



Zoning Verification Request

Zoning Verification Request Information:

1. This letter provides the base zoning district and any overlay district for a property of any potential development or that a property is in full compliance with the City of Roanoke's Zoning Ordinance.
2. This letter **will not** include Certificate of Occupancy, or any information related to property violations. To request copies of Certificates of occupancy, Fire, or Building Code violations, please submit an [Opens Records Request](#) through the City Secretary's Office.
3. The Zoning Verification letter will be provided digitally.
4. The [Zoning Ordinance](#) includes a complete list of permitted uses, design requirements, and parking standards.
5. The Zoning Verification letter and any associated attachment(s) will be sent to the email address provided.
6. A separate verification request is required for each parcel. **Please allow 7-10 business days to complete the request.**

APPLICANT CONTACT INFORMATION

First Name: _____ Last Name: _____ Date: _____
 Address: _____ City: _____ State: ___ Zip: _____
 Phone: _____ Recipient Email: _____

SUBJECT PROPERTY INFORMATION

Full Street Address: _____
 Parcel ID Number: _____
 Full Legal Description: _____

ADDITIONAL INFORMATION

- 1) _____
- 2) _____
- 3) _____

Requestor Signature _____ Date _____

Office Use Only

Case #: _____ Accepted by: _____ Date: _____

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