



PLANNING AND DEVELOPMENT DEPARTMENT ZONING VERIFICATION LETTER REQUEST

ZONING VERIFICATION LETTERS ARE INTENDED TO PROVIDE INFORMATION INCLUDING THE FUTURE LAND USE DESIGNATION AND ZONING CLASSIFICATION OF THE SUBJECT PROPERTY, AND WHETHER A PARTICULAR USE IS PERMITTED ON THE SUBJECT PROPERTY, IF REQUESTED. PLEASE NOTE THE ZONING VERIFICATION LETTER DOES NOT INDICATE DEVELOPMENTS' CONFORMANCE WITH THE STANDARDS CONTAINED IN THE COMMUNITY DEVELOPMENT CODE, THE CODE OF ORDINANCES, OR CONFORMANCE WITH BUILDING CODES AND FIRE CODES.

THE FOLLOWING INFORMATION IS REQUIRED FOR ALL ZONING VERIFICATION LETTER REQUESTS.

APPLICATION FEE: \$50

CONTACT NAME: _____

MAILING ADDRESS: _____

PHONE NUMBER: _____

EMAIL: _____

RECIPIENT NAME (IF DIFFERENT): _____

MAILING ADDRESS: _____

PHONE NUMBER: _____

EMAIL: _____

ADDRESS OF SUBJECT PROPERTY: _____

PARCEL NUMBER(S): _____

REQUESTING SPECIFIC PERMITTED USES?

LIST SPECIFIC USE(S): _____



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ONCE THE ZONING VERIFICATION LETTER REQUEST IS RECEIVED THROUGH THE ZONING PORTAL, STAFF WILL ASSIGN AN APPLICATION NUMBER AND AN INVOICE FOR PAYMENT WILL BE EMAILED TO THE PERSON OR COMPANY MAKING THE REQUEST, AS INDICATED ON THE REQUEST FORM. PLEASE ALLOW UP TO 10 BUSINESS DAYS FOR THE LETTER TO BE COMPLETED.

All Zoning Verification Letters are given in the city-approved format as provided in the example below:

Dear Mr./Ms. _____:

In response to your letter requesting zoning verification of the above-mentioned property, please be advised of the following:

- The subject property is with the _____ zoning district and is subject to the use and development standards of that zoning district located in Community Development Code Article 2, Division _____.
- The subject property has a _____ Future Land Use designation.
- The subject property is/is not located within a Neighborhood Conservation Overlay District and is/is not subject to additional regulations pursuant to a special area plan or redevelopment plan.

If you have any questions, please contact the Development Review Staff at (727) 562-4604.