



## ZONING CERTIFICATION REQUEST FORM

**IMPORTANT INFORMATION-PLEASE READ:** The City of Commerce Planning & Development Department will certify the use and zoning on a parcel of property as requested in this form that is located within the incorporated limits of the City of Commerce.

If submitting request via mail, please send your request for zoning certification to the address below:

City of Commerce  
Attn: Planning & Development Department  
545 Cedar Drive  
Commerce, Georgia 30529

Our office will provide one letter per parcel certifying use, zoning, and any conditions of zoning, if applicable. A separate application and fee is required for each parcel requested. Please be advised that conditions of zoning supersede the Zoning Ordinance. **Please allow up to 10 business days for processing, not including delivery time.**

Please be advised that the Planning & Development Department does not certify conformance with the standards contained in the Zoning Ordinance and/or the Development Regulations, or confirm conformance with building codes, fire codes, sewer or water ordinances.

**INSTRUCTIONS:** Please complete the form below and select whether you would like the zoning certification letter returned to you electronically via e-mail or regular mail. Letters will be sent to the applicant and address included on this form only.

**CHECKLIST:**     1. Fee (\$30 per parcel / per letter)     2. Completed Application

**PROPERTY INFORMATION:** \_\_\_\_\_

Tax Map & Parcel #: \_\_\_\_\_

Physical Address (if applicable): \_\_\_\_\_

**APPLICANT INFORMATION:** \_\_\_\_\_

**LETTER RETURNED BY:**     Regular Mail     E-mail

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State \_\_\_\_\_ Zip \_\_\_\_\_

Phone Number(s): \_\_\_\_\_

Email Address \_\_\_\_\_