

Zoning Information Guide

"Planning with People for a Better Phoenix"



City of Phoenix
PLANNING AND DEVELOPMENT DEPARTMENT

Zoning Verification Letter Process

Property owners, lenders, or prospective buyers can obtain written confirmation of the zoning of a property or properties. The letter will provide a general description of the zoning district, references to any applicable zoning/development standards, and the zoning history related to the current zoning entitlements.

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

1. Written request of information needing verification;
2. Address of property;
3. Legal description and Tax Parcel Number(s) (APN);
4. Parcel map with site delineated; and
5. Check for \$350.00 made payable to the City of Phoenix. **Requests will not be processed until a fee has been received. Please allow 15 business days to complete the request.**

Send the request to: Zoning Administrator
City of Phoenix
Planning and Development Department
200 West Washington Street, 2nd Floor
Phoenix, Arizona 85003-1611

The Zoning Verification Letter does not verify compliance with development regulations, parking, or certify legal non-conforming status.

A review for zoning violations will not be included. To obtain zoning violation information, please contact the Neighborhood Services Department at 602-262-7844.

Copies of a Certificates of Occupancy and/or a site plan will not be included. To obtain this information, please contact the Development Records Center at 602-262-7800.

Copies of applicable sections of the Zoning Ordinance will not be provided. To view the Zoning Ordinance, please see the instructions on accessing the Phoenix Zoning Ordinance.

Upon request this publication will be made available in alternate formats including large print, Braille, audiotape or computer disk to accommodate a person with a disability if given reasonable advance notice. Please contact Nici Davidson at voice 602-495-0256 or via the City TTY Relay at 602-534-5500.