Land Development Applications".

Apply for a Land Development Approval

Select the Application Type from the Menu Categories shown below. For assistance on selecting the correct Application Type, please contact the respective agency as outlined below.

- To create and submit to the Planning Department the following applications: subdivision, plan of development, rezoning, proffer amendment, provisional use permit, appeal, conditional use permit, variance, interpretation, temporary use permit, zoning confirmation letter, or administrative modification.
- For any construction plan activities or Temporary Use Permit (TUP) related to a Plan of Development/Site Plan/Subdivision utilize the Plan of Development/Site or Subdivision menu categories.
- For DPU related Construction Activities and Public Utilities Review contact the Department of Public Utilities at 804-501-4275
- For DPW related Construction Activities, CIP, Floodplain, Hauling Permits, and Real Property related reviews contact the Department of Public Works at 804-501-4393

Subdivision
[Subdivision](#)

Plan of Development (POD)/Site Plan
[Plan of Development](#)

Land Use Approvals
[Provisional Use Permit](#)
[Rezoning & Proffer Amendment](#)

Board of Zoning Appeals
[Appeal](#)
[Conditional Use Permit](#)
[Variance](#)

Construction Activities
[DPU Construction](#)
[Direct to DPW Submittal](#)
[Work in Right of Way](#)

CIP - County Contractors Only
[Environmental Capital Project](#)
[Transportation Development](#)

Administrative Approvals
[Administrative Modification](#)
[Interpretation](#)
[Temporary Use Permit](#)
[Zoning Confirmation Letter](#)

Public Utilities Review
[Water and Sewer Agreements](#)
[Water and/or Sewer Plan](#)

Floodplain
[Floodplain](#)

Hauling Permits
[Hauling Permit](#)

Real Property (Easements & ROW)
[Real Property Review \(Easements & ROW\)](#)

Then choose the type of application. Click on "Conditional Use Permit".

Screen ID: 1042822

Zoning Confirmation Letter ZCL-2023-100161 (Draft)

APPLICATION INSTRUCTIONS

- Instructions for how to fill out a Floodplain Permit can be found at <https://henrico.us/works/design/floodplain/build-responsibly/floodplain-permits/>
- Instructions for how to fill out a Hauling Permit can be found at <https://henrico.us/services/hauling-permit/>
- Instructions for how to fill out a Work in the ROW Permit can be found at <https://henrico.us/services/rightofwayform1-1-pdf/>

APPLICATION

Type of permit you are applying for: Zoning Confirmation Letter

*Select the option that best describes the application: (None) [v]

*What type of work will be done: (None) [v]

*Pick the primary work scope: (None) [v]

*asterisks indicate a required field.

*Work Description: [text area] [+]
[-]

Short description of request.

Select the project by name: [text input]

or project number: [text input] [search icon]

Use the drop down options to make a selection.

Next

Zoning Confirmation Letter ZCL-2023-100161 (Draft)

LOCATIONS

Location Type: Addressed Non-Addressed

You may enter an address or full parcel number in the Address field below.
- For an address search it is best to enter address number and street name but not street type (e.g. Road, Circle, Lane, Blvd., etc.).

- Asbestos Certifications: For Electrical, Mechanical and Plumbing Permits, the following box must be checked on commercial buildings that were constructed prior to January 1, 1985, including residential buildings that are or demolished for commercial or public development. For Building Permits please fill out and submit the Asbestos Inspection form.

*Address: [text input] [Search]

Parcel ID	Address	Net Area
Total Area:		

Click on the "Search" to input the address of the property. If you have multiple parcels, each parcel must be added to this section.

Specific Location: [text area]

Add Addresses

Parcel ID	Address
<input checked="" type="checkbox"/> 768-753-0395	4301 E PARHAM RD, HENRICO, VA 23228

Select Clear All Check All Refine Search

OWNER/TENANT

*Name: [text input]

*Mailing Address: [text input]

*City: [text input] *State: [dropdown]

*Zip Code: [text input] - [text input]

*Phone Number: ([text input]) [text input] - [text input]

Email Address: [text input]

Back Next

Click "Next" to continue.

Zoning Confirmation Letter ZCL-2023-100161 (Draft)

APPLICATION DETAILS

Project Description:

Existing Use:

Proposed Use:

RESIDENTIAL

For residential development, please provide the following:

Number of Dwelling Units:

Total Floor Area:

BUSINESS

For business/commercial (non-residential) development, please provide the following:

Previous Use:

Activities Outside the Building:

Maximum Seating Capacity:

Outdoor Patio Area:

Type of Building:

Total Floor Area:

Total Site Area:

Total Parking Spaces:

Use the boxes above to briefly explain the request for a Zoning Confirmation Letter.

Click "Next" to continue.

Screen ID: 1613303

Zoning Confirmation Letter ZCL-2023-100161 (Draft)

- Before uploading documents, please review our [Document Submission Standards](#).
- Check the statement marked with a red asterisk * to authenticate any submitted construction documents that are required to be prepared by a Virginia Registered Design Professional.

DOCUMENTS TO ATTACH

	Uploaded	Attachment Type	Description	Sample Form
Optional		Applicant Exhibits	Photographs, drawings, or other exhibits submitted by the applicant in support of their request.	None
Optional		Pro Forma Zoning Letter	Applicant's example of the letter they wish to receive.	None
Optional		Property Survey	Survey of property (existing conditions).	None

UPLOADED DOCUMENTS

Appeal applications have optional documents. Upload related documents here.

<input type="checkbox"/>	File Name	Document Type	Comments
Drop Files Here			

Zoning Confirmation Letter ZCL-2023-100161 (Draft)



- Before uploading documents, please review our [Document Submission Standards](#).
- Check the statement marked with a red asterisk * to authenticate any submitted construction documents that are required to be prepared by a Virginia Registered Design Professional.

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Optional		Property Survey	Survey of property (existing conditions).	None

UPLOADED DOCUMENTS

 + Upload Files

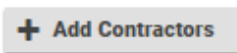
<input type="checkbox"/>	File Name	Document Type	Comments
<input type="checkbox"/>	approved.PNG	New Concept Plan (Concept Plan)	 Add comment 
<div><ul style="list-style-type: none">Application Documents<ul style="list-style-type: none">Applicant ExhibitsArchitectural Floor Plan(s)<ul style="list-style-type: none">Architectural Floor Plan(s)Concept Plan<ul style="list-style-type: none">Concept PlanConceptual Building Elevations<ul style="list-style-type: none">Conceptual Building ElevationsPower of Attorney Form</div>			

Use the drop down options to describe the uploaded document.

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PROFESSIONALS/CONTRACTORS

Enter the Contractors that will be performing the work.

 + Add Contractors

Prime?	Type
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Back

Next


Click "Next" to continue.

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CONTACTS

+ Contact

Use +Contact to add any contacts that may be associated with this project.

Name	Contact Type	Phone	Email
 Jean-Luc Picard	Applicant	(804) 501-4609	poa002@henrico.us

Back **Next**

Click this icon to subscribe to notifications. The field below will populate and allow the applicant to subscribe to notifications. Click "Next" to continue.

This field appears when adding contacts.

Job Contact

*Type:

Name:

Phone: () -

Email: **Subscribe to Notifications**

Comments:

MAILING ADDRESSES

+ Mailing Address

Address Primary

Cancel **Save** **Save & Close**

When adding a contacts, please Subscribe to Notifications in order for everyone associated with the application to receive updates on it's progress.

Zoning Confirmation Letter

SUBMIT APPLICATION

Check this box to acknowledge the Homeowner Declaration Statement.

FEES
The following fees must be paid as part of your permit application.

Description	Amount	Balance
Zoning Confirmation Letter Fee	\$25.00	\$25.00

Back **Save**

Screen ID: 161

Click here to open Homeowner Declaration Statement.

Zoning Confirmation Letter

SUBMIT APPLICATION

Check this box to acknowledge the Homeowner Declaration Statement.

By checking this box, I certify that I am the authorized representative to make application, that the information given is correct and that the request shall comply with applicable State and Local laws for this type of activity.

FEES
The following fees must be paid as part of your permit application.

Description	Amount	Balance
Zoning Confirmation Letter Fee	\$25.00	\$25.00

Back **Pay Fees & Submit Application** **Save**

Click Pay Fees & Submit Application. You will then be redirected to the Paymentus application in order to submit required fees. After paying the fees, you will receive a email confirming the application is complete

161150



Zoning Confirmation Letter ZCL-2023-100161 (Submitted)

CONFIRMATION

Submission Successful.

Permit Number: ZCL-2023-100161

To view the information and status for this Land Development Application, [click here.](#)



Zoning Confirmation Letter ZCL-2023-100161 (Submitted)

Status: Submitted Application Date: Oct 3, 2023
Issue Date:
Completed Date:
Expiration Date: Apr 3, 2024

Description: Zoning Confirmation Letter - Residential

DETAILS DOCUMENTS CONTACTS

DETAILS

Applicant: Homeowner
Permit Name: Zoning Confirmation Letter
Primary Location: 1701 S BATTERY DR, HENRICO, VA 23222

Specific Location:

Approved Work Description:

Use Designation: Residential

Work Type: Zoning Letter - Change of Use

Primary Work Scope: New

Additional Work Scope(s)

LOCATIONS

Parcel ID	Address	Net Acres
800-737-4456	1701 S BATTERY DR, HENRICO, VA 23222	
Total Area:		

OWNER/TENANT

Name: Harry Dresden
Mailing Address: 1701 Hounds Way
City: Henrico State: VA
Zip Code: 23231
Phone Number: 8045014609

APPLICATION DETAILS

Project Description:

Existing Use:

RELATED INFORMATION

Type	Description
------	-------------

HOLDS

Type	Description	Status
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PERMIT ACTIVITIES

This is where you can make requests on your permit. The eligible request types will appear depending on what your permit status is. The requests can include:

FEES

You have no outstanding fees.

WITHDRAW PERMIT

Withdraw Permit

DOWNLOAD PERMIT

You cannot download this permit at this time.

REQUEST INSPECTION

You cannot request an inspection at this time.

ACTIVITIES

I would like a meeting with an Inspector about this permit.

Submit Request