



ZONING VERIFICATION LETTER

WHAT IS THE PURPOSE OF A ZONING VERIFICATION LETTER?

Zoning is a legal mechanism which regulates land use and the type of activities allowed within a given area. Zoning is probably one of the most important tools available for maintaining the delicate balance between a community's liveability and its economic well-being. Simply stated, zoning involves dividing the city into different **districts** or **zones**. Within each zone, certain types of activities or uses are allowed while others are prohibited. Generally speaking, only those uses that are considered compatible with each other are allowed within each zone. Uses that are allowed within each Zoning District are classified as either **Permitted Uses** or **Conditional Uses**. Permitted Uses, as the name implies, are those which are allowed outright. Conditional Uses, however, require a **Use Permit**. Often times with changes in the Zoning Ordinance properties become **nonconforming** (a use, structure, or situation that was legally established and existing which fails to conform to the current requirements) or a subsequent property owner / interested party is seeking the current status of a property. A Zoning Verification Letter will provide written confirmation of the use(s) and/or the status of an existing property.

HOW DO I APPLY FOR A ZONING VERIFICATION LETTER?

1. Project Consideration

When you submit your application to Planning Services along with the required materials, it is first reviewed to make sure your application is complete (please see section entitled 'Application Requirements'). As part of your Zoning Verification Letter Application, you must also prepare a written description of your request and submit any subsequent materials for consideration.

2. Permit and Zoning Research

Upon receiving a complete application, Planning Services will research the permit history, code enforcement violations and the current zoning requirements for the subject property.

3. Zoning Administrator

Upon completing the property research the project is reviewed by the Zoning Administrator for a final determination.

APPLICATION REQUIREMENTS

1. Completed application form.
2. **Description of request** including type of structure or use (i.e. single-family residents, multi-family residence, commercial, etc.) For commercial uses please indicate hours of operation, number of employees, on-site parking and other relevant information. *In some instances where more or less detailed information is needed, the Planning staff shall use their discretion to determine what items will be required with the application.*
3. Signed application by the owner or authorized agent.
4. **Fee: \$210 per parcel.**

HOW LONG DOES THIS TAKE?

The length of time involved in processing a Zoning Verification varies according to the complexity of your project and the amount of research that must be conducted. A small project may be processed in as little as two - four weeks. **The normal processing time for a Zoning Verification Letter is between 2 to 4 weeks.** Furthermore, larger projects that require coordination with the Building and Inspections Division and/or the City Attorney's office can take considerably longer.

Incomplete applications will not be accepted.