



Confirmation Letter Request

TYPE OR PRINT CLEARLY

Date Received _____

Address of Request: _____

Contact Name _____ Contact Phone (____) _____ ext. _____

Email _____

Property Owner Information (at time of application)

Name _____ Home Number (____) _____

Address _____ Work Number (____) _____

City _____ State _____ Zip _____ Cell Number (____) _____

Tenant Name (if applicable) _____ Fax Number (____) _____

Applicant Information

Owner

Authorized Agent

Name _____ Home Number (____) _____

Address _____ Work Number (____) _____

City _____ State _____ Zip _____ Cell Number (____) _____

Contact Name (if applicable) _____ Fax Number (____) _____

Email (if different than Contact email) _____

Type of Request (Please Check All That Is Being Requested)

Letter of Compliance Letter Verifying Zoning District Letter of Non-Compliance

Comments: _____

Fee \$50.00 Due at time of submittal

Amount Paid _____ Check Number _____ Cash _____

Office Use Only Zoning District: _____ Written by: _____ Date: _____

Comments: _____

Date Letter Sent _____ How Letter Sent Mail Email Fax Other _____