



**Planning Division
Community Development Department
THE CITY AND COUNTY OF BROOMFIELD**

Project Name/Address: _____

CHECK-LIST: ZONING VERIFICATION LETTER REQUEST

The estimated review time is approximately one week for "Simple" requests and two to three weeks for "Complex" requests, but may vary depending on case load, the need for additional information, or other factors. Below are the typical requirements for a Zoning Verification Letter.

- Completed Letter Request Application (page 2, attached)**
- Fee (\$25 or \$50 depending on complexity of request, see page 2)**
Payable to The City and County of Broomfield.
- Letter outlining requested information for request (COMPLEX REQUESTS ONLY)**
Please include a letter that clearly lists the additional information requested as part of the Zoning Verification Letter.

Applicant's Signature _____ Date: _____

APPLICATION COMPLETE DATE: _____

COMMENTS:



CITY AND COUNTY OF BROOMFIELD
 One DesCombes Drive
 Broomfield, CO 80020

Planning Department
 (303) 438-6284

Zoning Verification Letter Request

This form is intended to be used along with additional Information applicable to the particular request.

PROJECT CASE NO _____
DATE OF SUBMITTAL _____
FEE PAID: _____
PROJECT NAME _____

1. Applicant:

Person to Contact: _____
 Address: _____
 Telephone: _____
 Fax Number: _____
 E-Mail: _____

2. Property Location:

Address: _____
 Parcel Number: _____
 General Location: _____

3. Type of Zoning Verification Letter (choose ONE):

___ **Simple:** Includes description of current zoning, summary of uses allowed by zoning, and list of applicable development applications (site development plans, uses by special review, etc). Response in one week (typical). Fee of \$25.

___ **Complex:** Includes description of current zoning, summary of uses allowed by zoning, details of applicable development applications, list of known zoning violations (if any) and responses to specific questions. Response in two to three weeks (typical). Fee of \$50. Applications for Complex Zoning Verification Letters must include a letter from the applicant clearly listing the questions or additional information requested for inclusion in the Verification Letter.

PLEASE NOTE THE FOLLOWING:

- Zoning Verification Letters do not verify compliance with development regulations, parking, or certify legal non-conforming uses.
- Copies of Certificates of Occupancy (CO) will not be included with the Zoning Verification Letter. To obtain a CO, contact the Building Division at 303.438.6370.
- The Zoning Verification Letter will identify known zoning violations (if any) only and will not verify building or other code violations. To obtain this information, contact Building Division at 303.438.6370 or Code Compliance at 303.438.6303.
- Submit fee payable to City and County of Broomfield. Requests will not be processed until fee has been received.