



Town of Boiling Springs

PO Box 1014 | Boiling Springs, NC 28017
Phone 704-434-2357 | Fax 704-434-2358
www.BoilingSpringsNC.net

ZONING VERIFICATION LETTER REQUEST

BEFORE STARTING

A Zoning Verification Letter is frequently used by banks and other parties to property transactions to confirm that a given property or parcel is in compliance with local land use regulations.

- \$25 fee is required to produce a Zoning Verification Letter
- Zoning Verification Letters generally take five (5) working days to produce and will include
 - Current zoning classification
 - Whether current use is permitted in that zoning district
 - Whether there are legal or illegal non-conformities present
 - Whether the Town has outstanding Notices of Violation for the property

GENERAL INFORMATION

PROPERTY INFORMATION

Business or Development Name:

Physical Address:

Parcel No:

Property Owner(s):

Owner Mailing Address:

Owner Telephone:

Owner Email:

APPLICANT (letter will be addressed and sent to applicant)

Permit Applicant Name:

Applicant Mailing Address:

Applicant Telephone:

Applicant Email:

Applicant Relation to Property: Owner Real Estate Agent Mortgage Company Developer Other:

Additional Information Requested:

STAFF USE ONLY

Date Request and Fee was received:

Date Zoning Verification Transmitted:

Transmitted to Applicant via:

Attach Copy of Letter:

Staff Assigned # _____

Revised May 2016