

INSTRUCTIONS FOR ZONING VERIFICATION LETTER

A Zoning Verification Letter (ZVL) is a formal letter from the Planning Division that may include zoning of a property, previous zoning entitlements, applicable rebuild clauses, whether a specific use is permitted, adjacent zoning information, and any special overlays.

To request a ZVL from the City, please complete the application and submit to the Planning Division. The application can be submitted by:

- Email to planning@cityofbrea.net
- Mail to
1 Civic Center Cir.
Brea, CA 92821
ATTN: Planning Division
- In person at the front counter located on the 3rd floor of 1 Civic Center Cir. Brea CA 92821.

Fees:

A ZVL requires an initial deposit of \$261 collected upon submittal of an application for up to 3 hours of staff time. Additional time will be charged at an hourly rate outlined in the fee schedule.

To submit the initial deposit by phone, please contact the Planning Division at 714-990-7674. To submit via mail, please make the check payable to "City of Brea" and submit in person or by mail to the above address mentioned.

*Please note that there may be a 1-2 day time delay in processing mail in check payments.

Please be advised that, items such as: Requests regarding open Fire Code, Building Code and Zoning Code Violations, as well as copies of the Certificates of Occupancy are handled separately as a public records requests (and not a zoning letter).





ZONING VERIFICATION LETTER REQUEST APPLICATION

APPLICANT INFORMATION:

Applicant's Name: _____ Phone: _____
Email: _____
Address: _____
City/State: _____ Zip Code: _____

PROPERTY INFORMATION:

Assessor's Parcel Number (APN): _____
Address: _____
City/State: **Brea, CA** Zip Code: _____

TRUST ACCOUNT OWNER:

Individual Financially Responsible for the letter: _____
Address: _____
City/State: _____ Zip Code: _____

TRUST ACCOUNT OWNER RESPONSIBILITY:

The deposit will be used to set up an account, against which fees shall be charged based on the hourly rate listed in the City fee schedule in effect at the time the work is performed. I understand that should the costs exceed the deposit the trust account owner shall be billed for any additional deposit amount intended to cover future charges. As the Trust Account owner, you assume full responsibility for all costs incurred by the City in processing the ZVL letter.

Provide the requested items (or attachment) with the information requested:

INFORMATION ON DELIVERY OF LETTER:

All Zoning Verification letters will be delivered to the applicant's email and address within 10 calendar days of receiving both payment and completed application. Any special requests regarding the delivery of the letter, please contact the Planning Division at 714-990-7674 or planning@cityofbrea.net.

STAFF USE ONLY:

Accela Record Number: _____
Letter Prepared by: _____ Date letter was delivered: _____

Submittal Info:

Date Time Received: _____ Due date: _____
Received by: _____ Deposit Received: _____