

FOR OFFICE USE ONLY

LOD # _____

Fee Amount \$ _____ Date Paid _____ By who? _____ Receipt # _____ Ck# _____ By: _____

Application for Official Letter of Determination



Official Letter of Determination of Parcel of Record and/or Development Rights = \$100

All other Official Letters of Determinations (including but not limited to Use, Zoning, Nonconformity, Parking, Floodplain, Vested Rights, Area & Bulk Regulations, De minimis) = \$100

Certification that notice of this application has been provided to the property owner, if owner is different from applicant.

Project Name: _____

Tax map and parcel(s): _____ Zoning: _____

Contact Person (Who should we call/write concerning this project?): _____

Address _____ City _____ State _____ Zip _____

Daytime Phone (____) _____ Fax # (____) _____ E-mail _____

Owner of Record _____

Address _____ City _____ State _____ Zip _____

Daytime Phone (____) _____ Fax # (____) _____ E-mail _____

Applicant (Who is the Contact person representing?): _____

Address _____ City _____ State _____ Zip _____

Daytime Phone (____) _____ Fax # (____) _____ E-mail _____

Submittal Requirements

Parcel of Record and/or Development Rights

- Tax Map Page
- Last Instrument of record in the Clerk's Office of the Circuit Court of Albemarle County, Virginia on or prior to December 10, 1980 that includes a plat or metes and bounds description of the property. (Highlight or underline references to the subject property).
- All plats and deeds of record after December 10, 1980, UP UNTIL THE PRESENT DATE. (Highlight or underline references to the subject property).
- Any other pertinent information.
- Cover letter stating the assumed number of parcels and development rights, with explanation of same.
- A fee is required for each separate parcel shown on the tax map.

All other Determinations

- Cover letter stating what is being requested. Provide all necessary information for the consideration of this decision including
 - Tax Map Page if request is regarding a specific property.
 - If the request is regarding a nonconforming use, structure, or lot then you must provide enough probative material evidence to prove the nonconformity.
 - Provide justification for the request and any other pertinent information.
- Fee as noted above.

Please refer to the Albemarle County Land Use Law Handbook for more information regarding zoning determinations and nonconformities. <http://www.albemarle.org/LandUseLaw>

Signature of Owner _____

Date _____

Print Name _____

Daytime phone number of Signatory _____

County of Albemarle Department of Community Development
401 McIntire Road Charlottesville, VA 22902 Voice: (434) 296-5832 Fax: (434) 972-4126

**CERTIFICATION THAT NOTICE OF THE
APPLICATION HAS BEEN PROVIDED TO THE LANDOWNER**

This form must accompany zoning applications (Home Occupation, Zoning Clearance, Zoning Administrator Determinations or Appeals, Sign Permits, Building Permits) if the application is not the owner.

I certify that notice of the application, _____
[County application name and number]

was provided to _____ the owner of record of Tax Map
[name(s) of the record owners of the parcel]

and Parcel Number _____ by delivering a copy of the application in the
manner identified below:

_____ Hand delivering a copy of the application to _____
[Name of the record owner if the record owner is a
person; if the owner of record is an entity, identify the recipient of the record and the recipient's
title or office for that entity]

on _____
Date

_____ Mailing a copy of the application to _____
[Name of the record owner if the record owner is a person;
if the owner of record is an entity, identify the recipient of the record and the recipient's title or
office for that entity]

on _____ to the following address:
Date

[address; written notice mailed to the owner at the last known address of the owner as shown on
the current real estate tax assessment books or current real estate tax assessment records satisfies
this requirement].

Signature of Applicant

Print Applicant Name

Date