

### General information

The purpose of a zoning verification letter is to confirm in writing the allowed uses, development standards, and regulations applicable to a specific site. Zoning verification letters can be requested by anyone at any time.

The zoning verification letter may contain the following information:

- Description of current zoning
- Summary of uses allowed depending on zoning
- Details of land use history and building permit(s)
- Response to specific questions

The content of the letter is largely dependent on what information is asked for. The zoning verification letter is provided in a standard format approved by the City.

**NOTE:** The zoning verification letter is based upon the available records. Not all records are available for all properties. The City will make an effort to find documents such as land use approvals and certificates of occupancy, but cannot guarantee such records exist.

### Timeline

The targeted turn-around time for most requests is **14 days**. These times may vary based on workload.

### Application materials

- The required fee of **\$271**.
- A **written request** asking specific questions about the site or permit history.
- Site details:
  - Address
  - R Number or state ID (map & tax lot)*If more than one tax lot is involved, please make sure to identify the entire site.*

### Making requests

Mailed requests should be sent to:

*Permit Center  
Gresham City Hall  
1333 NW Eastman Parkway  
Gresham, OR 97030 USA*

Email requests should be sent to:

*POD@GreshamOregon.gov*

Payment can be in the form of check, electronic check or Visa, Mastercard, or Discover.

Transaction fees apply to electronic payments. More information will be provided at the time of application.

INFORMATION		Office use only
Site street address/location		Application #
		Assessor's R# (9 digits)
Name of applicant	Name of company	Land Use Designation
Address		Planner/Permit Services staff
Phone	Email	Date received

REQUEST	
Check all information being requested.	
<input type="checkbox"/> Current zoning <input type="checkbox"/> Adjacent zoning <input type="checkbox"/> Was this a Planned Unit Development? <input type="checkbox"/> Is the property in any special, restrictive, or overlay district? <input type="checkbox"/> Is the business/activity/use permitted? <input type="checkbox"/> Is the subject structure conforming? <input type="checkbox"/> Was this property granted any variances, special exceptions, conditional use permits, or zoning relief of any kind?	<input type="checkbox"/> In case of casualty, can the property be rebuilt? <input type="checkbox"/> Are there any known unresolved zoning code issues? <input type="checkbox"/> Are there any known unresolved building code issues? <input type="checkbox"/> Are there any known unresolved fire code issues? <input type="checkbox"/> Certificates of occupancy <input type="checkbox"/> Land use approval documents <input type="checkbox"/> Approved site plans <input type="checkbox"/> Other: <u>See attached request</u>