



Development Services Department – Planning Division
300 North Coast Highway | Oceanside, CA 92054 | (760) 435-3520

ZONING VERIFICATION REQUEST FORM

Planning Division Staff are tasked with preparing Zoning Verification Letters (ZVLs). Upon submittal of this request form, Staff will process your request, assign a Planner, and generate an invoice. The standard deposit is \$53 dollars. **Staff will not consider a request completed until the initial deposit has been paid.** Separate request forms shall be completed for each parcel/address unless the parcels comprise a single development (i.e. commercial center, apartment complex, etc.). ZVLs will be processed in approximately 10 business days from date of payment. Please submit completed form to planneroftheday@oceansideca.org.

General Information *(please print)*

Requester Information

Company Name:

Requestor Name:

Company Address:

Email Address:

Phone:

Property Information

Property Address:

APN:

Signatures

Signatures from **ALL OWNERS** of the subject property are necessary before the application can be accepted. In the case of partnerships or corporations, the general partner or corporation officer so authorized may sign (attach additional documents if necessary).

I acknowledge that the initial payment constitutes a deposit. Furthermore, I understand and agree that if the processing of the subject request exceeds thirty (30) minutes, I will incur an additional charge of fifty-three dollars (\$53.00) for each subsequent thirty (30) minute increment of staff time required to complete the request.

Name (Print):

Signature:

Date: