



MEMORANDUM

TO: All City Employees
FROM: Monica Martin, Associate Planner
DATE: June 17, 2021
SUBJECT: Zoning Verification Letter Process

Zoning Verification Letters have traditionally been processed through the City Clerk's Office as a Public Records Request. *Beginning July 1, 2021*, Zoning Verification Letters will be processed through the Planning Division. An initial deposit of \$261 will be collected upon submittal of an application for up to three (3) hours of time. Additional time will be charged at an hourly rate. (See Fee Schedule).

What is the difference between and Public Records Request and a Zoning Verification Letter?

A **Zoning Verification Letter** is a formal letter from the Planning Division that is used by commercial property owners, lenders, and prospective buyers, of zoning laws related to a particular property. This letter includes information regarding the zoning of a property, applicable development standards, land uses, information on previous zoning entitlements, and applicable rebuild clauses.

A **Public Records Request** can include, but are not limited to, property files that includes Building permit history, Certificates of Occupancy, and Zoning Code violations. These requests will continue to be processed by the City Clerk.

A completed application shall be submitted with the minimum processing deposit of \$261 by email to planner@cityofbrea.net or at the front counter on the 3rd floor of 1 Civic Center Circle.

END