



CITY OF TUCSON

PLANNING &
DEVELOPMENT
SERVICES
DEPARTMENT

ZONING
ADMINISTRATION

ZONING COMPLIANCE LETTER REQUEST

A Zoning Compliance letter is usually required for commercial properties when they are sold or refinanced. The Zoning Compliance letter provides information on the current or past use on the property and the zoning status of the existing development. A Zoning Compliance letter provides information on legal uses, zoning, zoning compliance and development history. A Zoning Compliance letter is valid for six months from the date of issuance. Zoning staff will research all information on file with the City of Tucson as accurately as possible based on the information provided in your letter but the City of Tucson assumes no liability for errors or omissions. All information is obtained from public records available to anyone wishing to review the information.

If you are requesting a zoning compliance letter, please send a letter to the City of Tucson's Zoning Administrator with the following information:

1. The name, email, address and telephone number of the person or company who is to receive the letter.
2. Your name, address and telephone number.
3. The address and Pima County Tax Code number of the property.
4. The date of construction of the development or structures if known.
5. The type of development existing on the property or if the property is vacant.
6. The number of dwellings or apartments on the property if known.
7. Any background information you have that may help us with researching the property.

We require a separate letter to the Zoning Administrator for each property or development. **The cost for each letter is \$165.00 dollars.**

E-mail your Zoning Compliance letter request, to: DSD_ZONING_ADMINISTRATION@TUCSONAZ.GOV The payment of \$165.00 (148.50 review fee and \$16.50 archive fee) can be paid on our website at Tucsonaz.gov/PDSD once an activity number is processed.

The normal reply time for letter requests are five to seven (5-7) business days.

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