



Community Development Department Planning Division

Zoning Verification Letter

A Zoning Verification Letter (ZVL) is an official letter issued by the City of Tempe Planning Division that allows property owners, lenders, or prospective buyers to obtain written confirmation of the zoning of a property or properties. The letter will provide a general description of the zoning district, references to any applicable zoning/development standards, and any planning entitlements related to the property in question.

The following items are required to process a Zoning Verification Letter:

1. Completed Planning Application (see attached) to include:

- Project Name, if known
- Project and/or Property Address
- Assessor Parcel Number(s)
- Applicant Contact Information, including e-mail address

2. If ZVL is to be addressed to someone other than applicant, provide:

- Individual Name
- Company Name
- Address (street, city, state, and zip code)
- E-mail Address

3. Parcel map with site delineated

4. Fee, payable by check or via [One-Time Credit Card Authorization Form](#) (see attached)

- See current [Planning & Zoning Development Fee Schedule](#) for current ZVL fee
- The request will not be processed until a fee is received

Please note the following:

- The approximate turnaround time for letters is 10 business days after the request is received.
- The Zoning Verification Letter request is per project. A project with multiple parcels may be processed as one application if it is part of one single project or development.
- Developments originally processed separately will require multiple applications and fees.
- The Zoning Verification Letter will not verify compliance with development standards, parking, or certify legal non-conforming status.
- [Copies of Certificates of Occupancy](#) (CO) will not be included with the Zoning Verification Letter. To obtain a copy of a CO, contact Building Safety to submit a [Public Records Request](#) at (480)-350-4311 or permitcenter@tempe.gov.
- The Zoning Verification Letter will not verify building or zoning code violations. To obtain this information, contact Building Safety or Code Compliance at (480) 350 - 4311.
- ZVL requests are accepted via mail, fax, or in person at the front counter. E-mails are not accepted.

Submit ZVL request via mail to:

City of Tempe, Community Development Department – Planning
Garden Level East
31 East Fifth Street
Tempe, AZ 85281

Submit ZVL request via Fax to:

(480) 350-8560
Attention: Permit Center

 **Tempe**
Community Development
31 E. 5th Street, Tempe, AZ 85281

One-Time Credit Card Authorization Form

I hereby authorize City of Tempe Community Development to charge my credit card a one-time fee of \$ _____ to pay for the following:

Permit Number, Invoice Number, etc.: _____

Other Item(s): _____

Company Name (if applicable): _____

My Credit Card Information Is As Follows:

Type of Credit Card (circle one): Visa MasterCard Discover American Express

NAME (as printed on card): _____

LAST **4 DIGITS** OF CREDIT CARD NUMBER (front of card): _____

Billing Address Zip Code: _____

SIGNATURE AUTHORIZING CHARGE: _____

PRINTED NAME OF PERSON SIGNING ABOVE: _____

TODAY'S DATE: _____ CONTACT NUMBER: _____

(City of Tempe Only - Tear Here)

This portion of the form will be destroyed after the credit card transaction has been processed.

FULL CREDIT CARD NUMBER: _____

EXPIRATION DATE (as printed on card): _____

3 or 4 DIGIT SECURITY NUMBER (back of card): _____

**Please complete this form in its entirety and fax to: (480) 350-8560
Attention: Permit Center**