



ZONING CERTIFICATION APPLICATION

Community Development
4800 Ashford Dunwoody Road | Dunwoody, GA 30338
Phone: (678) 382-6800 | Fax: (770) 396-4828

Project #: _____ Date Received: _____

A Zoning Confirmation Letter (ZCL) is a statement from the Community Development Department that identifies and describes the zoning district in which a property is located and provides information about the zoning history of the property (including any rezoning conditions). It may include information about the permitted uses in the zone. The letter is mainly used to submit to lenders for financing or for state/federal agencies.

The ZCL will normally be ready within seven to ten business days after a complete application is submitted. Requests can be made to the Community Development Department in writing via mail or drop-off at City Hall. The request must include the following:

- Payment: A link will be emailed to you for the \$30.00 fee.
- Survey or site plan of the property, at an appropriate engineering scale, which identifies parcel size.
- GA State Board of Registration Zoning Certification Form (if applicable).
- Parcel ID number for the property.

The ZCL will be prepared by Zoning Staff after researching departmental records on the property. The letter will state the current zoning classification of the property and the zoning history of the property (including any rezoning conditions). As part of this process, we are not able to answer any additional questions. The letter will be provided via email, unless a mailed original is requested.

Should you need copies of building records or Certificates of Occupancy you must file an "Open Records Request" form with the City Clerk. This form can be obtained at www.dunwoodyga.gov.

Please print legibly

Date: _____ Parcel ID: _____
(Parcel ID can be obtained at <https://gis.dunwoodyga.gov>)

Address of Property: _____

Requested by (ZCL will be addressed and forwarded to this address):

Attn: _____

Company: _____

Address: _____

Phone: _____ Email: _____