

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 = \$108

A separate fee is required for each parcel shown on the tax map. (1 parcel is \$108, 2 parcels are \$216, etc.)

All other Official Letters of Determinations (including but not limited to Use, Zoning, Nonconformity, Parking, Floodplain, Vested Rights, Area & Bulk Regulations, De minimis) = \$108

Certification that notice of this application has been provided to the property owner if the 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
- Provide evidence showing when the parcel/parcels was/were created. This will include the following;
 - The last instrument of record in the Clerk's Office of the Circuit Court of Albemarle County, Virginia on or prior to December 10, 1980.
 - Include deeds that provide 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).
- Cover letter stating the assumed number of parcels and development rights, with explanation of same.
- Any other pertinent information.
- 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>

Determination may take up to ninety (90) days from submittal

Signature of Owner

Date

Print Name

Daytime phone number of Signatory