

Zoning Information Guide

"Planning with People for a Better Phoenix"



City of Phoenix
PLANNING & DEVELOPMENT DEPARTMENT

Zoning Verification Letter Process

Property owners, lenders, or prospective buyers can obtain written confirmation of the zoning of a property or properties. The letter will provide a general description of the zoning district, references to any applicable zoning/development standards, and the zoning history related to the current zoning entitlements.

The following items are required to process a Zoning Verification Letter:

1. Written request of information needing verification;
2. Address of property;
3. Legal description and Tax Parcel Number(s) (APN);
4. Parcel map with site delineated; and
5. Check for \$350.00 made payable to the City of Phoenix. **Requests will not be processed until a fee has been received. Please allow 15 business days to complete the request.**

Send the request to: Zoning Administrator
City of Phoenix
Planning and Development Department
200 West Washington Street, 2nd Floor
Phoenix, Arizona 85003-1611

The Zoning Verification Letter does not verify compliance with development regulations, parking, or certify legal non-conforming status.

A review for zoning violations will not be included. To obtain zoning violation information, please contact the Neighborhood Services Department at 602-262-7844.

Copies of a Certificates of Occupancy and/or a site plan will not be included. To obtain this information, please contact the Development Records Center at 602-262-7800.

Copies of applicable sections of the Zoning Ordinance will not be provided. The Phoenix Zoning Ordinance is available online at <https://phoenix.municipal.codes/ZO>.

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 Tamra Ingersoll at voice 602-534-6648 or via the TTY 7-1-1.