



ZONING VERIFICATION LETTER REQUEST

Community Development Department

Information Provided in a Zoning Verification Letter:

Property owners, lenders, prospective buyers, or business owners can obtain written confirmation of the zoning of a property or properties. The letter will provide:

- Zoning classification
- General description of the zoning district
- References to applicable zoning & overlay standards
- The zoning history related to the current zoning entitlements (such as conditional use permits, conditions of re-zoning, or variances)

Items available by specific request include:

- Permitted uses (applicant will have to provide a description of the use for verification that the specified use is permitted in the subject property's zoning district)

Information NOT Included in a Zoning Verification Letter:

- The Zoning Verification Letter does not verify compliance with development or zoning regulations, building code standards, or any regulatory requirements from any Federal, State, or County agency. The Zoning Verification Letter does not certify legal non-conforming status.
- A review for zoning and code violations will not be included. To obtain zoning and code violation information on open cases, contact the Code Compliance unit at codecompliance@doravillega.us or (678) 530-2006.
- Closed code compliance cases, copies of Certificates of Occupancy, and building/site plans will not be included. To obtain this information, please submit an [Open Records Request online](#) by visiting the City Clerk webpage. Such records may have to be obtained from DeKalb County, depending when the building/site work were permitted.
- Copies of the applicable sections of the Zoning Ordinance will not be provided. To view the Zoning Ordinance, please visit Code of Ordinances on the City's website at www.doravillega.us.
- Site specific information (setbacks, parking, etc.) may be verified through submittal of a commercial building permit or land disturbance/site development permit application. The application must include a survey of the property as described in Sec. 5-1(c) of the City Code.

How to Request a Zoning Verification Letter:

- Complete Zoning Verification Request below.
- Provide parcel map or property survey.
- Optional* – Description of use to be verified.
- Optional* - Pre-paid overnight delivery envelop.

ZONING VERIFICATION LETTER REQUEST

Subject Property Address: _____ Tax Parcel ID Number: _____

Description of Use to be Verified (optional): _____

Requested by: _____

Company: _____

Address: _____

City/State/Zip: _____

Phone: _____ E-mail: _____

Delivery Method:

- First-Class U.S. Mail
- Email
- Pick up at City Hall
- Overnight Letter*

Email requests to planning@doravillega.us. **Requests will not be processed until the fee payment (\$50) is received**, which will be charged upon receipt via **authorize.net**. Please allow 10 business days from receipt to complete the request. Should you require further assistance, please contact the Community Development Department at 770-451-8745.

*For overnight delivery (e.g. FedEx), a pre-paid overnight delivery envelope must be provided.