

Zoning Information Guide

"Planning with People for a Better Phoenix"



City of Phoenix
PLANNING & DEVELOPMENT DEPARTMENT

Informal Interpretation and Determination Letter Requests

The following information may be required for an Informal Interpretation or Determination Letter:

1. Written request of information needing interpretation or determination, which may include:
 - a) Tax Parcel Number(s) (APN) and legal description
 - b) General vicinity of desired location
 - c) Description of existing activity/use
 - d) Description of proposed activity/use
 - e) Zoning
 - f) Parcel map with site/area delineated
2. Payment in the amount of \$350.00

Informal Interpretation and Determination Letter requests must be submitted through the SHAPE PHX Customer Portal. The Customer Portal can also be accessed directly at <https://shapephx.phoenix.gov/s/>.

You can find links to the SHAPE PHX portal, information on SHAPE PHX Release 2, an FAQ, staff contacts for SHAPE PHX, and other information at <https://www.phoenix.gov/pdd/SHAPE-PHX>.

Requests will not be processed until a fee has been received.

Should you require assistance, please contact the Planning and Development Department, Zoning Division at (602) 262-7131, Option 6.

Upon request this publication will be made available in alternate formats including large print, Braille, audiotape or computer disk to accommodate a person with a disability if given reasonable advance notice. Please contact Teleia Galaviz at voice 602-291-2559 or via the TTY 7-1-1.

Page 1 of 1 This and other forms can be found at <https://www.phoenix.gov/pdd/planning-zoning/pzdocs>

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