



# CITY OF GERMANTOWN TENNESSEE

1930 South Germantown Road • Germantown, Tennessee 38138-2815  
Phone (901) 757-7200 Fax (901) 757-7292 www.germantown-tn.gov

DATE RECEIVED: \_\_\_\_\_  
RECEIVED BY: \_\_\_\_\_

## ZONING VERIFICATION REQUEST FORM

### SUBJECT PROPERTY

Property Address/Location: \_\_\_\_\_

Tax Parcel I.D Number (xxxxx-xxxxx): \_\_\_\_\_

Current Use(s): \_\_\_\_\_ Current Property Owner(s)/Tenant(s): \_\_\_\_\_

Proposed Use(s): \_\_\_\_\_ Proposed Property Owner(s)/Tenant(s): \_\_\_\_\_

Additional pages may be attached to the form if needed

### AGENT/REPRESENTATIVE INFORMATION

Name: \_\_\_\_\_ Company Name: \_\_\_\_\_

Address: \_\_\_\_\_ Phone No.: \_\_\_\_\_

Fax No.: \_\_\_\_\_ Email Address: \_\_\_\_\_

To whom should the letter be addressed? \_\_\_\_\_

### REQUESTED INFORMATION

Basic Letter = Confirmation of the property zoning only

Detailed Letter = Includes current zoning of property in addition to one or all other items listed below

Check all that apply:

- Current Zoning of Property (*Basic Letter*)
- Zoning of Adjacent Property
- Current Use Permitted by Code
- Site Specific Variances/Warrants
- Open Zoning Code Violations
- Pending Land Use Application(s)
- Site Specific special permits, site plans or conditions of approval that apply to the subject property

\*Please note: For building codes and certificate of occupancy compliance information, please contact Memphis/Shelby County Construction Code Enforcement at 901-222-8300.

### CHECKLIST AND INSTRUCTIONS FOR SUBMISSION

1.  COMPLETED FORM
2.  REQUIRED FEE - **Basic Letter:** A non-refundable check in the amount of \$25.00  
**Detailed Letter:** A non-refundable check in the amount of \$50.00  
Please make check(s) payable to the City of Germantown

Complete Form and Submit with Required Fee to the Economic and Community Development Dept.'s Planning Division.

TO BE COMPLETED BY STAFF: Request Submittal Complete (Circle One) Yes No

Comments: \_\_\_\_\_

**\*\*NO EMAIL APPLICATIONS WILL BE ACCEPTED.\*\***