



ZONING VERIFICATION LETTER REQUEST

Community Development Department • Planning Division

Project Name/Address*: _____

Project Case No.*: _____ **Submittal Date*:** _____ **Fee*:** _____

**To be completed by City staff*

Applicants must submit the following information in order for the zoning request to be deemed complete and accepted. Requests may be submitted in person, through the mail, or via email to PlanningApps@broomfield.org

Applicant Information:

Applicant: _____ Person to Contact: _____

Address: _____

Phone: _____ E-Mail: _____

Property Location:

Address: _____

Parcel Number: _____

General Location: _____

Type of Zoning Verification Letter and Fee (choose ONE):

Simple: Includes description of current zoning, summary of uses allowed by zoning, and a list of applicable development applications (site development plans, use by special review, etc). Response in one week (typical).

\$25 = application fee

Complex: Includes information provided in "simple zoning verification letter" and the following additional information: list of known zoning violations (if any) and responses to specific questions. Response in two to three weeks (typical). 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.

\$50 = application fee

A letter outlining the specific questions and/or additional information requested for inclusion in the verification letter.

Broomfield accepts payment of fees by credit card (after submitting your application please call: 303-438-6284) or check (made payable to: The City and County of Broomfield). Please include a reference to the project name or property address in the subject line of the check if sending prior to the issuance of a case number by Broomfield.*

**Note that there is a processing fee of 2.65% for payments made by credit cards.*

Please Note The Following:

1. Review times may vary depending on case load, the need for additional information, or other factors.
2. The Zoning Verification Letter will identify known zoning violations only (if any). Zoning Verification Letters do not verify compliance with past approvals, development regulations, parking, or certify legal non-conforming uses.
3. 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.
4. Zoning Verification Letters do not verify Building and Fire code violations (if any).
5. Requests will not be processed until the fee has been received.

To be completed by Planning:

INCOMPLETE APPLICATION AND APPLICANT INFORMED ON: _____ (date)

APPLICATION COMPLETE AND ACCEPTED ON: _____ (date)