



Prior to filing out this application and/or submitting this application to the Planning Division. Please ensure that you have submitted a Service Request (SR) to the Planning Division. This can be done by using the SR link below.

SERVICE REQUEST

PLEASE DO NOT SKIP this step. If this step is skipped then your application will not be processed. The SR allows the Planning Division to account for your request within our system, assigns you with a SR number, which then allows your request to be assigned a planner. I repeat if you skip submitting a service request your application will not be processed until it is assigned a SR number.

If you have any questions, comments, and/or concerns regarding this please do not hesitate to contact the Planning Division at **623-930-2800**.



PLANNING
Development Services Department

Date Stamp

ZONING VERIFICATION REQUEST

Name: _____ Company: _____

Phone: _____ Email: _____

Address: _____ Suite: _____

City: _____ State: _____ Zip Code: _____

If Zoning Verification Letter is going to different address than above, mail to:

Name: _____ Company: _____

Phone: _____ Email: _____

Address: _____ Suite: _____

City: _____ State: _____ Zip Code: _____

Required Information:

Street Address: _____

Tax Parcel Number(s) (APN): _____

Property Legal Description: _____

Parcel Map (with site delineated): Attach to request.

Please note the following:

- This form must be complete to process your request. **Please allow 10 working days to complete the request.**
- The Zoning Verification Letter will not verify compliance with development regulations, 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 CO, contact Building Safety at (623) 930-2800.
- The Zoning Verification Letter will not verify building or zoning code violations. To obtain this information, contact Building Safety at (623) 930-2800 or Code Compliance at (623) 930-3610.
- Submit fee payable to City of Glendale. **Requests will not be processed until fee has been received. Fee Schedule is located at https://www.glendaleaz.com/work/planning_zoning/forms_fees_applications**

ATTACH THE COMPLETED FORM TO YOUR COMPLETED SERVICE REQUEST:

<https://form.jotform.com/20333023043>

TO PAY THE FEE: call John Kazmerski 623-930-2831 or Theresa Warren 623-930-2901