



**Planning Division**

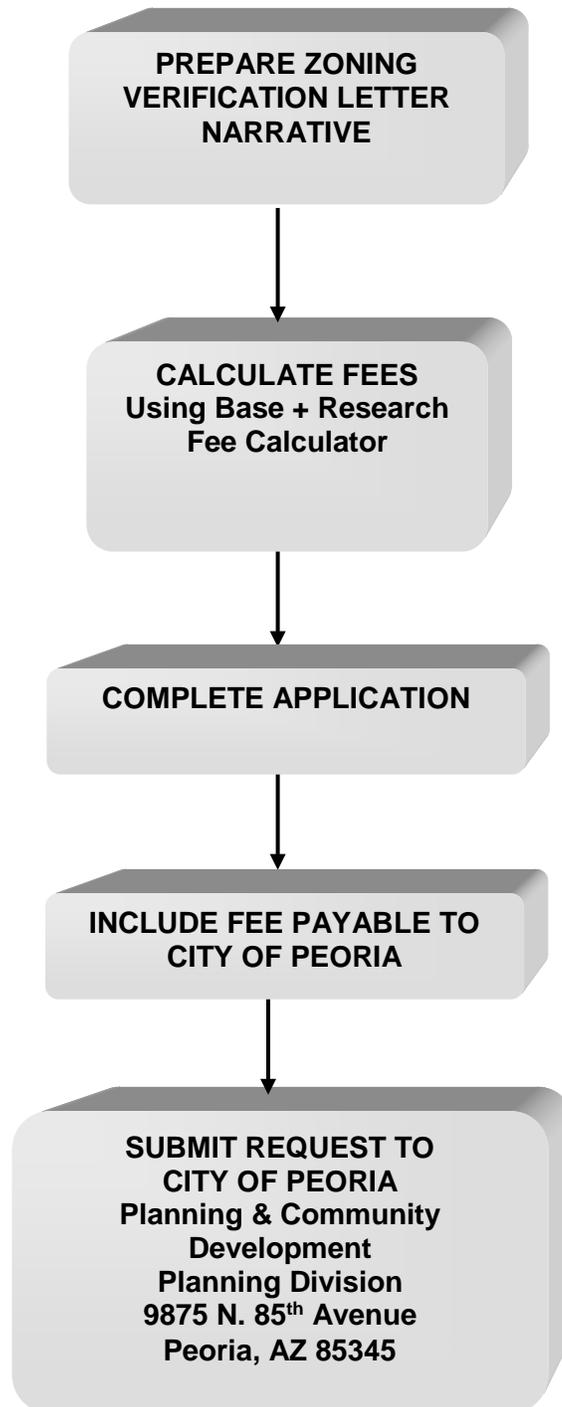
**Planning & Community Development**

# **Zoning Verification Letter Process Guide**

**February 2018**

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# ZONING VERIFICATION LETTER PROCESS



## **BASE + RESEARCH FEE CALCULATOR**

### **PLEASE CHECK APPLICABLE BOXES**

**BASE FEE = \$200**

The base fee includes zoning identification of the property, general plan land use designation, and a statement of surrounding land uses, a copy of the corresponding zoning ordinance, and copy of the certificates of occupancy if available. The following example questions are typically found in a zoning verification letter that is charged the base fee.

1. What is the current zoning classification for the subject property?
2. Adjacent property zoning designations?
3. Is the subject property part of a Planned Unit Development?
4. Is the subject property part of an Overlay District?
5. The subject property is currently regulated by which ordinance?

**RESEARCH FEE \$38 Per Hour (Minimum 2 Hours) = \$76**

The following example questions are typically found in a zoning verification letter which requires additional research and document retrieval.

1. Are there any conditional use permits, site plans, variances approved for the subject property? If so, please provide copies.
2. How many parking spaces were approved for this property?
3. When was the property annexed?
4. What were the previous zoning designations for the property?
5. What if the building or buildings are destroyed?

\* Questions regarding code violations on the subject property should be directed to the Code Compliance Division at 623-773-7777. Are there any open zoning code violations?

If both boxes are checked, the fee is **\$276.00**.

## ZONING VERIFICATION CHECKLIST

\_\_\_\_\_Application

\_\_\_\_\_Zoning Verification Narrative Request

\_\_\_\_\_Fee

### Other Pertinent Information

1. Requests for written verification of zoning will be completed in approximately two weeks.
2. A separate request must be completed for each parcel or address in question. A single request may contain multiple parcels only if said parcels are contiguous and believed to be in the same zoning district.
3. The Zoning Ordinance and Planned Area Development documents are available to view online at: <http://www.peoriaaz.gov/planning>.
4. For information on Code violations, such as graffiti, and weed abatement please contact the Code Compliance Division at 623-773-7162.
5. For a copy of the Certificate of Occupancy for a property please contact the Building Safety Division at 623-773-7225 (option #1) or at [permits@peoriaaz.gov](mailto:permits@peoriaaz.gov).



**PLANNING & COMMUNITY DEVELOPMENT**  
Planning Division  
**ZONING VERIFICATION LETTER APPLICATION**

- BASE FEE**            **\$200**
- RESEARCH FEE**    **\$ 76**

Permit Number:		Submittal Date:	
Parcel number (APN):			
Property Address:			
Location of property in relation to nearest cross streets (e.g. north of the northeast corner of 83 <sup>rd</sup> Ave. & Peoria Ave.):			
Applicant Company Name			
Applicant Contact Name:			
Address:			
City:		State:	Zip:
Phone:		Fax:	
Email:			
Applicant Signature:		Date:	