



# ZONING VERIFICATION/COMPLIANCE LETTER REQUEST FORM

(Electronic version available at: [www.casagrandeaz.gov/web/guest/devforms](http://www.casagrandeaz.gov/web/guest/devforms))

**Request Type** (Please indicate the nature of your request, refer to the attachment for information/clarification)

- Zoning Verification** (Process time: 10 business days) (fee: \$80 + 5%)
- Zoning Compliance** (Process time: 10 business days) (fee: \$200 + 5%)

**1. Applicant:** \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_ Email Address: \_\_\_\_\_

**2. Alternate Contact:** \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_ Email Address: \_\_\_\_\_

Address letter to: \_\_\_\_\_ Applicant \_\_\_\_\_ Alternate Contact

How would you like to receive the letter?  US Mail  Email  Fax  Other \_\_\_\_\_

**3. Project Location/Information:**

Assessors Parcel Number (s): \_\_\_\_\_

Pinal County Parcel Search Link: <http://pinalcountyaz.gov/Departments/Assessor/Pages/ParcelInfoSearch.aspx>

Parcel Address/Location: \_\_\_\_\_

Existing Land Use Conditions:

- Residential (Single Family)  Residential (Multi-Family)  Commercial  Industrial  Vacant Land
- Other \_\_\_\_\_

Description (briefly describe all existing uses, structures & their sizes): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**4. Additional Information Required for Zoning Compliance (if applicable):**

Year Built: \_\_\_\_\_

Other Pertinent Information: \_\_\_\_\_

\_\_\_\_\_

## **OWNER/APPLICANT ACKNOWLEDGEMENT OF RESPONSIBILITIES:**

*I/we understand that if it is determined that the application is not complete, the City shall immediately reject and return the application and identify in writing what is needed to make the application complete.*

*I/we agree that City of Casa Grande staff may enter upon the subject property at any reasonable time to conduct a site inspection, which may include taking photographs.*

\_\_\_\_\_  
Signature of Property Owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date



City of Casa Grande, Planning & Development Dept., 510 E. Florence Blvd, Casa Grande, AZ 85122

*Incomplete applications will not be accepted.*

**CITY INTAKE:**

Date Accepted & Logged In: \_\_\_\_\_ Intake Staff: \_\_\_\_\_

Fee Receipt # \_\_\_\_\_ Assigned Planner: \_\_\_\_\_

**Planner Approval for Submittal:** \_\_\_\_\_



## ZONING VERIFICATION/ZONING COMPLIANCE Request Information

### OVERVIEW

<p><b>HELPFUL HINTS</b></p> <ul style="list-style-type: none"> <li>▪ Use the application form provided.</li> <li>▪ Make sure the property is located in the City of Casa Grande city limits prior to requesting a letter.</li> <li>▪ Make sure to include payment with your submittal.</li> </ul>	<p><b>What is a Zoning Verification Letter?</b></p> <p>A zoning verification letter is a document provided by the City to verify the current zoning of a site along with an indication of whether the current use is permitted.</p> <p><b>What type of information is provided in a Zoning Verification Letter?</b></p> <p>The zoning verification letter provided will contain the following information:</p> <ul style="list-style-type: none"> <li>▪ Current zoning and use (s) of the property (ies).</li> <li>▪ A determination as to whether the current use is:             <ol style="list-style-type: none"> <li>1. <i>Permitted</i></li> <li>2. <i>Illegal/non-permitted</i></li> <li>3. <i>Legal non-conforming</i></li> </ol> </li> </ul> <p>The zoning verification letter is provided in a standard format approved by the City of Casa Grande.</p> <p><b>How do I obtain a Zoning Verification Letter?</b></p> <p>Complete the form above and submit with the required application fee of \$80 + 5%.</p>	<p><b>What is a Zoning Compliance Letter?</b></p> <p>A zoning Compliance Letter is a document provided by the City that covers the information provided in a zoning verification letter, as well as any information confirming whether or not the site and or buildings on the property (ies) are in compliance with all City codes and standards. <u>The Zoning compliance letter also includes a site inspection to verify code compliance.</u></p> <p><b>What type of information is provided in a Zoning Compliance Letter?</b></p> <p>The Zoning Compliance Letter will contain the following information:</p> <ul style="list-style-type: none"> <li>▪ Current zoning and use (s) of the property (ies).</li> <li>▪ A determination as to whether the current use is:             <ol style="list-style-type: none"> <li>1. <i>Permitted</i></li> <li>2. <i>Illegal/non-permitted</i></li> <li>3. <i>Legal non-conforming</i></li> </ol> </li> <li>▪ Compliance with the following City code standards:             <ul style="list-style-type: none"> <li>✓ <i>Parking</i></li> <li>✓ <i>Setbacks</i></li> <li>✓ <i>Landscaping</i></li> <li>✓ <i>Lighting</i></li> <li>✓ <i>Signage</i></li> </ul> </li> <li>▪ Current zoning code violations (if any)</li> </ul> <p>The Zoning Compliance Letter is provided in a standard format approved by the City of Casa Grande. We will, however, accept supplemental letters providing information on the project that will allow staff to conduct a more extensive study.</p> <p><b>How do I obtain a Zoning Compliance Letter?</b></p> <p>Complete the form above and submit with the required application fee of \$200 + 5%.</p>
<p><b>Submit to:</b> City of Casa Grande Planning &amp; Development Dept. 510 E. Florence Blvd. Casa Grande, AZ 85122</p>		
<p><b>For more information</b> Contact: Keith Newman, City Planner Phone: 520-421-8630 Email: <a href="mailto:knewman@casagrandeaz.gov">knewman@casagrandeaz.gov</a></p> <p><b>** Total process time is a maximum timeframe in business days (Mon-Fri.; excluding City Holidays). Shorter review times will be accomplished where possible.</b></p>		