

TOWN OF COLLIERVILLE
Zoning Verification Letter Request

Planning Division
500 Poplar View Pkwy
Collierville, TN 38017

Telephone: (901) 457-2360
Fax: (901) 457-2354
Website: www.collierville.com



Processing Fee: \$25.00

Date of Application: _____

The building or structure is located at (street address): _____

Shelby County Parcel Identification Number (PIN): _____

Special Instructions/questions to be addressed in the letter (a separate Public Records Request will be required if the information requested is beyond basic zoning/permitted use information as explained below):

Name and Address to whom letter should be addressed:

APPLICANT INFORMATION:

Applicant's name: _____

Phone Number: _____

Fax Number: _____

Email Address: _____

Name and address/where letter should be transmitted upon completion:

_____ I will pick up _____ Please fax _____ Please mail _____ Please email

Applicant's Signature: _____ **Date:** _____

What to expect from a zoning verification letter? The above information and the appropriate fee must be provided in full prior to processing of the request. A zoning verification letter is used primarily to verify the current zoning of a property. Less frequently, but still appropriate in the scope of the letter, is for the staff to determine if a specific use is permitted for a specific property or to explain if an existing documented non-conforming use/structure can continue, expand, or rebuild. If you request additional information, such as copies of approved plans, minutes or conditions of approval, variances for the subject property, or whether or not there are open zoning of code violations, then also complete a Public Records Request form (attached), and additional fees may apply. Zoning verification letters also do not certify conformance or nonconformance of existing uses or structures. If such information is required, we suggest an ALTA survey as a starting point. Information regarding past approval histories for buildings or uses on the property (building permit/inspection record, variances, Conditional Use Permits, etc) may also be researched in the Development Department located at 500 Poplar View Parkway during normal business hours. At this location you may review all historical data including certificates of occupancy. A certificate of occupancy is only issued when the building is in compliance with the Town of Collierville Code of Ordinances. If the subject property cannot be clearly defined by Parcel Identification (ID) Number, the applicant must furnish a recorded plat with the request.

Complete requests are typically processed within 3 full business days from when it is received.



TOWN OF COLLIERVILLE PUBLIC RECORDS REQUEST FORM

1. **Name of requestor:** _____
2. **Form of identification provided:**
____ Photo ID issued by governmental entity including requestor's address
____ Other: _____
3. **Requestor's address and contact information:** _____

4. **Record(s) requested to be inspected/copied:**
 - a. Previously inspected on _____ (date); _____ Inspection waived
 - b. Type of record: ____ Minutes ____ Annual Report ____ Annual Financial Statements
____ Budget ____ Employee file ____ Other
 - c. Detailed description of the record(s) including relevant date(s) and subject matter:

5. **Request submitted to:** _____
(Name of Governmental Entity, Office or Agency)
 - a. Employee receiving request: _____
 - b. Date and time request received: _____
 - c. Response: ____ Same day ____ Other _____
6. **Costs**
 - a. Number of pages to be copied: _____ Estimated _____
 - b. Cost per page: _____
 - c. Estimate of labor costs to produce the copy (for time exceeding 1 hr.): _____
____ Labor at \$ _____ / hour for _____ hour(s).
____ Labor at \$ _____ hour for _____ hour(s).
____ Labor at \$ _____ / hour for _____ hour(s).
 - d. Estimate of total cost to produce request: _____
7. **Form, Amount, Date of Payment:**
 - a. Form of payment: ____ Cash ____ Check ____ Other _____
 - b. Amount of payment: _____
 - c. Date of payment: _____
8. **Date of Delivery:**

Signature of Records Custodian

Date

Signature of Requestor

Date