



## CITY OF TUCSON

PLANNING &  
DEVELOPMENT  
SERVICES  
DEPARTMENT

ZONING  
ADMINISTRATION

### NONCONFORMING ZONING STATUS REQUEST LETTER

A request for Nonconforming Zoning Status letter is required for uses or structures that have been in use, built prior to the current *Unified Development Code* (UDC) or prior to annexation by the City that are not in conformance with the current UDC. A nonconforming structure is a structure or portion thereof, lawfully erected or altered, which no longer complies with the specific development regulations of the UDC applicable to the zoning category in which the building or structure is located. A nonconforming use is an existing land use activity lawfully established and maintained which no longer complies with land use regulations of the UDC applicable to the zoning category in which the land use activity is located. 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 Nonconforming Zoning Status letter, please send a letter to the City of Tucson's Zoning Administrator with the following information:

1. The name, 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.
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 \$236.50 dollars (\$220.00 review fee plus 16.50 archive fee).** A check for the correct amount must be included with each request for a letter. Please make the check out to "City of Tucson". Indicate in your letter if you prefer to have the letter mailed, e-mailed, faxed or picked up in person. Please address your request for a Nonconforming Zoning Status letter to:

Zoning Administrator  
Planning & Development Services Department  
P. O. Box 27210  
Tucson, Arizona 85726-7210

The payment of \$236.50 must be received before the request can be processed.

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Planning & Development Services Department (PDS) - 201 North Stone Avenue  
P.O. Box 27210 - Tucson, AZ 85726-7210  
Telephone: (520) 791-5550 - Fax: (520) 791-5852  
Website: [www.tucsonaz.gov/pds](http://www.tucsonaz.gov/pds)  
EMAIL: [DSD\\_ZONING\\_ADMINISTRATION@TUCSONAZ.GOV](mailto:DSD_ZONING_ADMINISTRATION@TUCSONAZ.GOV)