



**Application for Zoning Confirmation Letter**  
Spotsylvania County Planning & Zoning Department  
9019 Old Battlefield Blvd, 1<sup>st</sup> Floor Spotsylvania, VA 22553  
Phone: 540-507-7434 Fax: 540-507-7281  
[www.spotsylvania.va.us](http://www.spotsylvania.va.us)      [zoning@spotsylvania.va.us](mailto:zoning@spotsylvania.va.us)

**OFFICE USE ONLY**  
Application #:  
\_\_\_\_\_  
Date Received:  
\_\_\_\_\_

**Fee: \$335 (\$260: zoning + \$75: permit center)**

Property for Which Zoning Confirmation is Requested:

Tax Parcel #:	Address:
---------------	----------

Requestor Information:

Name and/or Company:		
Address:	City, State:	Zip:
Phone:	Email:	

*The Zoning Confirmation Letter will be returned to the above unless otherwise requested.*

Specifics of Request:

I/We request confirmation of the following (include attachments as necessary):

A Zoning Confirmation Letter will not include the following:

- Verification of easements or other information otherwise included in a title search
- Lot dimensions, as-built setbacks, or similar information otherwise provided on a survey
- Copies of permits or approved plans
- Copies of C/Os, building/fire code violations, and other Building Code-related information
- Speculative information pertaining to potential development
- Broad or generalized statements pertaining to compliance with regulations

Submittal and Payment:

Mail or hand-deliver this request to: Permit Center, 9019 Old Battlefield Blvd, Spotsylvania, VA, 22553  
Cards: Visit <https://www.spotsylvania.va.us/226/Applying-For-a-Permit> for online payment instructions.  
Checks: Make payable to Spotsylvania County Treasurer.

\* This request will not be processed until proof of fee payment is received. \*

\* We strive to fulfill requests within 3 weeks, but may take up to 90 days. Please plan accordingly \*