



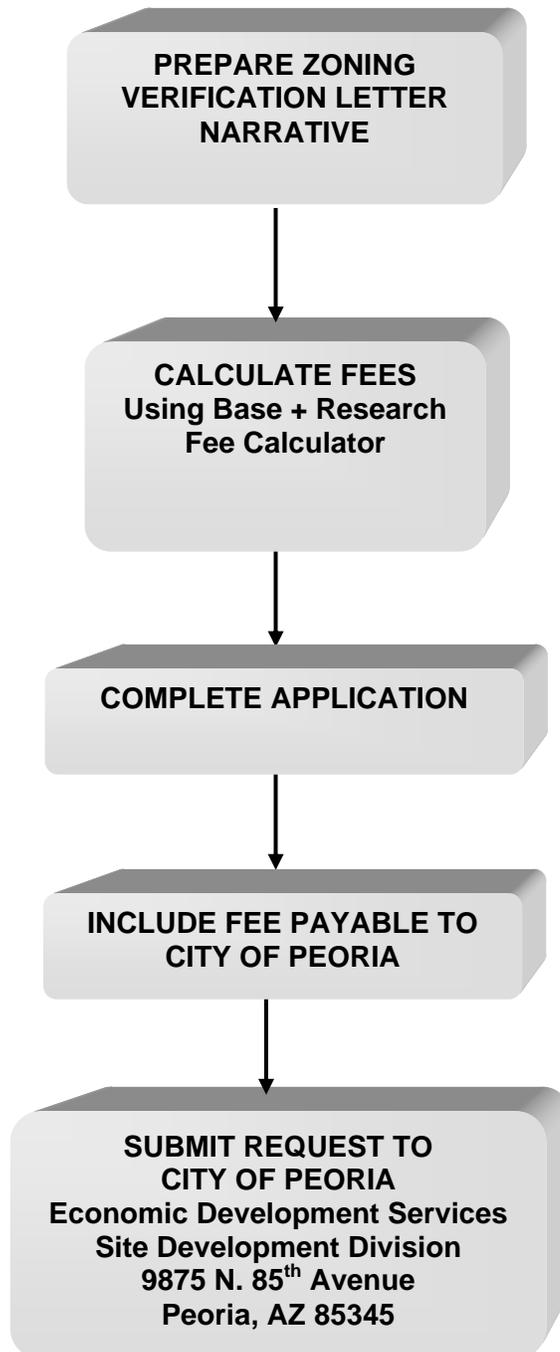
Site Development Division
Economic Development Services

Zoning Verification Letter Process Guide

October 2013

Page 1 of 5

ZONING VERIFICATION LETTER PROCESS



BASE + RESEARCH FEE CALCULATOR

PLEASE CHECK APPLICABLE BOXES

BASE FEE \$100

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. Is the current use of the property permitted?
3. How many parking spaces were approved for this property?
4. When was the property annexed?
5. What were the previous zoning designations for the property?
6. Is the property legal non-conforming?
7. What if the building or buildings are destroyed?
8. Are there any open zoning code violations?

If both boxes are check, the fee is **\$176.00**.

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. Chapter 14 of the City Code (the Zoning Ordinance) is available for purchase from the Planning Division, 9875 N. 85th Avenue, Peoria, AZ 85345, at the Planning Counter. The Zoning Ordinance and Planned Area Development documents are also available to view for free 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 or at permits@peoriaaz.gov.



ECONOMIC DEVELOPMENT DIVISION
Site Development Division
ZONING VERIFICATION LETTER APPLICATION

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 rd Ave. & Peoria Ave.):	
Applicant Company Name	
Applicant Contact Name:	
Address:	
City:	State: Zip:
Phone:	Fax:
Email:	
Applicant Signature:	Date: