

Zoning Verification Letter Request Requirements

All requests for zoning review shall be submitted in writing and be accompanied by a \$75 processing fee, paid in the form of a check made out to the City of Columbia. For multiple addresses, each should have its own written request and a \$75 check. Please see below the procedure which the City of Columbia is utilizing to respond to location inquiries.

Procedure for writing your request

For each location inquiry a written request for zoning review shall include:

- A. Physical street address of the subject site;
- B. Legal description of the subject site via the Assessor webpage; www.showmeboone.com
- C. Current zoning classification; www.como.gov - use city view to see zoning and more
- D. The name of the individual to whom the review letter should be addressed;
- E. E-mail address for where the letter may be sent once completed;
- F. Postal address for where the letter may be mailed once completed;

Please include the Name and phone number of person making the request in case we have clarification questions.

Your formal written request and check of \$75 processing fee may be submitted to the City of Columbia Permit Center located on the 3rd Floor of City Hall (701 E. Broadway). The Service Center is open between 8 am - 5 pm M-F. If you prefer to mail the request via USPS please send to:

City of Columbia - Community Development Department
C/O Planning and Zoning 5th floor
701 E. Broadway
Columbia, MO 65201