



3080 Moon Station Road, 2nd floor, Kennesaw, GA 30144 | (770) 590-8268 | zoningdept@kennesaw-ga.gov

Zoning Verification Letter Request Form

A zoning verification letter provides a letter on city letterhead verifying the zoning district and other relevant information of the property.

- Tier 1 letter provides current zoning, surrounding zoning and permitted uses (\$50 per parcel or subdivision).
- Tier 2 letter provides tier 1 information plus zoning conditions, zoning violations, variances and/or conditional uses granted to the property (Tier I cost + \$25).

** Additional information such as building code violations, permit details and Certificate of Occupancy confirmation will require an [Open Records Request](#) that must be submitted through the City Clerk.

Applicant Information

Name: _____ Phone: _____

Mailing Address: _____

E-mail: _____ Return letter by: ☐ E-mail ☐ Mail

Property Information

Address: _____

Parcel ID#(s): _____ Tier Request: ☐ Tier 1 ☐ Tier 2

Please indicate any specific details needed within the letter

Required Documentation for Zoning Verification Letters

- | | |
|--|---|
| ☐ 1. Completed Zoning Verification Form | ☐ 3. Legal Description of Property |
| ☐ 2. Current Survey of Property | ☐ 4. Application fee* |

How to Submit

Submit the completed application along with the required documents listed above through the [iWorq Portal](#) located on the city's website.

- *An invoice will be sent via email. Payments can be made online using the link embedded in the invoice or in-person with cash or check at 3080 Moon Station, 2nd floor, Kennesaw, GA 30144.
- This request cannot be processed until all required documents are received. Incomplete applications are not accepted.
- Please allow 7-business days to complete the request. Additional time may be needed.