



## Department of Planning & Zoning

### Zoning Verification Letter Form

A Zoning Verification Letter is a written confirmation by the City of Elkhart, Indiana of the current zoning designation of property within the city. To apply for a Zoning Verification Letter, please complete and submit this form with the requested information below. The City is not always able to determine compliance, conformity or nonconformity of properties with City code requirements.

Please completely fill out the form below and we will provide a verification letter within 3-5 business days. If additional research or information is required to fulfill the verification request, there will be a \$50 research fee and your request may take longer to fulfill.

Date: \_\_\_\_\_

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

Parcel Number (if available): \_\_\_\_\_

Subdivision Name (if applicable): \_\_\_\_\_

Lot Number (if applicable): \_\_\_\_\_

Name of Applicant: \_\_\_\_\_

Preferred Method of Contact (please check one):

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

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

To whom should the letter be addressed (if different from the applicant):

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

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

Instructions on delivery of letter:

Mail to Applicant

Email

To be picked up at Permit Center

Please return completed form to:  
Department of Development Services  
Planning & Zoning  
229 S Second St. Elkhart, Indiana 46516  
or email to [ryan.smith@coei.org](mailto:ryan.smith@coei.org)