



# Zoning Verification Letter Request

## General Information

The purpose of a zoning verification letter is to confirm in writing the allowed uses, development standards, and regulations applicable to a specific site. Zoning verification letters can be requested by anyone at any time. The zoning verification letter may contain the following information:

- Description of current zoning
- Summary of uses allowed depending on zoning
- Details of land use history and building permit(s)
- Response to specific questions

The content of the letter is largely dependent on what information is asked for. The zoning verification letter is provided in a standard format approved by the City.

NOTE: The zoning verification letter is based upon the available records. Not all records are available for all properties.

Required Fee: \$25. Payment can be in the form of a check or Visa, Mastercard or Discover. More information will be provided at the time of application.

## Site Information

Site street address/location \_\_\_\_\_

Name of applicant \_\_\_\_\_

Name of company \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

## Request

### Tier 1 Request

#### Timeline

The targeted turn-around time for most requests is 10 days. These times may vary based on work load.

Check all information being requested.

\_\_\_ Current zoning

\_\_\_ Is the business/activity/use permitted?

\_\_\_ Is the property in a special, restrictive, or overlay district?

\_\_\_ Are there any known unresolved zoning code issues?

\_\_\_ Are there any known unresolved building code issues?



# Zoning Verification Letter Request

## Tier 2 Request

### Timeline

The targeted turn-around time for most requests is 15 days. These times may vary based on work load.

\$32 per hour research fee may be applied. More information will be provided at the time of application.

Check all information being requested.

- Land Use History
- Non-Conforming Use Status
- Other – See attached request

## Office Use Only

Application #	_____
Land Use Designation	_____
Assessor's R# (9 digits)	_____
Planner/Staff	_____
Date Received	_____