

City of Pooler

REQUEST FOR ZONING VERIFICATION LETTER

Applicant Information: Owner or Agent			
Name:			
Company:			
Address:			
City:		State :	Zip :
Phone:		Ext.	
Email :			
Parcel Information: Request 1			
Physical Address* :			
Parcel ID * :		Property Owner:	
Legal Description :			
Parcel information: Request 2			
Physical Address* :			
Parcel ID * :		Property Owner:	
Legal Description :			
Parcel Information: Request 3			
Physical Address*:			
Parcel ID*:		Property Owner :	
Legal Description :			
Contact Information: (the specific individual/firm to which the letter is to be addressed)			
Name :			
Company:			
Address :			
City :		State :	Zip:
Phone :		Ext:	
Email :			

*If you do not have an address or parcel ID, please attach a boundary survey or plat of the property

A \$25.00 fee will be assessed for each Zoning Verification Letter. If you wish to request a letter for multiple properties using the above form, please note, fees will be assessed for *each property listed on the application*. The fee(s) must be received prior to sending the zoning verification letter. Payment is accepted by mail, to my attention, or in person.

A request for a zoning verification is normally completed within seven (7) days after payment is received.

Submit request by email to kklassen@pooler-ga.gov , in person or by mail.

FOR OFFICE USE ONLY:			
Date received :	Date completed :	Staff Name :	Staff Initials: