

CITY OF DOVER: REQUEST FOR ZONING VERIFICATION



APPLICANT INFORMATION

Rev. 1/4/2016

Name of Requestor: _____

Mailing Address: _____

Phone Number: _____

Email Address: _____

PROPERTY INFORMATION

Tax Parcel #: _____

Property Address: _____

VERIFICATION/INTERPRETATION REQUESTS

Please select all information about the property you would like to receive:

Current zoning & zoning overlays ☐ All permitted uses under current zoning ☐ Active code enforcement violations ☐

Whether a proposed use is permitted for the property (specify below) ☐

Other zoning-related information (specify below) ☐

PROCESSING OPTIONS

There is a \$50.00 fee per Zoning Verification Letter, which may be mailed or brought to the Planning & Inspections Office. A City representative will contact you if you choose to pay by credit card. Please select how you will make this payment:

Cash ☐ Check (payable to City of Dover) ☐ Credit card ☐

Please select how you would like to receive your zoning verification letter:

Mail ☐ Email ☐ Will pick up at Planning & Inspections Office ☐

FOIA NOTICE

A Zoning Verification Letter is an original document written by the Office of the City Planner at the applicant's request. The Office will not include public documents with its submission of a Zoning Verification Letter to an applicant. Applicants wishing to view or receive copies of such documents should submit a Freedom of Information Act Request Form to the City Clerk's Office. For more information, please visit <http://www.cityofdover.com/Freedom-of-Information-Act-FOIA/>, or contact the clerk's office at (302) 736-7008 or cityclerk@dover.de.us.

By signing below, I acknowledge I have read the above notice and that the information included on this form is true and correct to the best of my knowledge.

Signature: _____

Date: _____

OFFICE USE ONLY

PAYMENT RECEIVED DATE: _____

LETTER COMPLETION DATE: _____

PROCESSED BY: _____

COMMENTS: _____

**MAIL FORM TO: City of Dover – Planning & Inspections
P.O. Box 475
Dover, DE 19903**

**OR FAX: (302) 736-4217
OR EMAIL: permitsandlicenses@dover.de.us
QUESTIONS? Please call (302) 736-7196**