



# Department of CITY PLANNING

Office of Zoning and Development  
55 Trinity Avenue, Suite 3350  
Atlanta, Georgia 30303  
Tel: 404.330.6145

## REQUEST FOR ZONING VERIFICATION LETTER

Applicant Information: Owner or Agent			
Name:			
Company:			
Address:			
City:		State:	Zip:
Phone:		Fax:	
Email:			
Parcel Information: Request 1			
Physical Address*:			
Parcel ID*:		Property Owner:	
Legal Description:			
Contact Information: (the specific individual/firm to which the letter is to be addressed)			
Name:			
Company:			
Address:			
City:		State:	Zip:
Phone:		Fax:	
Email:			

\*If you do not have an address or parcel ID, please attach a boundary survey or plat of the property

Pursuant to ORDINANCE #11-O-1290, a **\$100 fee** will be assessed for each Zoning Verification Letter. If you wish to request letters for multiple properties, please note fees will be assessed per parcel. An application is required per parcel. The fee(s) must be paid at the time of the submittal of the request to the Office of Zoning & Development. **\*NOTE: Payment will no longer be accepted by mail.** Payment accepted online.

A request for a zoning verification is normally completed within seven (7) to ten (10) business days after payment is received.

1. Submit request via Accela: [Log into the portal](#) or register for an account.
2. Select **Submit an Application** to navigate the applicable application type for your project scope.
3. Move through disclaimer by accepting terms and conditions.
4. Click **Continue Application**.
5. Expand **Digital Submissions**
6. Select **Online Planning Application**
7. Click **Continue Application**
8. Step 1 - Enter Information:
  1. Enter *Address or Parcel Number* (you do not need to enter both) and Search. The Parcel and Owner will populate based on available GIS data. If the information populated is incorrect, do not change it as the application will not move forward. Continue to submit and inform staff. If unable to find either address or parcel, contact [addressing@atlantaga.gov](mailto:addressing@atlantaga.gov)
  2. Enter *Contact information*. Options to 'Select from Account' to auto-populate user details or 'Add New'. Email address is required.
  3. Upload documents and note the document details. Multiple files can be added at a time. An application is required to continue submitting. Applications can be found on our [Applications, Forms, and Checklists page](#).
  4. Select your application or permit type from dropdown menu. You'll be prompted to add in any related record numbers.
9. Click **Continue Application**
10. Step 2 - Review for all entered information. If correct, click **Continue Application**
11. Step 3 - Record Issuance.

FOR OFFICE USE ONLY:			
Date received:	Date completed:	Staff Name:	Staff Initials: