



# Application to Request a Zoning Verification Letter

February 8, 2017

*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, complete the following application form and send it to:

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

A separate application must be completed for each property address for which you are requesting a zoning verification letter.

- Address of the subject property: \_\_\_\_\_
- Legal Description of the subject property (attach a separate sheet if necessary):  
\_\_\_\_\_  
\_\_\_\_\_
- Parcel ID for the subject property: \_\_\_\_\_
- Describe the **existing use** of the subject property:  
\_\_\_\_\_
- Number of dwelling units or square feet of each type of existing use: \_\_\_\_\_
- Describe the **proposed use** of the subject property:  
\_\_\_\_\_
- Number of dwelling units or square feet of each type of proposed use: \_\_\_\_\_
- Additional details that you may have about the subject property:  
\_\_\_\_\_  
\_\_\_\_\_
- 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)?  **Yes**  **No**
- Do you want a hard copy of the letter mailed to you?  **Yes**  **No**
- Do you want an Adobe Acrobat (.pdf file) document provided to you or someone else as an email attachment?  **Yes**  **No** If Yes, please provide the email address(es).  
\_\_\_\_\_
- Provide a date by which you'd like the letter completed – typical letter turn-around is 10 days. \_\_\_\_\_
- Complete the Application Cover Sheet found at: <http://www.duluthmn.gov/community-planning/land-use-zoning-applications/applications/> (Note: You may need to cut and paste this link into your web browser).
- Please provide with the application a check for the fee amount (fee found on the Application Cover Sheet).  
Sorry, no credit cards accepted yet. We cannot produce the letter without payment of the fee.

*If you have questions about the process for preparing a Zoning Verification Letter, please call the One Stop Shop at 218-730-5240.*