



# BUILDABLE LOT or LOT SPLIT VALIDATION REQUEST

TRACKING NUMBER: ZCLR - \_\_\_\_\_-20\_\_

**What is a *Buildable Lot Validation Request*?:** It's a type of *Zoning Confirmation Letter* that can be requested from the City that clarifies the legality or building status of a lot within the City. It determines if the lot is legal and if a building permit could be issued for the property.

The City's Zoning Ordinance contains specific requirements for a lot to meet in order for it to be legally developed. In many instances, the lot was created prior to current standards or prior to an annexation from Henrico or Chesterfield County. These lots may be "grandfathered" under the previous standards or may have been reduced in size, previously "split" or subdivided or combined or merged with an adjoining parcel or lot either with the construction of an accessory use, such as a garage or shed, or combined by survey or deed description. The letter will clarify if the lot was legally created under both subdivision and zoning laws and has not been subdivided illegally, merged or combined for zoning purposes. If the lot had been merged or combined, it may be possible to obtain a Special Exception from the Board of Zoning Appeals (BZA) to re-authorize the ability to build on the lot or parcel.

**What is a *Lot Split Validation Request*?:** It's similar to a *Buildable Lot Validation Request*, but it determines if an existing lot or parcel can be split or subdivided to create one or more additional developable lots or if any lot line(s) can be re-located. In many instances, it will require a survey of the property that shows existing improvements and yard (setback) dimensions, if any, and/or the proposed division or lot line.

**[NOTE: It is required to show the proposed property line(s) for the "split" or adjustment.]**

It is suggested that a *Buildable Lot or Lot Split Validation Request* be obtained prior to purchasing a vacant lot or parcel. If the asking price of the property appears too good to be true; it probably is and, most likely, is not a buildable lot. It is highly recommended that you place a contingency in the purchase contract that stipulates that the lot is legal and a building permit can be obtained.

A fee of one-hundred fifty dollars (\$150), payable to the City of Richmond, is necessary to process your request. These requests, due to required deed analysis, **may take up to 30-days to process.** For further information, you may contact the Zoning Division at (804) 646-6340.

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Property Address(es): \_\_\_\_\_  
 Tax Map Number(s): \_\_\_\_\_

Requestor Name: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ (Work)  
 \_\_\_\_\_ (Home)  
 \_\_\_\_\_ (Cell/Mobile)  
 \_\_\_\_\_ (Facsimile)

E-mail Address: \_\_\_\_\_

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**[For Office Use Only]**

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