

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 (757) 385-4211 for that information.
5. Check or money order in the amount of \$50.00 made out to the City 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:

Planning/Zoning Division
Attention: Garek Hannigan
2875 Sabre Street, Suite 500
Virginia Beach, VA 23452

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

If you need additional information, please contact Garek Hannigan at (757) 385-4790 or GHannigan@vbgov.com.