



**SUBJECT PROPERTY INFORMATION**

Subject Property Known as (if applicable): \_\_\_\_\_

Property Address \_\_\_\_\_

Tax Map Parcel(s)/ID(s) \_\_\_\_\_

**APPLICANT INFORMATION**

Name \_\_\_\_\_

Telephone \_\_\_\_\_

Street Address \_\_\_\_\_

E-Mail \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

Zip \_\_\_\_\_

**INFORMATION REQUESTED**

- The current zoning classification for the subject property.
- Is the current or proposed use of the property in compliance with the current zoning ordinance and regulations of this district?  
**If the above two items are the only information required, there is NO CHARGE for the Verification Letter.**
- List the current zoning designations for all adjoining properties.
- Is the property located in any special or restrictive overlay district?
- Is the property part of any Planned Unit Development/Master Plan?
- Are there any variances on the property?
- Is the property limited to any proffers or conditions? If so, list the proffers or conditions.
- Are there any outstanding zoning violations affecting the subject property?
- Was the property developed with an approved site plan?
- Are the numbers of parking spaces in compliance with the zoning for the subject property? List the total number of parking spaces.
- Other information as described below:

**APPLICANT SIGNATURE**

\_\_\_\_\_  
**APPLICANT**

\_\_\_\_\_  
**DATE**

**TO BE COMPLETED BY PLANNING & ZONING DIVISION**

\_\_\_\_\_  
Date Received

Total Fees Due: \$ \_\_\_\_\_  
Fee: \$50.00 (if applicable)

\_\_\_\_\_  
Received By