

# Zoning Verification Letter Request

Zoning Administration • 371 W. Second Street • Dayton, OH 45402 • [zoning@daytonohio.gov](mailto:zoning@daytonohio.gov)

This application is used to request formal zoning verification letters, and is most often needed by institutions or purchasers prior to transacting on a property.

Project Information
Project Address <i>(Include City, State and, Zip):</i>
Parcel ID Number(s), if known:
Current Use of the Property:

Applicant Information	
Contact Name:	Phone:
Company Name:	
Address <i>(Include City, State and, Zip):</i>	
Email:	

Required Information	Response
Please describe the project and requested information	

**Submission Instructions:**

Please send all materials to [zoning@daytonohio.gov](mailto:zoning@daytonohio.gov) with the Project Address and "Zoning Verification Letter" in the subject line. Zoning verification letters typically take 2 weeks to process, but may take longer depending on the nature of the request.

**Fees:**

- Zoning verification letters require staff research time, and are charged \$50 hourly, with a minimum charge of **\$100** per request.
- An invoice will be sent to the applicant to pay over the phone prior to issuance of the completed letter.

Authorization	
<i>I affirm that the information supplied within this application is correct, and that I have reviewed this application for completeness prior to submitting for zoning review</i>	
Applicant Signature:	Date: