



## ZONING VERIFICATION REQUEST FORM

Zoning verification letters will be processed within ten (10) business days.

Property owners, lenders, prospective buyers or business owners can obtain written confirmation of the zoning of a property. The letter will provide a general description of the zoning district, references to any applicable zoning and overlay standards, and if found, the zoning history related to any special approvals or open zoning violations.

The following items are required to process a Zoning Verification Letter:

- Written request of subject parcel needing zoning verification.
- Please include delivery instructions for the response to be delivered.
- Parcel Number(s)
- Boundary Survey with subject parcel clearly identified
- Legal description (optional).
- Payment of fee of \$75.00 per request (make checks payable to City of Middletown)

2. Property Address: \_\_\_\_\_

3. Applicant's Name: \_\_\_\_\_

4. Applicant's Address \_\_\_\_\_

5. Applicant's Phone No. \_\_\_\_\_

6. Owner's Name, Address and Phone No. if different than above: \_\_\_\_\_

\_\_\_\_\_

### Mail Request and Fee to:

City of Middletown Planning & Zoning Division

ATTN: Request for Zoning Verification

1 Donham Plaza, 2<sup>nd</sup> floor

Middletown, OH 45042

513-425-7970

[Dept\\_Planning@cityofmiddletown.org](mailto:Dept_Planning@cityofmiddletown.org)

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Office Use Only

Application Number \_\_\_\_\_

Received Date: \_\_\_\_\_

Received By: \_\_\_\_\_