

Planning & Development Department

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www.cityofrockhill.com



ZONING VERIFICATION LETTER REQUEST FORM

WHEN TO USE THIS PROCESS

Use this form if you need to verify what a property is zoned and other similar information. We will provide a letter, commonly referred to as a “zoning verification letter” in response to your request for this information.

When to Use a Different Process

Use our Freedom of Information Act process in addition to submitting this form if you need information about:

- Code violations on the property (building code or zoning); or
- Copies of records such as certificates of occupancy or permits

Visit www.cityofrockhill.com/foia or email foia@cityofrockhill.com.

REQUEST PROCESS

1. **Submit this form in PDF format** through the Online Services website at www.cityofrockhill.com/onlineservices. Select the option to **Submit Plans** under the **Project** section of the page.
2. **We will email you an invoice** for the application fee of \$25 per parcel, which you will pay online.
3. **We will strive to respond to your request within three business days.** We will send the letter to you via email unless you contact us to request a different delivery method.

REQUIRED INFORMATION

Applicant Name: _____ Company: _____

Mailing Address: _____

Phone: _____ Email: _____

Type of information requested (choose all that apply): Zoning Building codes Census tract

List all parcels for which you need information. Use additional sheets if necessary.

Address: _____ Tax map number: _____

Property Owner Name: _____

Address: _____ Tax map number: _____

Property Owner Name: _____

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