Creating Great Places
for Our Community

Collaborating with community partners • Guiding growth with innovative and creative solutions
Sustaining our natural environment and community character • Designing vibrant and inclusive places

CHARLOTTE.
PLANNING, DESIGN & DEVELOPMENT

REQUEST FOR ZONING VERIFICATION LETTER

Name of Applicant _____

Address _____

Phone_____

Email Address_____

Subject Property Information

Parcel ID Number_____

Property Address_____

Property Owner _____

Request Details

Specify request by checking whichever is applicable:

1. **Standard Letter** _____
2. **Group Home** _____
3. **In Home Child Care** _____
4. **Child Care Center** _____
5. **Assisted Family Living Home (AFL)** _____
6. **Alcohol, Tobacco, Firearms and Explosives (ATF)** _____
7. **DMV Letter** _____
8. **Other** _____

Please include any specific details requested to be included in the letter.

_____

_____

FEE AMOUNT: EFFECTIVE JULY 1, 2024 $260.00

Fee due upon submittal of request form. To download applications visit our Web Site: www.CharlottePlanning.org

Email completed forms to: Charlottezoning@charlottenc.gov

Requests submitted by email must submit payment by credit card form (digital signatures not accepted). Submittals by mail must include credit card form, check or money order made payable to City of Charlotte. ***Mail address: Charlotte Zoning, 2145 Suttle Avenue, Charlotte NC 28202 Attention: Charles Hodges***

We will make every attempt to have the zoning verification letter completed within 5 business days. The applicant will be notified upon completion.