



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, 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.** A check for the correct amount should be included with each request for a letter. Indicate in your letter if you prefer to have the letter mailed, faxed or picked up in person. Please address your request for a Zoning Compliance letter to:

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

If you wish to fax your Zoning Compliance letter request, please send it to 520-791-5852. If you wish to e-mail your Zoning Compliance letter request, please e-mail it to: DSD_ZONING_ADMINISTRATION@TUCSONAZ.GOV The payment of \$165.00 (148.50 review fee and \$16.50 archive fee) may be mailed and the Zoning Compliance letter will be sent upon receipt of the check. Please make the check out to "City of Tucson".

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

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Planning & Development Services Department (P&DSD) - 201 North Stone Avenue
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Telephone: (520) 791-5550 - Fax: (520) 791-5852
Website: www.ci.tucson.az.us/dsd
EMAIL: DSD_ZONING_ADMINISTRATION@TUCSONAZ.GOV