



APPLICATION INTAKE

In Person: 9:00 am – 4:00 pm

By Email: planningandzoning@roswellgov.com

MUNIS # ZCL #

Request for a Zoning Confirmation Letter (ZCL)

The Zoning Confirmation Letter (ZCL) includes researching departmental records on the property. The letter will state the current zoning classification of the property, permitted uses for the zoning category, the zoning history of the property (including any rezoning conditions) and the answers to any specific zoning related questions provided by the applicant.

The request must include the following:

- Payment by cash, credit card, or check for \$50 made payable to City of Roswell
- Survey or site plan of the property, at an appropriate engineering scale, which identifies parcel size or Fulton County Tax Assessor’s Property Information.
- GA State Board of Registration Zoning Certification Form

Should you need copies of building records or Certificates of Occupancy you must file an “Open/Public Records Request” with the City Clerk.

Please print legibly

Date: _____ Parcel ID: _____
(Parcel ID through Fulton County Assessor’s website)

Address of Property (including suite #): _____

ZCL will be addressed and forwarded to the address below

ATTN: _____

Company: _____

Address: _____

Phone: _____

Email: _____

How would you like to receive the ZCL?

Mail Email Pick-Up