

# **Zoning Verification Letter Applicant's Development Guide**

Development Services Department – Planning & Zoning Division  
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**Application Fee:** \$50

**Review Fee:** N/A

**Total Fee:** \$50

**All applications, materials, plans, documents and fees are required to be submitted electronically via the Development Services Department's online application portal. Submission via e-mail will not be considered. Ownership and Applicant Authorization Forms will also need to be submitted electronically.**

This guide is intended for applicants seeking to initiate the Zoning Verification Letter process. A zoning verification letter is a request by an applicant for verification of the property zoning and whether that property zoning is consistent with the City's Comprehensive Plan and Future Land Use Map. The applicant will need to complete the form and submit it along with an application fee. Processing and issuance of zoning verification letters can take up to 30 days.

