

Zoning Information Guide

"Planning with People for a Better Phoenix"



City of Phoenix
PLANNING & DEVELOPMENT DEPARTMENT

Zoning Verification Letter Process

Property owners, lenders, or prospective buyers can obtain written confirmation of the zoning of a property or properties. The letter will provide a general description of the zoning district, references to any applicable zoning/development standards, and the zoning history related to the current zoning entitlements.

The following items are required to process a Zoning Verification Letter:

1. Legal description and Tax Parcel Number(s) (APN)
2. Parcel map with site delineated
3. Payment in the amount of \$350.00

* A written narrative may be included during submittal under the "Additional Documents" option.

Zoning Verification Letter requests must be submitted through the SHAPE PHX Customer Portal. The Customer Portal can also be accessed directly at <https://shapephx.phoenix.gov/s/>.

You can find links to the SHAPE PHX portal, information on SHAPE PHX Release 2, an FAQ, staff contacts for SHAPE PHX, and other information at <https://www.phoenix.gov/pdd/SHAPE-PHX>.

Requests will not be processed until a fee has been received. Please allow 15 business days to complete the request.

The Zoning Verification Letter does not verify compliance with development regulations, parking, or certify non-conforming status.

A review for zoning violations will not be included. To obtain zoning violation information, please contact the Neighborhood Services Department at 602-262-7844.

Copies of a Certificate of Occupancy and/or a site plan will not be included. To obtain this information, please contact the Development Records Center at 602-262-7800.

Copies of applicable sections of the Zoning Ordinance will not be provided. The Phoenix Zoning Ordinance is available online at <https://phoenix.municipal.codes/ZO>.

Should you require assistance, please contact the Planning and Development Department, Zoning Division at (602) 262-7131, Option 6.

Upon request this publication will be made available in alternate formats including large print, Braille, audiotape or computer disk to accommodate a person with a disability if given reasonable advance notice. Please contact Teleia Galaviz at voice 602-291-2559 or via the TTY 7-1-1.
Page 1 of 1 This and other forms can be found at: <https://www.phoenix.gov/pdd/planning-zoning/pzdocs> Revised 10/2/23