



CITY OF ALISO VIEJO
COMMUNITY DEVELOPMENT DEPARTMENT
 PLANNING SERVICES DIVISION
 12 JOURNEY, SUITE 100
 ALISO VIEJO, CA 92656
 Phone: (949) 425-2525

Zoning/Occupancy Verification Letter Request

**FORM
PS-110**

1. Application Type: Zoning/Occupancy Verification Letter Request

Time Limits: Please allow up to ten (10) working days to process this application.

Amount Paid: _____

Purpose: The purpose of a Zoning/Occupancy Verification Letter is to confirm in writing the allowed uses, development standards and regulations applicable to a specific site. Zoning/Occupancy Verification Letters are often used by businesses for due diligence purposes prior to signing a lease or purchase of a property. A Zoning/Occupancy Verification Letter does not determine the conformance of a property with existing land use regulations.

*Fees posted include a 5% technology fee.

2. Please mark the following information to be included in the Zoning/Occupancy Verification Letter:

- The applicable Assessor Parcel Number and Legal Description.
- Current General Plan and Zoning land use designations for the subject site.
- Map showing the current General Plan and Zoning land use regulations for the subject site and adjacent properties.
- References to applicable sections of the Zoning Code for zoning districts that apply to the subject site, including site development standards (e.g., setbacks, height restrictions, parking)
- A list of any approved entitlements for the subject site. Copies of said entitlements are available upon request.
- A list of active code enforcement violations associated with the property.
- Other: _____

For copies of Certificates of Occupancy, please contact the Building Department at (949) 425-2540.

To obtain a Zoning/Occupancy Verification Letter, please complete this application and submit the applicable fee. In the event the Community Development Director or his or her designee determines additional staff time will be required, a deposit of \$1,000 shall be submitted.

3. CERTIFICATION:

Date of Request:

Requestor's Name:

Address (s) or Assessor's Parcel Number (s) of Subject Site:

Telephone:

Email:

Letter should be mailed or emailed to:

A letter requesting a Zoning/Occupancy Verification Letter may be attached in lieu of providing the certification information above.

Signature: _____

Date: _____