



## Zoning Confirmation Letter Request Form

Date: \_\_\_\_\_

**I hereby request a zoning confirmation letter for the following described property**

*(Attach additional pages if needed. Please use a separate request form for each property)*

Name of business/development associated with the property: \_\_\_\_\_

Physical address(es) associated with the property: \_\_\_\_\_

Complete legal description of the property: \_\_\_\_\_

Owner of the property: \_\_\_\_\_

The name and address of the individual to whom this zoning confirmation letter will be addressed:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

You would like the zoning confirmation letter to be:

\_\_\_\_\_ Faxed to your location; Fax Number: \_\_\_\_\_

\_\_\_\_\_ Picked up in our office at 225 Fourth Street N, Fargo, ND

\_\_\_\_\_ Emailed to you at this email address: \_\_\_\_\_

\_\_\_\_\_ Delivered by U.S. Mail to the address listed above; if other please list: \_\_\_\_\_

Please list the information you would like to have included in this letter:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I hereby certify that the above statements are true and correct to the best of my knowledge and belief:

Signed: \_\_\_\_\_ Printed Name: \_\_\_\_\_

### Zoning Confirmation Letter Fee:

Each letter has a fee of \$60, which is due at the time of the request. Please make checks payable to City of Fargo.

Please allow approximately 10 business days for preparation of the requested zoning confirmation letter.

#### FOR PLANNING USE ONLY

Date filed: \_\_\_\_\_ \$60.00 Letter researching/writing fee paid: \$ \_\_\_\_\_ Planning Contact Person: \_\_\_\_\_