

**ZONING LETTER****SITE ADDRESS**

Civic Address: \_\_\_\_\_

**APPLICANT**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email: \_\_\_\_\_

**PROPERTY OWNER**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email: \_\_\_\_\_

**ZONING LETTER REQUIREMENT LIST**

- 1. A letter outlining the information/permits you are requesting, which could include confirmation of zoning and supporting documentation of existing or approved use of the site.**
- 2. Letter of Authorization from property owner registered on title, including contact information.**

**Applicant:**

- I am aware that this application will be reviewed by Inspections and Licensing, and may be delayed or refused if the application and/or information is incomplete.
- I am aware that this application may take a minimum of 10 business days to complete.

**Signature of this document indicates your acknowledgment of the requirements listed above.**\_\_\_\_\_  
Name of Applicant\_\_\_\_\_  
Signature of Applicant