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Request for a Zoning Confirmation Letter (ZCL)

A Zoning Confirmation Letter (ZCL) is a statement from the Planning & Zoning division that identifies and describes the zone in which a property is located and may include information about the permitted uses in the zone, pending or resolved zoning violations and verifies the property was in compliance at the time permits were issued. The letter is mainly used to submit to lenders for financing or for state/federal agencies.

The ZCL will normally be ready within seven to ten business days after a complete application is submitted. Requests can be made to the Planning & Zoning division in writing via mail or drop-off in the Community Development Department (Suite G-30). The request must include the following:

- Payment by cash, credit card, or check for \$50 made payable to City of Roswell
- Survey or site plan of the property, at an appropriate engineering scale, which identifies parcel size.
- Attached list of specific zoning related questions, if any.
- GA State Board of Registration Zoning Certification Form (if applicable)

The ZCL will be prepared by Zoning Staff after researching departmental records on the property. The letter will state the current zoning classification of the property, the zoning history of the property (including any rezoning conditions) and the answers to any specific zoning related questions provided by the applicant.

Should you need copies of building records or Certificates of Occupancy you must file an “Open/Public Records Request” form with the City Clerk. This form can be obtained at www.roswellgov.com.

Please print legibly

Date: _____ Parcel ID: _____
 (Parcel ID can be obtained at www.fultonassessor.org)

Address of Property: _____

Requested by (ZCL will be addressed and forwarded to this address):

Attn: _____

Company: _____

Address: _____

Phone: _____ Email: _____

How would you like to receive the ZCL? mail email pick-up