



APPLICATION FOR ZONING VERIFICATION & TRANSFER OF PROPERTY

<u>For Office Use Only:</u>	
Date received:	_____
Time and Initials:	_____
Job No:	_____

PROPERTY INFORMATION:

Street Address: _____ Parcel ID Number: _____ - _____ - _____ - _____
 Current Zoning District: _____

DEVELOPMENT INFORMATION:

Site Plan and/or Building Plans and Structural Information required:

	Existing	Proposed
Current Use	_____	_____
Building Square Footage	_____	_____
Building Height	_____	_____

Check all that apply:

<u>SPECIAL PERMITS</u>	
<input type="checkbox"/>	Transfer of Property - \$0
<input type="checkbox"/>	Zoning Verification - District Request Only - \$0
<input type="checkbox"/>	Zoning Verification - Use Confirmation - \$0

The following information must be submitted with the application:

<u>Transfer of Property (Multi-Family) Permit</u>	<u>Verification Permit</u>
Built-As Property <input type="checkbox"/> Photos of all four sides of all structures Converted Property <input type="checkbox"/> Documentation of Continuous Use of each unit from the date of the last officially issued Zoning Certificate for Transfer of Property to present	District Verification <input type="checkbox"/> No site plan needed Use Confirmation <input type="checkbox"/> Site plan required documenting existing conditions

APPLICANT INFORMATION:

OWNER/TENANT (PRINT): _____
 Address, City, State, Zip+4: _____
 Phone: (_____) _____ FAX: (_____) _____
 Email: _____
 Signature*: _____ Date: _____

AGENT (PRINT): _____
 Address, City, State, Zip+4: _____
 Phone: (_____) _____ FAX: (_____) _____
 Email: _____
 Signature**: _____ Date: _____

*By signing this form, I certify that I have read and understand the application; I have also checked appropriate boxes on the reverse side. The information provided is true and correct. I understand that the Zoning Verification or transfer of property certificate is being issued based upon the information I have provided on the application; that the certificate will not be valid if the application is found to be untrue or incorrect; and that enforcement action will ensue if the application or improvements are determined to be illegal. Community Development phone: (309) 494-8600.