



Zoning Confirmation Letter Request Form

The purpose for a Zoning Confirmation Letter is to provide information (copies of records, applicable code references, etc.) on a specific property. Zoning Confirmation Letter Requests require ten (10) business days for processing and must be accompanied with the applicable fee. The first two questions cost \$90, and each subsequent question is \$90 per question. If extensive research is required, additional charges may apply and the Applicant will be provided advance notice estimating the cost. Additional fee (\$90.00 per staff hour) shall apply for research or questions requiring more than an hour to complete.

Applicant Information	Company / Business Name (if applicable):	Name and Title:
	*Mailing Address (Street Address):	*City, State & Zip:
	Phone Number:	**Email:

**Provide a mailing address, where the original letter will be sent. **Provide an email address where the letter will be sent.*

Property Information Required	
Property Owner:	Folio Number(s)
<i>If no street address, indicate the street abutting the property.</i>	<i>To find the parcel ID/ folio number, use www.bcpa.net</i>
Street Address:	

Please provide us with a letter answering the following questions: (Check all that apply)

- What is the current zoning designation for the property?
- What are the permitted uses?
- What is the future land use designation for the property?
- Confirm if the Planning & Zoning Department has an approved site plan on file.
- Confirm the general parking requirements for a particular use: _____
- Is the property located in any special, restrictive or overlay district?
- Other: _____
- Other: _____

Applicant may submit a separate letter, with additional questions or inquiries.