



ZONING VERIFICATION LETTER REQUEST

Department of Building, Planning, & Development

210 S Cedar St PO Box 506 Auburn IN 46706 | 260.925.6449 | 260.920.3342 fax | bpd@ci.auburn.in.us

A Zoning Verification Letter is a written confirmation by the City of Auburn for the current zoning designation of a property within the City’s building and planning jurisdiction. Upon request, information regarding approved site plans, zoning violations, Certificate of Occupancy, building permits, or building/zoning violations may be included.

Please submit the completed request form along with a \$25.00 fee by mail or email. Our office accepts cash, checks (made out of the City of Auburn), or credit / debit card. Card payments include a 1.6% processing fee.

Please allow five (5) working days for preparation of the letter.

APPLICANT INFORMATION

| | |
|---------------|--|
| Name | |
| Address | |
| Phone / Email | |

PROPERTY INFORMATION

| | |
|-----------------------|--|
| Address | |
| Parcel Number(s) | |
| Requested Information | |
| | |
| | |
| | |
| | |

DELIVERY INSTRUCTION

| | | | | |
|---|-------------------------------|--------------------------------|---------------------------------|--|
| Addressed to (if different than applicant) | Name | | | |
| | Address | | | |
| | Phone / Email | | | |
| Send via | <input type="checkbox"/> Mail | <input type="checkbox"/> Email | <input type="checkbox"/> Other: | |

Office Use Only

| | | | |
|-------------------|-------|------|-------|
| PC-ZONE VER LET - | _____ | | |
| Rec'd By | _____ | Date | _____ |
| Completed By | _____ | Date | _____ |
| Total Fees | _____ | | |
| Receipt # | _____ | | |
| Cash/Check/Credit | _____ | | |