

## **HOW TO REQUEST A ZONING CONFIRMATION LETTER**

A zoning confirmation letter is a statement from the Division of Plan Review & Permitting. It identifies and describes the zone in which a property is located and if a specific use is permitted in that zoning district, if any special exceptions/variances have been granted, any pending or resolved zoning violations, etc. The letter is mainly requested by lenders as due diligence for financing or refinancing.

A written request detailing the desired information shall be submitted to:

Ashley Holloway, Zoning Administrator  
Division of Plan Review & Permitting  
80 W. Baltimore Street  
Hagerstown, Maryland 21740

The letter should include:

- The subject property's parcel identification number and current owner of record
- The name and mailing address of the requestor
- To whom the letter should be addressed
- Where the completed letter is to be mailed

The fee for a zoning confirmation letter is \$100.00. Please make the check payable to the Washington County Treasurer. The zoning confirmation letter will not be released until payment has been received.

Please allow 7 business days to process a request for a zoning confirmation letter.

Any questions please call 240-313-2443.