



Douglas County Zoning Verification Request

To obtain an official zoning verification letter from Douglas County you must provide the following information:

1. Completed application form (see attached);
2. Survey or recorded plat of the property with the signature and seal of a registered engineer or surveyor;
3. Payment of fee of \$40.00 per request (make checks payable to Douglas County).

All zoning verification letters will be completed in the order in which they are received. Letters will be forwarded to the applicant via U.S. Postal Service provided that all required information is submitted with the application. **Failure to provide all required documentation outlined above will result in a delay of processing of the request.**

If the letter needs to be forwarded via email, the application needs to indicate an email address on the application. If the letter needs to be returned via any other method (i.e. Fed Ex, UPS, etc) the applicant shall furnish a pre-paid return envelope with a pre-printed shipping label.

As zoning is a fluid process, any parcel is subject to a zoning application at any given time. Therefore, all zoning verification letters are guaranteed only until the next regularly scheduled joint hearing of the Douglas County Planning and Zoning Board and Board of Commissioners. Visit www.celebratedouglascounty.com for a calendar of scheduled meetings.

*Please note that this form is to be used only to request verification of zoning on the property requested for which a survey is submitted. This form shall **not** be used to request the following items:*

- | | |
|-------------------------------|---------------------------------------------|
| 1. Violations of zoning; | 4. Site Plans/Verification of Plan Approval |
| 2. Building Code violations; | 5. Abutting zoning; |
| 3. Certificates of Occupancy; | 6. Copies of the official zoning map |

Records of zoning violations, building code violations, and certificates of occupancy must be requested via an Open Records Request through Douglas County's Records Retention office at 770.920.7550.

Due to the nature and size of commercial site plans, they are only available for viewing in our office if they are on file. An Open Records Request can be made if copies are needed. Final subdivision plats are available for the public to research and copy from the Records Room in the Clerk of Superior Courts' office on the second floor of the Douglas County Courthouse.

Official Zoning Maps can be requested through the Douglas County GIS Office at 770.920.7321.

The Douglas County Unified Development Code (UDC) can be viewed in its' entirety at www.celebratedouglascounty.com.



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APPLICATION FOR ZONING VERIFICATION

Douglas County Board of Commissioners

Douglas County, Georgia

Date of Application: _____

I hereby request that the zoning for the property described in this application be verified.

Address of Property: _____

Tax Parcel ID: _____

Land Lot: _____ District: _____ Section: _____ Parcel: _____

Applicant Name: _____

Mailing Address: _____

Telephone Number (Daytime): _____

Would you like this letter to be sent via email? Yes No

If yes, what is your email address? _____

Please list any additional comments or requests:

Signature of Applicant

Date

Return Application to

Douglas County Planning and Zoning Department, 8700 Hospital Drive, Douglasville, GA 30134

Office Use Only

Application Received By: _____ Date: _____

Fee Received By: _____ Date: _____

Letter Issued By: _____ Date: _____