

PROVO CITY ZONE VERIFICATION REQUEST FORM

1

INSTRUCTIONS

Please read and complete the information in Box #1 and Box #2, and submit your application with a \$25.00 fee payable to:

Provo City, Department of Community Development
 330 West 100 South, Provo, Utah 84601, or
 P. O. Box 1849, Provo, UT 84603.
 Phone: (801) 852-6400; FAX (801) 852-6417
 Office Hours are 7:00a.m. to 6:00p.m., Monday through Thursday.

The purpose of this form is to verify current zoning, and to provide occupancy restrictions and parking requirements for the subject property. The information provided should not be interpreted to mean that current uses are or past uses were in compliance with the Provo City Zoning Ordinance or to permit desired future uses. Accuracy of the information is dependent upon records available at the time of the request. Although a zoning verification may be provided by Provo City, the buyer or lessee, as the case may be, is solely responsible for ascertaining conditions and circumstances applicable to the property. Additional information may be submitted from outside sources by the applicant or other interested parties which may be reviewed by City staff.

- Once payment is received, the zone verification process may take a minimum of 10 business days to issue a response letter.
- To prevent any delays in receiving a zone verification, the applicant will ensure that all contact information is accurate.
- A Zone Verification response letter will be issued by mail. A copy will also be issued by fax or e-mail if information is provided.
- Chapter 14.43.010 Provo City Code, requires payment before a request can be processed.

2

PROPERTY INFORMATION

APPLICANT INFORMATION

Property Address: _____
 Property Name: _____
 Parcel/Serial I.D.# (if known): _____
 Number of dwelling units: _____
 Number of occupants (if singles): _____
 Intended use of the property: _____
 Current Property Owner: _____

Applicant Name: _____
 Phone#: _____
 FAX#: _____
 Email: _____
 Mailing Address: _____
 City & State: _____
 Zip Code: _____

I certify that I have read and understand the information in Box #1 and that all of the information I have provided in Box #2 is true and accurate to the best of my knowledge.

 Applicant Signature

 Date Signed

THIS SECTION IS FOR COMMUNITY DEVELOPMENT STAFF USE ONLY

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Grid: _____ Neighborhood: _____
 Building Permit Information: _____

 Casefile History: _____

Casefile #: _____
 Legal Use of Property: _____
 Legal Occupancy: _____
 Legal Parking Spaces: _____
 Current Zone: _____
 Year Built: _____
 Notes: _____

Zoning Division Staff: _____

Date Signed: _____