



CHECKLIST FOR WRITTEN ZONING DETERMINATION FROM THE ZONING ADMINISTRATOR REGARDING A SPECIFIC USE OR DENSITY FOR A SPECIFIC PROJECT

Any request for a determination regarding the permissibility of a specific use or density of a landowner's property for a specific project must:

- Be in writing addressed to the Zoning Administrator at 22 Lincoln Street, Hampton, VA 23669
- Identify the landowner and state when the landowner took title to the property (a source deed and/or recent title report is required)
- Identify the real property by street address and LRSN/tax map number
- Identify the specific use that is the subject of the request, or, if applicable
- Identify the specific density that is the subject of the request
- Represent or certify the request concerns development of a specific project
- If applicable, identify by case number any approved rezoning, special exception, use permit or variance for the property

Applicants, please note:

- The applicant may need to provide additional information in writing as requested by the zoning administrator.
- The zoning administrator has 90 days from the date of receipt of written request and the above required information to respond to the request.
- The response will be limited to those facts presented by the applicant for that specific project. Any modification of facts or information, and any additional facts or information that arise after the date of the determination letter will render the determination void.
- Notwithstanding the determination, development of the project must comply with all applicable provisions of the zoning ordinance, site plan ordinance, subdivision ordinance, and all other applicable land use and development ordinances and regulations.
- The response will be void if applicant does not diligently pursue the project within 180 days of the date of the response. After that date, the determination will be void.
- The zoning administrator's determination cannot be transferred or assigned to any other party.
- If the applicant does not provide all of the required information, the determination shall expressly state that it is not an official order, requirement, decision or determination issued pursuant to Virginia Code §15.2-2307.

Community Development Department, Planning & Zoning Administration Division

22 Lincoln Street | Hampton, Virginia 23669

www.hampton.gov | Hampton's 311: 757.727.8311 | O.757.727.6140