

CONFIRMATION OF ZONING ("ZONING LETTER") REQUEST FORM

Contact Person: _____ Date: _____
 Company: _____ Phone: _____
 Address: _____ Cell Ph: _____
 City / State / Zip: _____ Fax Ph: _____
 Email Address: _____

Parcel Street Address / Zip Code

Tax Parcel Number (###-###-####)*

1) _____
 2) _____

*Note: under UDC 3.2.2, a "site" may contain more than one parcel.
 Each site shall require a separate Confirmation of Zoning Request Form.

Current Use(s) & Tenant(s) Name _____

Proposed Use(s) & Tenant(s) Name _____

LETTER TYPE:

Choose 1
 Basic
 (6+ working days)

 Expedited
 (≤5 working days)

LETTER FOR:

Choose 1
 General
 Bar with <40% non-alcohol sales
 Realty Office
 Home Occupation*
 *Provide floor plan of residence with room dimensions & use (i.e. kitchen, office, etc.)

Auto Dealer, Previous Tenant _____
 Personal Care Home For Elderly ___ ≤8 Residents
 Adult Supportive Residential Living Facility
 ___ # Service Recipients (≤ 8 Handicapped Persons)
 Crematory / Funeral Establishment
 A) Building = _____ square feet
 B) Provide site plan (to scale, showing building room use layout & number of available parking spaces)

Basic Letter Questions Answered

Includes current zoning (general base or special purpose district); verification that current / proposed use is permitted in district; overlay district(s); applicable special / conditional use permit (planned development), special exceptions or variances, waivers; and zoning atlas map showing location.

Additional Questions To Be Researched (check all that apply):

What are the adjacent zoning districts?
 Is the site in conformance with the Unified Development Code or if constructed prior to 2011, in compliance with a previous zoning code or approved BOA / SUP / Planned Development?
 Was the property subject to Site Plan approval?
 In the event of casualty, may the project be rebuilt in its present form?

Are there any pending zoning changes?
 Any outstanding Building Code violations?
 Any outstanding UDC (zoning) Code violations?
 Was a Certificate of Occupancy issued?
 Are any further approvals or licenses required?
 Are there any Activity Use Limitations (AUL)?
 Other: _____

Disclaimer: Planning staff will not make any determination as to whether the structure on the property legally conforms to the current Building Code or not.

Copies of Building Permit records including Certificates of Occupancy may be obtained either by visiting our website at: <https://www.develop901.com/> or by submitting a Records Research Request and payment of a nominal fee.

Basic Zoning Letter (1st Parcel): \$50.00* *Must be paid with request submittal
 Expedited Basic Zoning Letter (issued within 5 working days): +\$50.00*

Please make corporate check payable to 'M/SC Division of Planning and Development' and mail to:

Memphis and Shelby County
 Division of Planning & Dev'ment
 Attn: Lucas Skinner Phone: 901.636.6619
 125 N. Main St., Ste. 477
 Memphis TN 38103 Email: lucas.skinner@memphistn.gov

NO REFUNDS once work has started

For	
Office	MIS#:
Use	
Only:	COST:

Memphis & Shelby County Unified Development Code and Zoning Atlas:
<https://www.develop901.com/landuse-developmentservices>