



REQUEST FOR ZONING VERIFICATION

Subject Property Address: _____

Tax Parcel ID Number: _____

Legal Description (may be attached on separate sheet):

Information to be verified includes: zoning classification, general description of the zoning district, applicable zoning and overlay standards, and zoning history related to current entitlements. To verify permitted uses, applicant must provide a statement of use for verification that the specified use is permitted in the subject property's zoning district.

Requested by: _____

Company: _____

Address: _____

City/State/Zip: _____

Phone: _____ E-mail: _____

Delivery Method:

- First-Class U.S. Mail E-mail Pick up at City Hall Overnight Letter

Requests will not be processed until the fee payment is received. Please allow 15 business days from receipt to complete the request. For overnight delivery (e.g. FedEx), a pre-paid overnight delivery envelope must be provided.

Attachments:

- Parcel map with site delineated or property survey
- Optional* – Statement of use
- Optional*: Legal description
- Check for \$50.00 payable to City of Doraville
- Optional* - Pre-paid overnight delivery envelope

MAIL REQUEST AND FEE TO:

City of Doraville
ATTN: Request for Zoning Verification
3725 Park Ave.
Doraville, GA 30340

Should you require further assistance, please contact the Community Development Department at 770/451-8745.



ZONING VERIFICATION LETTERS

Information Included 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 any applicable zoning and 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 statement of 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 complete an Open Records Request form and fax it to 770/936-3862. 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:

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

1. Written request of information needing verification. Please include delivery information for how the response is to be delivered (first-class mail, e-mail, pick-up, or overnight delivery).
2. Address of property.
3. Legal description and Tax Parcel ID Number(s).
4. Parcel map with site delineated.
5. Check for \$50.00 per parcel made payable to the City of Doraville.

Requests will not be processed until the fee payment is received. Please allow 10 business days to complete the request. For overnight delivery (e.g. FedEx), a pre-paid overnight delivery envelope must be provided.

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