



**City of Merriam, Kansas
Community Development Department**

**Zoning Letter or Zoning Certification
Application**

APPLICANT INFORMATION			
Name			
Street Address			
City/State/Zip			
Business Phone		Fax Number	
Email Address			
Subject Address Requested			
MAIL ZONING LETTER OR CERTIFICATION TO:			
Name			
Street Address			
City/State/Zip			
Business Phone			
Email Address			
ZONING LETTER			
<p>The cost for a zoning letter is \$25.00 per parcel/address. Fees must be submitted with a completed application. Applicant to provide address or parcel i.d. # and current use of the property. City will provide, on city letterhead and with the city form letter, the following information:</p> <ul style="list-style-type: none"> • Zoning classification of the property • List of allowable uses in that zoning classification, if applicable • Listing of any open code or zoning compliance issues, if applicable • Future land use designation 			
ZONING CERTIFICATION			
<p>The cost for a zoning certificate is \$100.00 per parcel/address. Fees must be submitted with a completed application. Applicant will provide address or parcel id # and current use of the property. City will provide, on city letterhead and with the city form letter, the following information:</p> <ul style="list-style-type: none"> • Zoning of property • Copy of zoning ordinance-if available • Copy of Certificate of Occupancy-if available • Reduced Copy of site plan-if available • Research if any variances have been granted for this site • List any variances found • Research if any code or zoning violations have been recorded • List any code or zoning violations found • Provide information regarding if the code violations were resolved • Response to be provided in 2-4 weeks 			
FOR OFFICE USE ONLY			
Zoning Letter \$25.00 per parcel/address	Unit(s) x _____	at \$25.00=	_____
Zoning Certification \$100.00 per parcel/address	Unit(s) x _____	at \$100.00=	_____