



Zoning Confirmation Letter

A **Zoning Confirmation** letter is a statement from the Department of Planning and Zoning that identifies and describes the zoning district in which a property is located and if a specific use is permitted in that zoning district. The letter also states if any special exceptions or variances have been granted for the property or if there are any pending/resolved zoning violations.

A written request shall be submitted by mail or email to:

Department of Planning and Zoning

Attn: Zoning Coordinator
747 Northern Avenue
Hagerstown, MD 21742

Or via email at askplanning@washco-md.net

The written request should include:

- The 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 (if different than the requestor)
- Where the completed letter is to be mailed

NOTE: Companies with proprietary forms must still include this basic information for an accurate response to be generated.

There is a **\$100.00** fee for zoning confirmation letters.

This fee must be paid before the letter is released.

Staff will reach out to obtain *credit card* payment prior to sending the letter or you may mail a check with the request made payable to the Washington County Treasurer.

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

Questions may be directed to [240-313-2430](tel:240-313-2430) or askplanning@washco-md.net

For all other record inquiries with the County please use:

[NextRequest Online Public Information Act Portal](#)