



## Procedure to Request a Zoning Verification Letter

Updated July 29, 2014

*Staff from the Planning and Construction Services Department will prepare a letter documenting the current zoning of a property from available City records. As these letters require a search of multiple sources the City requires a fee be paid for preparation of the letter.*

To request the preparation of a Zoning Verification Letter for a property, send the following information to:

**City of Duluth**  
**Planning and Construction Services Department**  
**411 W. First St., Room 210**  
**Duluth, MN 55802**

- Application Cover Sheet found at: <http://www.duluthmn.gov/boards-commissions/planning-commission/applications/>

(Note: You may need to cut and paste this link into your web browser).

- Check for the fee amount (currently \$85)
- The name(s) and address(es) for the party(ies) to whom the letter is to be addressed;
- Do you want a hard copy of the letter mailed to the letter's addressee(s)?
- Do you want a hard copy and/or an Adobe Acrobat (.pdf file) document provided to you or someone else as an email attachment? If so, please provide the email address(es).
- The address and legal description of the subject property (include parcel IDs, if known);
- The existing and/or proposed use of the subject property;
- Additional details that you may have about the subject property, such as the number of dwelling units or the square footage of the commercial building;
- A date by which you'd like the letter completed – typical letter turn-around is 10 business days;

*If you have questions about the process for preparing a Zoning Verification Letter, please call 218-730-5580 or email [planning@duluthmn.gov](mailto:planning@duluthmn.gov).*