



COMMUNITY DEVELOPMENT

Zoning Verification Letter Application

DATE RECEIVED

CASE NUMBER

Street Address		Business Name	
Parcel Number	Lot Size in Acres	Use at Time of Construction	
Size of Building (Gross Sq Ft)	Size of Building (Net Sq Ft)	Year Built	No. of Parking Spaces
Applicant		Contact Name	
Street Address		Primary Telephone	
City	State	Zip Code	Email
Owner(s), if different from applicant		Contact Name	
Street Address		Primary Telephone	
City	State	Zip Code	Email
Address Letter To:			

- Basic Verification Letter: \$25 commercial / \$10 residential per parcel**
 - o The zoning district and any zoning overlay districts applicable to the property;
 - o If the existing use of the subject property is legal, non-conforming, or legal non-conforming;
 - o If the proposed use of the subject property is permitted within the zoning district; and,
 - o Provisions set forth for rebuilding the structure if destroyed.

- Zoning Certificate: \$75 commercial (one unit) / \$150 commercial (all units)**
 - o All contents of Basic Verification Letter;
 - o Historical permit information regarding the process and review the project went through prior to construction or renovation (as available);
 - o Compliance with parking standards; and,
 - o Compliance with dimensional requirements within the zoning district.

Please include any additional information requested on a separate sheet of paper attached to the application.

Applicant's Signature: _____

Date: _____