



COMMUNITY DEVELOPMENT

Zoning Letter Application

Permit #:

Date:

1. **Applicant(s):** _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax Number: _____

E-mail address: _____

2. **Property Information:** (If different from applicant)

Owner Name(s): _____

Business Name: _____

Existing Land Use: _____

Year built: _____ Use at time of construction: _____

Size of Buildings Gross Sq Ft: _____ Net Sq Ft _____

of Parking Spaces: _____ Lot Size: _____

3. **Letter Information**

Address Letter to: _____

☐ **BASIC Verification Letter: \$25 commercial/ \$10 residential per parcel.**

- The zoning district and any zoning overlay districts applicable to the property
- If the existing use of the subject property is legal, non-conforming, or legal non-conforming
- If the proposed use of the subject property is permitted within the zoning district
- Provisions set forth for rebuilding the structure if destroyed

☐ **Zoning Certificate: \$75 commercial one unit/ \$150 commercial all units**

For each additional hour beyond 2 hours add \$75.00 per hour.

- Everything included in the basic verification letter.
- Historical permit information regarding the process and review the project went through prior to construction or renovation (as available)
- Compliance with parking standards
- Compliance with dimensional requirements within the zoning district

Any other information requested: _____

Office Use Only:

Letter Type: _____ Fees Paid: _____ Date Requested: _____