



GREENSBORO
NORTH CAROLINA

PLANNING

ZONING LETTER REQUEST FORM

| | | |
|---|---|---|
| <input type="checkbox"/> Zoning Verification | <input type="checkbox"/> Zoning Compliance | <input type="checkbox"/> DMV |
| \$90* | \$250 (recent survey required)* | \$90* (note retail or wholesale) |
| zoning district, permitted uses, outstanding zoning violations | site's consistency with current regulations, zoning district, permitted uses, outstanding zoning violations | zoning district, permitted uses |
| <input type="checkbox"/> mail <input type="checkbox"/> email <input type="checkbox"/> pick-up | <input type="checkbox"/> mail <input type="checkbox"/> email <input type="checkbox"/> pick-up | <input type="checkbox"/> mail <input type="checkbox"/> email <input type="checkbox"/> pick-up |
| 5 Business Days** | 10 Business Days** | 5 Business Days** |

*** Fees current as of 07/01/25 and subject to change. ** Target Completion Times**

Letter Request Date _____
 Subject Property Address _____
 Subject Property Use _____

Name of Requestor _____
 Letter to be Addressed
 To _____
 City/State/Zip _____
 Email _____
 Phone _____

Secondary Recipient _____
 Letter to be Addressed
 To _____
 City/State/Zip _____
 Email _____

Please submit payment along with a completed application to the Development Services Office, located on the UG level of the Melvin Municipal Office Building (City Hall), 300 W. Washington St. We accept cash, checks, and credit cards in person at our office. Online payment is available by first contacting Andrew Nelson to set up an account at (336) 373-7608 prior to the zoning letter request. Please send checks only for payment by mail.

STAFF USE ONLY

| | | | |
|----------|-------------|---------------|-----------------|
| Zoning: | Violations: | Receipt #: | Target Date: |
| Overlay: | Site Plan: | Receipt Date: | Staff Reviewer: |