

ZONING VERIFICATION REQUEST

Zoning Verification Letter: \$50.00 per parcel (Non-Refundable)

- Separate requests required for multiple parcels, unless within same development
- 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 Citizen Serve 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


Register: You will need to register in the Citizen Serve Online Portal [HERE](#) if you have not already done so. Please remember your email address and password because you will need them for future log-ins.

Start Your Online Application: When you have followed the steps above, you can initiate an application using the [Citizen Serve Online Portal](#). You will need to log in, Go to → My Account → Go to Services → Planning & Zoning → Apply for a Planning and Zoning Project → Project Type: Planning Applications → Sub Type: Zoning Verification letter. From there enter the required information, Project description, Address or Parcel number and follow the prompts.

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. To see where your application is at in the queue choose “View My Requests” in your “My Account” section. If you have additional questions or additions to the information search Call 928-771-3214 or email planning@yavapaiaz.gov.

Alternatively: You can access the County GIS interactive Mapping Portal and retrieve the information. This is how: Select [GIS Interactive Map Tool](#). **Property Search:** Search by parcel, address or owner name → Select Map Layers

Tab → Select Zoning → Drop Down and Select Yavapai County Zoning → This will show you the Zoning of the property. You can then select the question mark  for the Zoning Legend, this will provide the Type of Zoning of the parcel and give you access to the Yavapai County Planning & Zoning Ordinance located on the [Codes & Ordinances](#) web page.

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.

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

- 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 Customer Service & Permitting 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 \(yavapaiaz.gov\)](#) web page.