



## ZONING VERIFICATION LETTER REQUEST FORM

### 1. Information

A Zoning Verification Letter issued in response to the submission of this request form will consist only of information pertaining to Zoning or Municipal Ordinances as follows:

- Verification of Zoning District / Classification (ex. "R-1", Residence District) and uses allowed therein.
- Conformance / Legal Nonconformance Determination
- Open Zoning Ordinance violations.
- Open Municipal Ordinance violations.

All other requests for information will require submittal of a Freedom of Information Act (FOIA) request through the Clerk's Office, available on our website or at our office.

Submit a separate application for each property you are requesting a Zoning Verification Letter for.

**FEE: \$50 Per Request Form**

### 2. Project Property / Location Information

Street Address:	City, State, ZIP:
Parcel ID Number:	Lot / Unit Number:
Description of Current And/Or Intended Use:	

### 3. Applicant Information

Applicant is the: <input type="checkbox"/> Owner <input type="checkbox"/> Lessee <input type="checkbox"/> Optionee <input type="checkbox"/> Contractor <input type="checkbox"/> Other (Describe):	
Applicant Name (First & Last):	Applicant Phone:
Applicant Mailing Street Address:	City, State, ZIP:
Applicant Email Address:	

### DEPARTMENT USE ONLY:

Date Received:	Received By:
Action Taken: <input type="checkbox"/> Completed (Attach Zoning Verification Letter) <input type="checkbox"/> Returned to Applicant – Incomplete Application	<input type="checkbox"/> Returned to Applicant – Out of Jurisdiction <input type="checkbox"/> Denied – List Reason: <input type="checkbox"/> Referred to Clerk – Requires FOIA Request
Date of Action Taken:	Signature of Department Official: