Planning Division
Community Development Department
THE CITY AND COUNTY OF BROOMFIELD

ZONING VERIFICATION LETTER REQUEST - CHECKLIST

Project Name/Address: _____

The estimated review time is approximately one week for "Simple" requests and two to three weeks for "Complex" requests, but may vary depending on case load, the need for additional information, or other factors. Below are the typical requirements for a Zoning Verification Letter.

- ❑ **All Requests: Completed Application Form** (see page 2, attached)

- ❑ **Fee: Payable to The City and County of Broomfield**

  The required fee of $25 or $50 depends on the complexity of the request (see page 2, attached).

- ❑ **For Complex Requests Only – Provide a letter outlining requested information**

  The request for a Complex Zoning Verification Letter should clearly list the additional information requested in the Zoning Verification Letter.

To be completed by Planning:

❑ APPLICATION COMPLETE

❑ DATE:_____

CITY AND COUNTY OF BROOMFIELD
One DesCombes Drive
Broomfield, CO 80020

Planning Division
(303) 438-6284

Zoning Verification Letter Request

This form is intended to be used along with additional Information applicable to the particular request.

PROJECT CASE NO _
DATE OF SUBMITTAL_____
FEE PAID: _____
PROJECT NAME _____

1. Applicant:

   _____
   Person to Contact: _____
   Address: _____
   _____
   Telephone: _____
   Fax Number: _____
   E-Mail: _____

2. Property Location:

   Address: _____
   _____
   Parcel Number: _____
   General Location: _____

3. Type of Zoning Verification Letter (choose ONE):

   ____ **Simple**: Includes description of current zoning, summary of uses allowed by zoning, and list of applicable development applications (site development plans, uses by special review, etc). Response in one week (typical). Fee of $25.

   ____ **Complex**: Includes information provided in "simple zoning verification letter" and the following additional information: list of known zoning violations (if any) and responses to specific questions. Response in two to three weeks (typical). Fee of $50. Applications for Complex Zoning Verification Letters must include a letter from the applicant clearly listing the questions or additional information requested for inclusion in the Verification Letter.

PLEASE NOTE THE FOLLOWING:

- The Zoning Verification Letter will identify known zoning violations only (if any). Zoning Verification Letters do not verify compliance with past approvals, development regulations, parking, or certify legal non-conforming uses.

- Copies of Certificates of Occupancy (CO) will not be included with the Zoning Verification Letter. To obtain a CO, contact the Building Division at 303.438.6370.

- Submit fee payable to City and County of Broomfield. Requests will not be processed until fee has been received.