



Zoning Verification Letter Request

Page 1 of 2

Updated **SEPT 2023**

NOTICE TO APPLICANT

A \$50.00 fee will be assessed for each Zoning Verification Letter. If you wish to request letters for multiple properties using this, please note that fees will be assessed individually for each property listed. Fee(s) must be received prior to letter(s) being sent. Applications may be mailed, emailed, or delivered in person. Payment is accepted by mail or in person. Requests are generally completed within seven (7) days of payment receipt. If you do not have an address or parcel ID, please attach a boundary survey or plat of the property.

OFFICE USE ONLY

Date Received: _____ Date Processed: _____
Received by: _____ Initials: _____

Owner/Agent

Name Company

Address

Email Phone

Contact (Individual/Firm to Which the Letter Should be Addressed)

Name Company

Address

Email Phone

Parcel Information

Request #1

Physical Address Parcel ID

Legal Description Property Owner



Zoning Verification Letter Request

Page 2 of 2

Updated **SEPT 2023**

Request #2

Physical Address	Parcel ID
------------------	-----------

Legal Description	Property Owner
-------------------	----------------

Request #3

Physical Address	Parcel ID
------------------	-----------

Legal Description	Property Owner
-------------------	----------------

Request #4

Physical Address	Parcel ID
------------------	-----------

Legal Description	Property Owner
-------------------	----------------