APPLICATION FOR ZONING VERIFICATION LETTER

Community Development Department
100 N. Appleton St. PH: 920-832-6468
Appleton, WI 54911

Stamp date received

CURRENT PROPERTY OWNER(s)	LETTER SHOULD BE SENT TO
Name(s)	Name
Company Name	Company Name
Mailing Address	Mailing Address
Phone	Phone
E-mail	E-mail

PROPERTY INFORMATION (ONE PARCEL REQUEST PER FORM)
Property Tax # (31-0-0000-00)
Subject Site Address/Location:
Current Use(s) of the Subject Site:
Proposed Use(s) of the Subject Site, if applicable:

Date	Applicant Signature

OFFICE USE ONLY

FILE #_____ Community Development _____

Fee $75.00/parcel Acct #PWZNIG Receipt # _____ Date Paid ____/____/____ Date Filed ____/____/____

Reasonable accommodations for persons with disabilities will be made upon request and if feasible. 1/26

Summary of Zoning Verification Letter Process

A zoning verification letter is to verify the current zoning of a single property. Please complete a separate application for each parcel. Zoning verification letters include a copy of the current zoning map and current zoning district regulations of the zoning classification on the property in question.

1. The Zoning Verification Letter does not verify compliance with development regulations, parking, or certify legal non-conforming status of buildings, uses, or structures on the subject site.
2. Zoning violations will not be included. The Inspections Division is responsible for the enforcement of building codes, zoning ordinances and similar ordinances and keeps records of any violations and variances noted on this site. The Inspections Supervisor/Zoning Administrator may be reached at 920-832-6411.
3. A copy of the Zoning Ordinance that includes a complete list of permitted uses, special uses, setback regulations, and parking ratios may be accessed through the City of Appleton's website at: https://appletonwi.gov/government/departments/community_development/planning_development/planning/index.php.
4. The Zoning Verification Letter does not certify conformance or non-conformance of existing buildings, uses or structures. Copies of the current Certificates of Occupancy may be obtained from the Inspections Division. The Inspections Supervisor/Zoning Administrator may be reached at 920-832-6411.
5. Information on whether the property is located in a flood zone may be obtained from the Department of Public Works at 920-832-6474.

SEND THE REQUEST TO:
Principal Planner
City of Appleton
Community Development Department
100 N. Appleton Street
Appleton, WI 54911

CHECK FOR $75.00 MADE PAYABLE TO THE CITY OF APPLETON. A $75.00 FEE IS REQUIRED FOR EACH PARCEL. IF MULTIPLE PARCELS ARE REQUESTED, ONE CHECK IN THE APPROPRIATE AMOUNT CAN BE SUBMITTED. REQUESTS WILL NOT BE PROCESSED UNTIL FEE HAS BEEN RECEIVED. PLEASE ALLOW 5 BUSINESS DAYS TO COMPLETE THE REQUEST.