



Zoning Verification Request Form

Certificate of Use (COU) Zoning Verification Requests require seven (7) to ten (10) business days for processing and must be accompanied by a \$50.00 fee at submittal for verifications. **This reduced fee is only for COU Zoning verifications associated with the submittal of a Certificate of Use application.** Per Land Development Regulations Article I Section 1.8 Planning and Zoning Review Fees of the City Code of Ordinances, an additional fee of \$89.00 per staff hour shall apply for any additional determinations. The applicant will be notified in advance in the event additional fees need to be assessed. *Shared Space Users and Virtual address users are exempt from obtaining a Certificate of Use Zoning verification. Zoning Verification Requests approvals are valid for 120 days.*

Expedited Service (two [2] day turnaround): \$250.00 + \$89.00 per additional staff hours (if applicable).

<p>Describe <u>ALL</u> ACTIVITIES TO BE CONDUCTED AT THE PROPOSED BUSINESS (The business' land use classification is based on the description provided below. Failure to provide a complete business description may result in the immediate revocation of an issued COU): <i>Applicants are encourage to submit a Business Plan or additional attachments that provide a more comprehensive explanation of the business operations. Include: hours of operation, any licensing requirements, & size of the building area that the business will occupy (both inside a building & outside).</i></p>

Address of the proposed business:	State License Required:	Business Area (Sq. Ft.)
Applicant Information		Business Information
Business Name (if applicable):	Business Name:	
Name and Title:	Name and Title:	
Signature:	Signature:	
Date:	Date:	
Mailing Address:	Mailing Address:	
City, State & Zip:	City, State & Zip Code:	
Phone Number:	Phone Number:	
Email:	Email:	