

## **Zoning Certificate Letter**

Requests for certification letters are generated from various sources including home owners, mortgage lenders, appraisers, and legal advisors.

### **Application Requirements**

In order to process your request, we need the following information:

- property address(es) or property identification number(s)
- to whom letter should be addressed and mailed
- what is proposed and current use of the property

Specific information regarding the property that may be included in the letter:

- zoning district
- permitted or conditional use
- subdivision
- platted land
- variances
- conditional use permits
- violations
- flood plain
- setbacks
- parking requirements

### **Inspections**

Not applicable.

### **Fees**

The fee for a Zoning Certification Letter is \$100 for single family and duplex use and \$230 for all other uses. An Expedited request may be processed for an additional fee of \$100.00