



We would like to request a Zoning Verification Letter (on official letterhead) addressing each of the questions below or directions on where to find the information. Understanding there is a possibility that not all the information is handled by one department, please provide contact information, or forward this request to the appropriate party. We need the following information addressed:

1. What are the Zoning Designations of the above-mentioned property?
2. Is the use of the property a permitted use in this district?
3. What are the zoning districts of the adjoining parcels to the North, South, East and West of the subject property? Do you have a Zoning Map of the area?
4. Please provide copies of any special permits, variances, approvals, resolutions or planned unit development restrictions that affect the site.
5. Please provide any outstanding zoning, fire, or building code violations affecting the property.
6. Please provide copies (electronic version if available) of the approved site plan.
7. Please provide copies of the Certificate(s) of Occupancy for the property. If a Certificate of Occupancy is not available or does not exist, please confirm if this constitutes a code violation or will give rise to enforcement action.
8. Are there any legal nonconforming issues affecting the property & what code sections govern them?
9. Is the municipality aware of any condemnation proceedings or road widenings/takings which affect the property?

Upon completion of the Zoning Verification Letter with the information above addressed, please **E-mail** the response directly to me at **clinden@ndds-zoning.com**. If you have any questions about my request, please do not hesitate to call me at **407-426-7979**. Thank you so much for your help and would **greatly appreciate having this request expedited as soon as possible**.

Sincerely,
Cynthia Linden
Zoning Research Manager

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