

GUIDE TO ZONING VERIFICATION LETTERS



ECONOMIC
DEVELOPMENT

A Zoning Verification letter is a legally recognized document that informs property owners, lenders, and prospective property buyers of City of Dearborn zoning laws related to a particular site, permitted and Special Land Uses, and a description of the zoning district. Zoning verification letters are often an essential part of due diligence work for anyone looking to buy, sell, or develop property. *This document is designed to assist individuals applying for zoning verification letters with the City. Please reach out to CityPlanning@Dearborn.Gov with any questions.*

1

ONLINE SUBMISSION TO THE PLANNING & ZONING DIVISION

The requirements for a zoning verification letter include:

1. \$50 zoning verification fee
2. The subject property's address and Parcel ID (PID)
3. Indicate whether you want a physical copy mailed alongside the digital copy

Planning & Zoning staff will contact you if they require additional information or clarifications.

2

DOCUMENT PREPARATION

Once all information has been submitted and the fee has been paid, your submission will be processed by staff in 5-10 business days.

After the form has been processed you will receive the following:

- 1). A Zoning Verification letter for the subject parcel,
- 2). A copy of the relevant Zoning Ordinance Section,
- 3). A link to digital copy of the City of Dearborn's zoning map.

If you selected the option to have a physical copy mailed to the contact address provided, the letter will be mailed when the digital letter is provided to the applicant.

FREQUENTLY ASKED QUESTIONS

I have multiple properties, can I apply once for multiple letters?

One application and fee can only be used for one parcel. Each additional parcel (PID) will require a new application and fee.

How long will it take for me to receive the letter?

It may take up to 5-10 business days. If a physical copy is requested, it will be mailed within two business days that the digital letter is sent.

I have additional information related to the property that I would like provided.

This process is specifically for Zoning Verification Letters, and will not provide any additional information outside of the 3 documents listed. For any additional questions or information related to a property, please submit an inquiry form on the Planning and Zoning page of the City of Dearborn website [HERE](#) for the most immediate response. Please note that some information may not be provided outside of a FOIA request. Additionally, Planning & Zoning Division policy dictates that the team will not fill out any external forms or questionnaires.