

Zoning Confirmation Letter

Application Packet

A Zoning Confirmation Letter provides written verification of available, documented information that is commonly used in property financing and purchasing. Please be aware that *some* of this information is available at www.amesassessor.org at no cost.

1. **Application Packet** *Be sure to complete and submit all the required materials that are part of this Application Packet. Failure to do so will result in a delay in processing your application until it is complete.*

The “Application Packet” for a *Zoning Confirmation Letter* includes the following:

- Application Form for the property
- Checklist of all Zoning items that will be provided to the applicant pertaining to the property

2. **Submittal and Filing Fee** The completed Application Form and the filing fee must be submitted to:

Department of Planning & Housing
City of Ames
515 Clark Avenue, Room 214
Ames, Iowa 50010
E-mail: planning@cityofames.org

The filing fee of \$120.00 per lot or parcel is required at the time the application is submitted.

Note: Allow 5-7 business days to process the information.

**IF YOU HAVE ANY QUESTIONS WHILE COMPLETING THIS APPLICATION,
PLEASE CONTACT THE DEPARTMENT OF PLANNING AND HOUSING.**

Phone: 515-239-5400
E-mail: planning@cityofames.org

Zoning Confirmation Letter

Application Form

(This form must be filled out completely before your application will be accepted.)

Property Address(es) for this Zoning Confirmation Letter: _____

Project Name (if any): _____

Parcel ID Number(s): _____

Legal Description (if available): _____

Applicant Name: _____

Business Name: _____

Address: _____
(Street) (City) (State) (Zip)

Phone Number: _____

E-mail: _____

Signed by: _____ **Date:** _____
Signature of Person Requesting Zoning Confirmation Letter

Zoning Confirmation Letter

Information Provided

The following information will be provided as part of the Zoning Confirmation letter:

- Current zoning of the property
- Special, restrictive or overlay zoning designations applied to the property
- Map showing the above-mentioned items
- References to applicable sections of the Ames Municipal Code for zoning districts that apply to the specific property
- Zoning designation(s) of the abutting property
- A copy of the PUD or PRD plan will be provided, if available
- List of Variances, Special Exceptions, or Conditional Use Permits as approved by the Zoning Board of Adjustment, if available
- List of active zoning violation notices associated with the property as available from the Inspection Division
- List of active building violation notices associated with the property as available from the Inspection Division
- If the property was developed with a site plan, a copy of the approved site plan will be provided if available
- Flood plain information: FIRM Flood Zone designation, FIRM Panel Number, and effective date of the FIRM maps where the property is located.

Disclaimer:

The Planning and Housing Staff will not make any determination as to whether the property or development of the property legally conforms to the current Zoning Ordinance or not. Please refer to Chapter 29 of the Zoning Ordinance, Article 3, Section 29.307, for more information about Nonconformities.