



ZONING VERIFICATION LETTER REQUEST

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Online application submittal is required through www.MyBuildingPermit.com

Select: Apply for Permit, then Select application type Land Use > Any Project Type > Preapplication Services > Zoning Verification

Processing Fee due at submittal (2023 Fee): \$297.15 (zoning confirmation letter fee + 5% Tech fee)

Applicant/Requestor Name: _____

Applicant Mailing Address: _____

Applicant Phone: _____ Email: _____

Zoning information is requested for the following property:

Business Name: _____

Property Address: _____

Parcel No.: _____

OVERVIEW

What is a zoning verification letter?

A zoning verification letter is a document provided by the City to verify the current zoning of a site with a summary of use information.

What type of information is in the zoning verification letter?

The zoning verification letter provided will contain the following information:

- Zoning of the subject and surrounding properties
- Permitted use information
- Verification that the structure was consistent with code at time of construction
- Damaged building replacement
- Any known building, zoning or fire code violations.
- For copies of certificate of occupancies or other types of information which may available in addition to the above, please submit a records request [online through the City of Bothell website](#).

Allow 10 business days for processing.