

ZONING VERIFICATION REQUEST

Zoning Verification Letter: \$50.00 per parcel (non-refundable)

- **Fee applies per parcel**

Zoning Verification Report: \$335.00 (Non-Refundable)

- **Additional staff time may be required**
- **All fees must be received prior to staff processing your request**
- **All requests for Zoning Verification must be submitted via the online OpenGov portal.**
- **All fees must be received prior to staff processing your request.**
- **All requests for Zoning Verification must be submitted via the online [OpenGov permit portal](#).**

Understanding Zoning Verification Letters

The Planning Unit provides a general verification letter that confirms only the current zoning classification for a specific property. This letter serves as official documentation of the general description of the zoning district but does not address or verify compliance with other development standards, including parking requirements, or legal non-conforming status. A zoning verification letter provides official documentation of a property's zoning classification and can be requested by property owners, lenders, or prospective buyers. This written confirmation includes several key components: a comprehensive description of the designated zoning district, specific references to applicable zoning and development standards, and documentation of the property's zoning history, including any current entitlements. This documentation serves as an authoritative source for understanding the permitted uses and restrictions associated with the property.

Scope Limitations: This zoning verification letter addresses only the property's zoning classification. It does not verify compliance with development regulations, parking requirements, or the certification of legal non-conforming status. These matters require separate verification through the appropriate municipal departments.

WHAT TO EXPECT: WHEN SUBMITTING YOUR ZONING VERIFICATION REQUEST

Registration:

- First-time users must create an account in OpenGov.
- Keep track of your login email and password for future access to your portal and application updates.

What to Expect: Access the verification request by navigating to **Discover Online Services → Planning Department → Zoning Verification Request** and select.

Apply Online: Fill in all required contact and project information.

Upload & Submit: Attach any miscellaneous documents (if needed) and submit your Zoning Verification Request.

Start Your Online Application: When you have followed the steps above, you can initiate an application using the following the steps of the application entering all required information.

Submit: After you fill out the required information and select "Submit," the Assigned Planner for that area will review your application request within seven (7) business days.

Communication: Please be advised, the person filling out this application will be the primary contact, receiving all correspondence related to this request.

Status & Dashboard: To view all submitted requests, you can log into your customer dashboard at any time to access key features, manage applications, and track request progress. Always check the email address associated with your account for real-time updates and automated prompts regarding workflow approvals. The portal also features a dedicated billing section where you can manage required fees, view your receipt history, and download all completed documents.

Planning Unit does not handle or provide information regarding private easements, CC&R's, Deed Restrictions, Legal Access, Utilities or Wells.

- Information regarding improvements or structures on the GIS Interactive Mapping Site is for Assessment purposes **ONLY** and does **NOT** imply that building permits have been obtained or that the current assessed uses are allowed by right.
- A review for zoning violations will **not** be included. To obtain violation information, contact the Land Use & Code Enforcement at 928-771-3214.
- Copies of Certificate of Occupancy and/or site plan will **not** be included. To obtain this information, contact Building Safety Admin at 928-771-3214.
- Copies of applicable sections of the Zoning Ordinance will **not** be provided.
- Yavapai County Planning & Zoning Ordinance is available at [Codes & Ordinances - Yavapai, AZ \(yavapaiaz.gov\)](http://www.yavapaiaz.gov) web page.