

[Date]

To: [Planning/Zoning Department Name]
[Municipality/City/County Name]
[Department Address]
[City, State, Zip Code]

RE: Zoning Verification Request

Property Address: [Full Street Address]
Parcel Number (APN): [Insert Parcel Number]
Legal Description: [Optional: Insert Legal Description]

To Whom It May Concern,

In connection with the potential acquisition of the above-referenced property, I am requesting a formal zoning verification letter confirming the following information:

- The current zoning designation of the property.
- Whether the current use of the property is conforming, non-conforming, or legal non-conforming.
- A list of permitted uses under the current zoning classification.
- Confirmation of any outstanding zoning, building, or health code violations on record.
- Verification of required setbacks, height restrictions, and parking requirements.
- Information regarding any approved variances, special use permits, or conditions currently attached to the property.

Please find the required processing fee of \$[Amount] attached/enclosed. If you require additional documentation or have further questions, please contact me at [Phone Number] or [Email Address].

Thank you for your assistance with this matter.

Sincerely,

[Your Name/Company Name]
[Your Mailing Address]
[Your Phone Number]