

Department of Building, Planning and Development

Auburn City Hall, Second Floor, 210 South Cedar Street, PO Box 506, Auburn, Indiana 46706-0506
260.925.6449 phone | 260.920.3342 fax | bpd@ci.auburn.in.us | www.ci.auburn.in.us

ZONING VERIFICATION LETTER REQUEST FORM

A Zoning Verification Letter is a written confirmation by the City of Auburn for the current zoning designation of property within the city and provides information on the property's address, current zoning designation, applicable overlay zoning and the future land use designation per the City's Comprehensive Plan.

Upon request information regarding approved site plans, site conformity, zoning violations, Certificate of Occupancy, building permits or building code violations may be included in the letter.

To apply for a Zoning Verification Letter, please complete and submit this form along with a \$25.00 fee (according to fee ordinance 2010-01 approved on January 19, 2010).

1. Applicant's name, address and contact information:

Name: _____

Address: _____

Phone Number: _____

Fax Number: _____

Email: _____

2. Parcel number(s): _____

Street address(es): _____

3. Other information requested:

4. To whom is the letter to be addressed (if different from the applicant):

Name: _____

Address: _____

5. Instruction on delivery of letter:

Mail to applicant Email Fax Other: _____

6. Mail or deliver form with \$25.00 fee (cash or check made out to City of Auburn) to:

Department of Building,
Planning and Development
c/o Zoning Administrator
P.O. Box 506/210 S. Cedar St. 2nd Floor
Auburn, IN 46706

Office Use Only:

Received by: _____ Date: _____

Cash _____ Check # _____ Receipt # _____

LOGOS # _____

Completed by: _____ Date: _____

Please allow five (5) working days for preparation of the letter. For questions concerning this form, please call the Department of Building, Planning and Development at 260.925.6449.