



## ZONING VERIFICATION LETTER REQUEST

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Online application submittal is required through [www.MyBuildingPermit.com](http://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 (2021 Fee): \$244.65 (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.**