

Design. Connect. Sustain.



GARNER PLANNING DEPARTMENT
900 - 7TH AVENUE
GARNER, NC 27529
(P) 919.773.4449; (F) 919.246.9015

See Fee Schedule for Application Fee

ZONING VERIFICATION LETTER REQUEST

****Please complete ALL the following information legibly. Please do not forget to sign and date this form. Incomplete forms will not be processed and will be returned.****

PROPERTY ADDRESS: _____

PIN#/REID: _____

APPLICANT INFORMATION

NAME OF PRIMARY CONTACT: _____

BUSINESS NAME (if applicable): _____

MAILING ADDRESS: _____

CITY: _____, STATE: _____ ZIP: _____

PHONE: _____; EMAIL: _____

Please check one of the following:
When letter is ready, I would like to

- pick up the letter (please call)
- have the letter emailed to the address above
- have the letter mailed to the address above
- other: _____

Applicant Signature

Date

NOTE: All letters will state the current zoning and allowable uses and whether there are any known zoning violations on the property as of the date of the letter's issuance. For developed properties, the letter will also provide information regarding permit approval (*approval date & case number*) if the information can be found in our records. Permit records may be difficult to locate for developed properties over 20 years old. Requests for Building Code or Fire Code compliance, (*certificate of occupancy, fire code compliance, etc.*) should be made to the Town of Garner Inspections Department by calling 919.773.4433.

****Please allow two (2) weeks for staff research and completion of your request.****

For office use only:

Method of Payment: CASH _____ CHECK _____ CREDIT CARD _____

Amount: \$ _____

Date Received: _____ Initials: _____

Receipt: _____

Application Number _____