

APPLICATION FOR WRITTEN ZONING VERIFICATION

Finance – App.

The form is provided for applicants requesting a written Zoning Verification Letter. Such written verifications are often requested in relation to site environmental assessments, development due diligence, real estate transfers, financing, etc. Public records are not produced under this application, as a written verification letter is separate and differentiated from, and may not be used in responding to, Freedom of Information Act (FOIA) requests.

Upon submission of a complete request, the Planning Division will contact the applicant to clarify the verification request and provide an estimated time-based fee amount, based on the time (15-minute increments) anticipated to research and generate the written verification letter. Verification letters will not be initiated until the \$15.00 minimum fee is paid, and will not be transmitted until after the remaining time-based fee is delivered.

(PLEASE TYPE OR PRINT IN INK)

Fee: \$60 per hour (\$15.00 minimum) [Z-VL]

I. APPLICANT		Person Submitting Request: _____	
Request Submitted on Behalf of: _____			
Mailing Address:	Street _____	Phone: _____	
	City _____ State _____ Zip _____	Mobile: _____	
	Email: _____		
II. PROPERTY		Street Address: _____	
Tax District No.: _____	Tax Map No.: _____	Parcel No(s): _____	
III. REQUEST		Please mark all matters for which written verification is requested.	
Zoning Classification(s)	Knowledge of Unresolved Zoning Violations or Complaints	Finance – Time-based	
Land Use Classification(s)	Nonconforming Related Provisions, if applicable.		
Permitted, Conditional, and/or Nonconforming Use(s)	Other – attach a signed letter on letterhead identifying additional zoning matters for which verification is requested herein.		
IV. TIME-BASED FEE		Time-based Fee Amount = (No. of Hours X Hourly Rate) - \$15.00	
The fee for receiving a written Zoning Verification Letter is in two (2) parts: \$15.00 is due at the time of application and the remaining fee amount, based on the number of hours required to complete the request, is due prior to the applicant receiving the written Zoning Verification Letter.			
\$			
Staff Time (15-minute increments)	Time-Based Fee Amount	Staff Name and Initials	Date



OFFICE USE
CASE NO. _____

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V. PAYMENT	Please select the following payment method, which will be used for the \$15.00 application fee as well as the time-based fee to be charged prior to the delivery of the written Zoning Verification Letter.
Cash	
Check	1 st Check No.: _____ 2 nd Check No.: _____
Credit Card	Name on Card: _____
	Billing Address: _____

Card Type:	<input type="checkbox"/> Visa <input type="checkbox"/> Mastercard <input type="checkbox"/> Discover <input type="checkbox"/> AmEx
	Credit Card No.: _____
	Expiration Date: _____
	Card Identification No.: _____ (last 3 digits located on the back of the credit card)
<p>Cardholder – Please Sign and Date</p> <p>I hereby agree to and authorize the City of Morgantown to charge the amount of \$15.00 upon submission of this application and then again for the time-based fee amount listed above to the credit card provided herein. I agree to pay this fee in accordance with the issuing bank cardholder agreement.</p>	
	Signature: _____
	Date: _____
	Print Name: _____

This application for a written Zoning Verification Letter is properly submitted by:

Type/Print Name of Applicant	Signature of Applicant	Date