



Procedure to Request a Zoning Verification Letter

December 10, 2015

Staff from the Planning and Construction Services Department will prepare a letter documenting the current zoning of a property from available City records. As these letters require a search of multiple sources the City requires a fee be paid for preparation of the letter.

To request the preparation of a Zoning Verification Letter for a property, send the following information to:

**City of Duluth
Planning and Construction Services Department
411 W. First St., Room 210
Duluth, MN 55802**

- Application Cover Sheet found at:
<http://www.duluthmn.gov/media/393330/Application-Coversheet-Revised-October-8-2015.pdf> (Note: You may need to cut and paste this link into your web browser).
- The address and legal description of the subject property (include parcel IDs, if known).
- The existing and/or proposed use of the subject property.**
- Additional details that you may have about the subject property, such as the number of dwelling units or the square footage of the commercial building.
- Check for the fee amount (currently \$85) – sorry, no credit cards accepted yet.
- The name(s) and address(es) for the party(ies) to whom the letter is to be addressed.
- Do you want a hard copy of the letter mailed to the letter's addressee(s)?
- Do you want a hard copy and/or an Adobe Acrobat (.pdf file) document provided to you or someone else as an email attachment? If so, please provide the email address(es).
- A date by which you'd like the letter completed – typical letter turn-around is 10 days.

If you have questions about the process for preparing a Zoning Verification Letter, please call 218-730-5144 or email planning@duluthmn.gov.