

EnerGov Case #: \_\_\_\_\_

**\$50 FEE**

# SANFORD / LEE COUNTY / BROADWAY

## ZONING VERIFICATION LETTER APPLICATION



115 Chatham Street, Suite 1, Sanford, NC 27330      919.718.4656      [zoning@sanfordnc.net](mailto:zoning@sanfordnc.net)

Please complete this form and submit it to Department of Community Development staff for review and processing. Community Development staff will provide **one letter for each parcel** for which zoning verification is requested. There is a \$50 fee associated with zoning verification letters. Once a zoning verification letter request is submitted, you will be provided with an invoice that you can use to submit payment through our [Self-Service Portal](#). Please wait for the invoice before paying, as you will need the correct invoice number to successfully submit payment.

**Please submit this application and any supplemental documents through the [CSS Self-Service Portal](#).**

### Applicant Information

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

Organization or Company Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_      Email: \_\_\_\_\_

### Subject Property / Location

Address: \_\_\_\_\_      Lee County Parcel ID: \_\_\_\_\_

**Specific Information Requested.** Is this letter associated with a financial transaction, such as a property purchase or loan refinance, that requires specific language to be included within the letter? Please let us know why you are requesting the letter and if specific language is required to be included so that we may better assist you.

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\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date