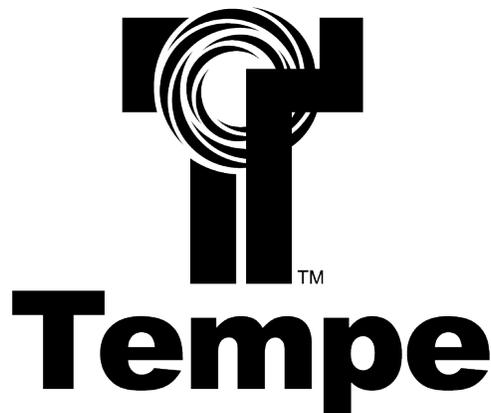


ZONING VERIFICATION LETTER REQUEST

COMMERCIAL + INDUSTRIAL + RESIDENTIAL + MIXED-USE

A Zoning Verification Letter is an official letter issued by the City of Tempe Planning Division that allows property owners, lenders, or prospective buyers to 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 any planning entitlements related to the property in question.

Note: Zoning Verification Letters do not verify compliance with development standards, parking, or certify legal non-conforming status; nor do letters verify building or zoning code violations. Additionally, letters do not include copies of Certificates of Occupancy.



Community Development Department
Planning Division

31 East 5th Street, Garden Level East Tempe, Arizona 85281 (480) 350-4311 or (480) 350-8400 TDD

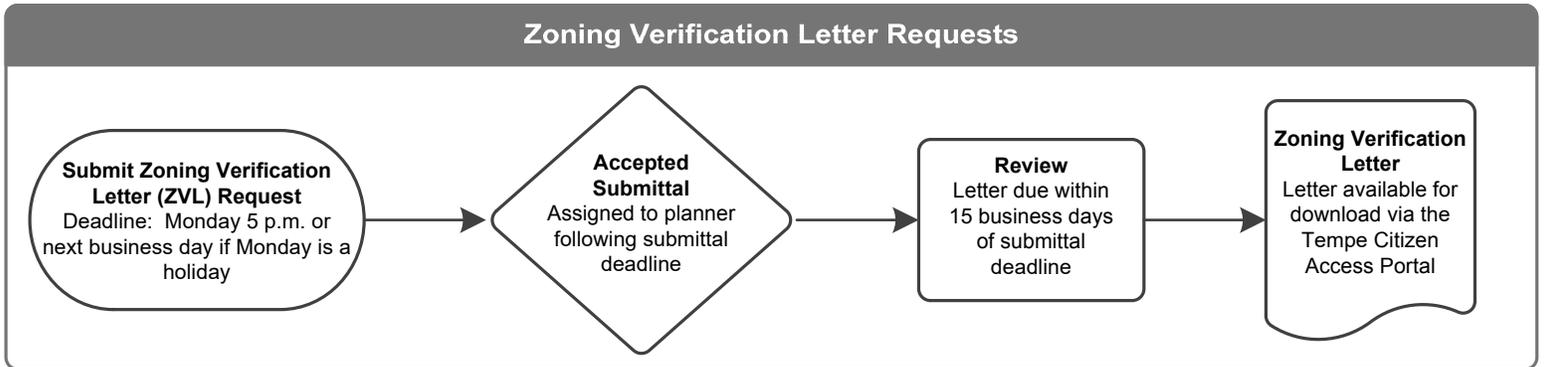
Revised June 21, 2024

Zoning Verification Letter Request Process

City of Tempe
Community Development Department
31 East 5th Street, Garden Level, Tempe, Arizona 85281
(480) 350-4311 Fax: (480) 350-8677
Planning Fax: (480) 350-8872
<http://www.tempe.gov/planning>



Zoning Verification Letter Requests



Please note the following:

- The approximate turnaround time for ZVL requests is 15 business days after the submittal deadline.
- The ZVL request is per project. A project with multiple parcels may be processed as one application if it is part of one single project or development.
- Developments originally processed separately will require multiple applications and fees.
- The ZVL will not verify compliance with development standards, parking, or certify legal non-conforming status.
- Copies of Certificates of Occupancy (CO) will not be included with the ZVL. To obtain a copy of a CO, contact Building Safety to submit a Public Records Request at (480) 350-4311 or permitcenter@tempe.gov.
- The ZVL will not verify building or zoning code violations. To obtain this information, contact Building Safety or Code Compliance at (480) 350-4311.
- ZVL requests are accepted via the Tempe Citizen Access Portal. Requests by email, mail, fax, or in person will not be accepted.

Zoning Verification Letter Requests (How to) Guide



This step-by-step guide will assist you with the Zoning Verification Letter request and retrieval process.

STEP 1 – Login

- If you have not already done so, please [create an account](#) with the [Tempe Citizen Access \(TCA\) Portal](#).
- Once an account is created, proceed by logging in with your new credentials.

Welcome to Tempe's Citizen Portal
We are pleased to offer our citizens, businesses, and visitors access to government services online, 24 hours a day, 7 days a week.

In addition to our current services, Building Safety and Engineering Private Development are offering Residential permit applications via this portal. To access these services you will need to login to the system. The City of Tempe will be offering additional application submittals in the future.

[View project information use Search Application links below.](#)
[Applying for a permit or submitting a complaint](#)

If you are a new user you may [register](#) for a free Citizen Access account. It only takes a few simple steps and you'll have the added benefits of seeing a complete history of applications, access to invoices and receipts, checking on the status of pending activities, and more.

Login

User Name or E-mail:

Password:

Remember me on this computer

[I've forgotten my password](#)
[Register for an Account](#)

STEP 2 – Dashboard

- The dashboard is where you can view items in your cart and applications in progress.
- Click the home button to start a brand-new application or navigate to the following URL if the home button is not visible: <https://epermits.tempe.gov/CitizenAccess/Default.aspx>

[Home](#) [Search](#) [New](#) [Schedule](#) [Return to City of Tempe Arizona](#)

Announcements Logged in as: City Tempe Collections (0) [Cart \(1\)](#) [Account Management](#) [Logout](#)

Search...

Hello, City Tempe

Saved In Cart (1) [View Cart](#)

Zoning Verification Letter 19TMP-002549 08/07/2019	\$345.00
--	----------

My Collection (0) [View Collections](#)

You do not have any collections right now.

Cart Total \$345.00

Work In progress [View All Records](#)

Record Name	Record ID	Module	Creation Date	Action
Zoning Verification Letter	19TMP-002549	Planning	8/7/2019 12:00:00 AM	Resume Application

Zoning Verification Letter Requests (How to) Guide



STEP 3 – Create an application

- Under the “Planning & Signs” header, select “Create an Application”.

What would you like to do today?
To get started, select one of the services listed below:

General Information <hr/> Lookup Property Information Search for a Licensee	Building Safety <hr/> Create an Application Search Applications Schedule an Inspection
Enforcement <hr/> Search Applications	Private Development Engineering <hr/> Create an Application Search Applications Schedule an Inspection
Planning & Signs <hr/> Create an Application Search Applications Schedule an Inspection	Engineering Dry Utilities <hr/> Create an Application Search Applications Request an Inspection
Traffic Complaints <hr/> Submit a Complaint	Transportation & Residential Parking <hr/> Create an Application Search Applications

Zoning Verification Letter Requests (How to) Guide



STEP 4 – Review the terms

- Please read and review the terms within the window.
- If you agree to the terms, check the box “I have read and accepted the above terms” and click “Continue Application” to proceed.

Online Application

An incomplete submittal will cause delays in processing. For additional information about the application process, please visit [Planning's Applications, Forms and Permits site](#).

NOTICE: All Planning and Sign submittals require staff review before a decision is rendered. You will be notified of the application status via email or phone, or you can check the status through our online portal. If there are any questions, please contact us at (480)350-4311.

Please "Allow Pop-ups from This Site" before proceeding. You must accept the General Disclaimer below before beginning your application.

General Disclaimer

While the City of Tempe ("City") attempts to keep its Web information accurate and timely, the City neither warrants nor makes representations as to the functionality or condition of this Web site, its suitability for use, freedom from interruptions or from computer virus, or non-infringement of proprietary rights. Web materials and information (collectively "Materials") have been compiled from a variety of sources and are subject to change without notice from the City as a result of updates and corrections.

I have read and accepted the above terms.

Continue Application »

Zoning Verification Letter Requests (How to) Guide



STEP 5 – Selecting a record type

- Click the “Planning” drop-down header and select the “Zoning Verification Letter” button.
- Click “Continue Application” to proceed.

Select a Record Type

Choose one of the following available record types. For assistance or to apply for a record type not listed below please contact us at (480) 350-4311.

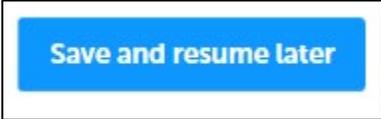
▼ Planning

Sign Permit

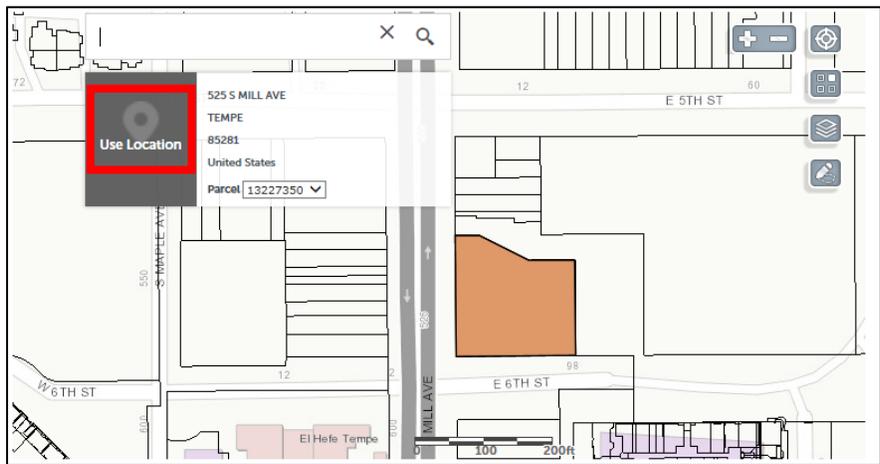
Zoning Verification Letter ←

STEP 6 – Location Information

- You can confirm the location of the request by using the interactive map, typing in the address, or typing in the Assessor Parcel Number (APN).
- At any time throughout the application process you can save your progress and resume the application at a later time by clicking “Save and Resume Later” on the bottom right hand corner of the screen.
- Use one of the following methods to confirm the location of the request:



- Search by Map Option
 - To use the map, click “Show Map” and type in the address into the search bar or manually select a parcel within the map.
 - Once you have a parcel highlighted, click “Use Location” in the pop-up window.



Zoning Verification Letter Requests (How to) Guide



- Confirm that the location information is correct in the pop-up window and click “Select”.

Parcel Search Result List

Showing 1-1 of 1

Parcel Number	Lot	Block	Subdivision
<input checked="" type="radio"/> 13227350	21	132	TEMPE

Associated Addresses

Showing 1-1 of 1

Address	City	State	Zip
<input checked="" type="radio"/> 525 S MILL AVE, TEMPE MARICOPA AZ 85281, 525 S MILL AVE TEMPE, AZ	TEMPE	AZ	85281

Associated Owners

Showing 1-2 of 2

Name	Address
<input checked="" type="radio"/> TEMPE CITY OF	PO BOX 5002 TEMPE AZ 85281
<input type="radio"/> TEMPE CITY OF	115 E 5TH ST STE 2 TEMPE AZ 85281-0000

- The location information will now automatically populate.

- Search by Address Option

- Provide the address for your subject property under the “Address” header and click “Search”.
- If you find that the *Search by Address* result list comes up with no results, try leaving the “City”, “State”, and “Zip” fields empty or try the *Search by Parcel* option.

Street No.: * Direction: Street Name: * Street Type:

Unit Type: Unit No.:

City: State: Zip: Country:

Zoning Verification Letter Requests (How to) Guide



- Confirm that the location information is correct in the pop-up window and click “Select”.

Parcel Search Result List [X]

Showing 1-1 of 1

Parcel Number	Lot	Block	Subdivision
<input checked="" type="radio"/> 13227350	21	132	TEMPE

Associated Addresses

Showing 1-1 of 1

Address	City	State	Zip
<input checked="" type="radio"/> 525 S MILL AVE, TEMPE MARICOPA AZ 85281, 525 S MILL AVE TEMPE, AZ	TEMPE	AZ	85281

Associated Owners

Showing 1-2 of 2

Name	Address
<input checked="" type="radio"/> TEMPE CITY OF	PO BOX 5002 TEMPE AZ 85281
<input type="radio"/> TEMPE CITY OF	115 E 5TH ST STE 2 TEMPE AZ 85281-0000

- The location information will now automatically populate.

- Search by Parcel Number Option

- Provide the parcel number for your subject property under the “Parcel” header and click “Search”.

Parcel

Parcel Number: *

Subdivision: Lot: Block:

Legal Description:

Zoning Verification Letter Requests (How to) Guide



- Confirm that the location information is correct in the pop-up window and click “Select”.

Parcel Search Result List

Showing 1-1 of 1

Parcel Number	Lot	Block	Subdivision
<input checked="" type="radio"/> 13227350	21	132	TEMPE

Associated Addresses

Showing 1-1 of 1

Address	City	State	Zip
<input checked="" type="radio"/> 525 S MILL AVE, TEMPE MARICOPA AZ 85281, 525 S MILL AVE TEMPE, AZ	TEMPE	AZ	85281

Associated Owners

Showing 1-2 of 2

Name	Address
<input checked="" type="radio"/> TEMPE CITY OF	PO BOX 5002 TEMPE AZ 85281
<input type="radio"/> TEMPE CITY OF	115 E 5TH ST STE 2 TEMPE AZ 85281-0000

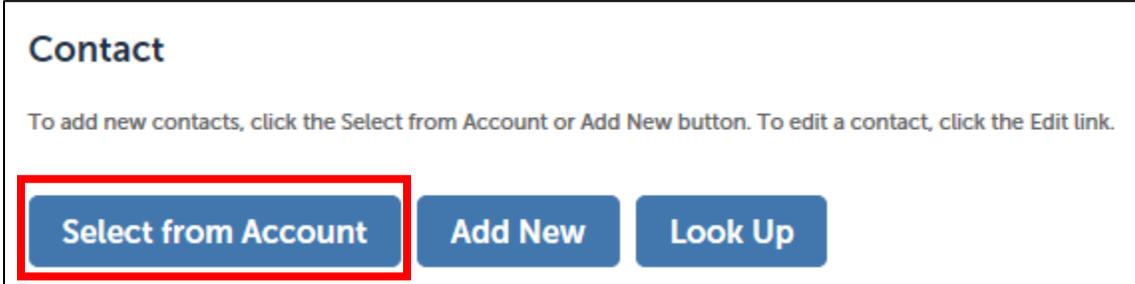
- The location information will now automatically populate.

Zoning Verification Letter Requests (How to) Guide

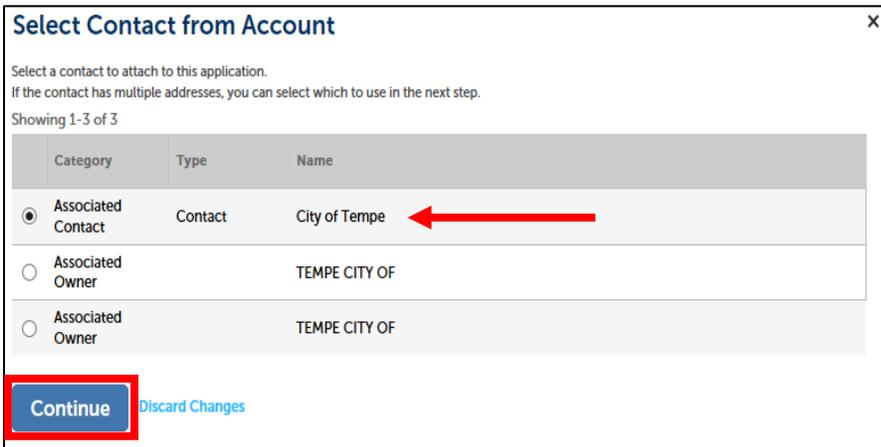


STEP 7 – Contacts

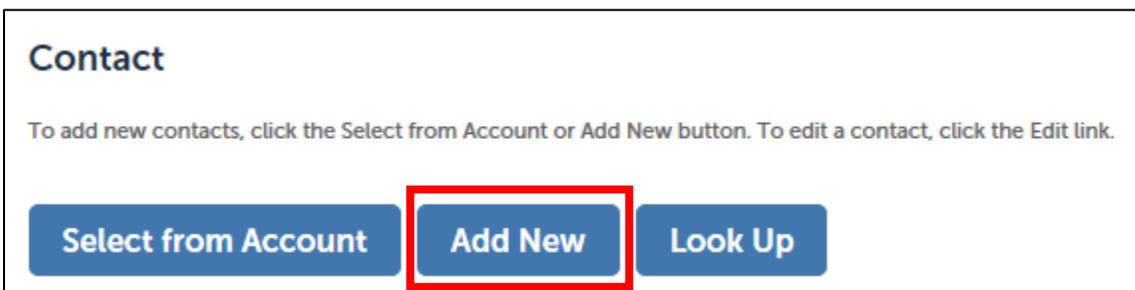
- If you want to select the contact associated with your TCA account, under the Contact header, click “Select from Account”.



- Select the “Associated Contact” button to auto-fill the contact with your information.



- If you want to add a contact that is not associated with your TCA account, under the Contact header, click “Add New”.



Zoning Verification Letter Requests (How to) Guide



- Fill in all required information in the pop-up window and click “Continue”.

Contact Information

First: * Middle: Last: *

City: of Tempe

Name of Business:

Primary Phone:

Alternate Phone: Alternate Phone 2:

E-mail:

Address Line 1:

Address Line 2:

City: State: Zip:

Tempe AZ 85280-

Continue Clear Discard Changes

- Verify that the information is correct and click “Continue Application” to proceed.

Contact

To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.

✔ Contact added successfully.

City of Tempe
planning@tempe.gov
Home phone:480-350-4311
Mobile Phone:
Work Phone:
Fax:
[Edit](#) [Remove](#)

Continue Application »

Zoning Verification Letter Requests (How to) Guide



STEP 8 – Project Details

- Enter the name of the development site under the “Application Name” field.
- Any additional details pertinent to the request can be included in the “Detailed Description” text box.
- Click “Continue Application” to proceed.

Detail Information

A project with multiple parcels may be processed as one request if it is part of a single project or development. Developments originally processed separately will require multiple requests and fees.

Application Name: *

Detailed Description:

[Continue Application »](#)

Save and resume later

STEP 9 – Attachments (Optional)

- Attach any documentation that may assist with your request (site plans, aerial maps, etc.)
- Once all attachments have been uploaded (if any), click “Continue Application” to proceed.

Attachment

Attachments are **not required** for submitting Zoning Verification Letter requests. However, if you have supporting documentation that could assist in your request, such as parcel maps, aerials, or site plans, please attach here.

The maximum file size allowed is 16 MB.
The following file types are not allowed to upload: .html; .htm; .mht; .mhtml; .exe; .bat; .dll; .jsp; .js; .cs; .msi; .exe; .config;.

Name	Type	Size	Latest Update	Action
No records found.				

Add

[Continue Application »](#)

Save and resume later

Zoning Verification Letter Requests (How to) Guide



STEP 10 – Review

- Review your application and verify that all information is correct.
- Once you have confirmed the information is correct, click “Continue Application” to proceed.

Please review all information below. Click the “Edit” buttons to make changes to sections or “Continue Application” to move on.

Record Type

Zoning Verification Letter

Address

525 S MILL AVE
TEMPE AZ 85281
United States

Parcel

Parcel Number: 13227350
Lot: 21
Block: 132
Legal Description: TEMPE LOTS 21, 22, 23, 24 & 25 BLK 3 & ALSO BEG 125' E O F SW COR BLK 3 E 50' N 159.5' W 50' S 159.5' TO POB

Owner

TEMPE CITY OF

Contact

City of Tempe
Primary Phone: 480-350-4311
E-mail: planning@tempe.gov

Detail Information

Application Name: Tempe City Hall

Attachment

The maximum file size allowed is 16 MB.
The following file types are not allowed to upload: html; htm; mht; mhtml; .exe; .bat; .dll; .jsp; .js; .cs; .msi; .exe; .config;.

Name	Type	Size	Latest Update	Action
No records found.				

Continue Application » **Save and resume later**

Zoning Verification Letter Requests (How to) Guide



STEP 11 – Payment

- Verify that the number of applications and the fee amount is correct.
- Click “Check Out” to proceed to your cart or click “Continue Shopping” to add additional applications to your shopping cart.

Listed below are preliminary fees based upon the information you've entered. Some fees are based on the quantity of work items installed or repaired. Enter quantities where applicable. The following screen will display your total fees.

Application Fees

Fees	Qty.	Amount
Zoning Verification Letter	<input type="text" value="1"/>	\$345.00

TOTAL FEES: \$345.00
Note: This does not include additional inspection fees which may be assessed later.

[Recalculate](#)

[Check Out »](#) [Continue Shopping »](#)

STEP 12 – Cart

- Confirm that the items in your cart are correct and click “Checkout” to proceed or click “Edit Cart” to edit the quantity and remove items from the cart or click “Continue Shopping” to add additional applications to the cart.

Click on the arrow in front of a row to display additional information. Items can be saved for a future checkout by clicking on the Save for later link.

PAY NOW

525 S MILL AVE, TEMPE AZ 85281 United States
1 Application(s) | \$345.00
▶ Zoning Verification Letter 19TMP-002549 Total due: \$345.00

Total amount to be paid: \$345.00
Note: This does not include additional inspection fees which may be assessed later.

[Checkout »](#) [Edit Cart »](#) [Continue Shopping »](#)

Zoning Verification Letter Requests (How to) Guide



STEP 13 – Payment Information

- You can pay the fee with a credit card or bank account.
- The system will prompt you to fill out different information based on which payment method you choose.
- Fill in all required information and click “Submit Payment” to proceed.

Payment Options

Amount to be charged: \$345.00

Pay with Credit Card
 Pay with Bank Account

Credit Card Information:

Card Type: * Card Number: * Security Code: * ?

--Select--

Name on Card: * * Exp. Date:

 01 2019

Credit Card Holder Information:

Auto-fill with

Country:

Street Address: *

City: * State: * Zip: *

Phone: *

E-mail:

Submit Payment »

Zoning Verification Letter Requests (How to) Guide



STEP 14 – Receipt

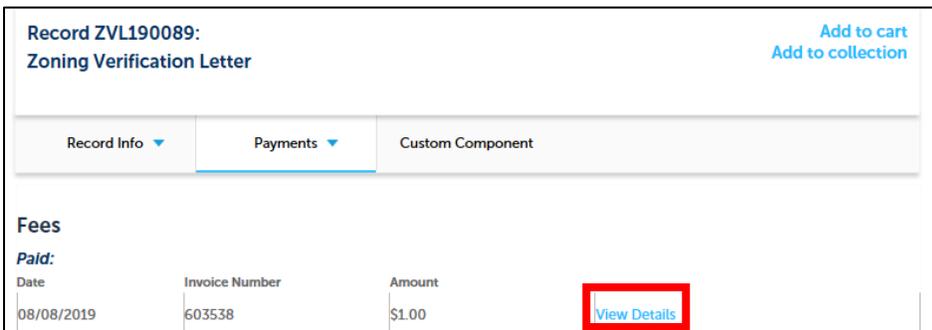
- Your application has been successfully submitted.
- A confirmation email will be sent to the email address on record for the TCA account.



- You can click the link of your newly created ZVL tracking number to review your application, view the receipt, and check the status of your request.



- Click on the “View Details” link to open the receipt.



- It is recommended that you save/print a copy of the receipt for your records.
- Zoning Verification Letters have an approximate processing time of 15 business days from the submittal deadline (Mondays at 5 p.m.).

Zoning Verification Letter Requests (How to) Guide

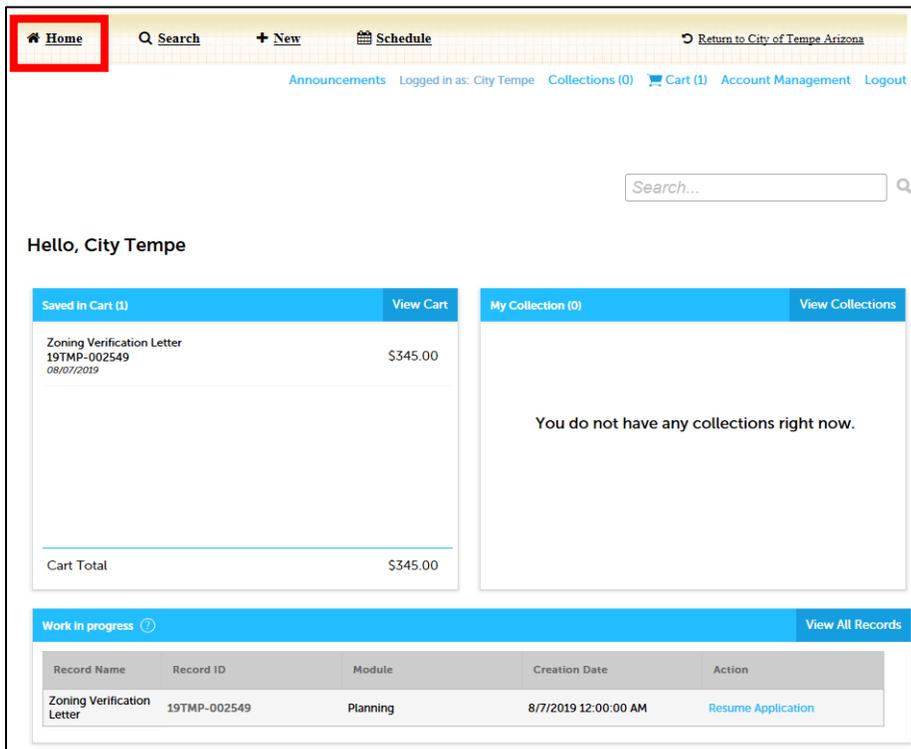


Step 15 – Document Retrieval

- Your Zoning Verification Letter is complete and ready for you to download!
- An email notification will be sent to the email address on record for the TCA account notifying you that the letter is ready.



- Navigate to the home screen of your TCA account.



Zoning Verification Letter Requests (How to) Guide



- Under the “Planning & Signs” header, select “Search Applications”.

What would you like to do today?
To get started, select one of the services listed below:

General Information <hr/> Lookup Property Information Search for a Licensee	Building Safety <hr/> Create an Application Search Applications Schedule an Inspection
Enforcement <hr/> Search Applications	Private Development Engineering <hr/> Create an Application Search Applications Schedule an Inspection
Planning & Signs <hr/> Create an Application Search Applications Schedule an Inspection	Engineering Dry Utilities <hr/> Create an Application Search Applications Request an Inspection
Traffic Complaints <hr/> Submit a Complaint	Transportation & Residential Parking <hr/> Create an Application Search Applications

- Look for the record that matches your request with an “Issued” status and click the record number link.

Planning/Signs: For assistance, please contact us at (480) 350-4311.

Search...

Records

Showing 1-4 of 4 | [Download results](#) | [Add to collection](#) | [Add to cart](#)

<input type="checkbox"/>	Date	Record Number	Record Type	Description	Project Name	Status	Action	Short Notes
<input type="checkbox"/>	08/12/2019	ZVL190091	Zoning Verification Letter		525 Building	Issued		

Zoning Verification Letter Requests (How to) Guide



- Click the "Record Info" drop down button and select "Attachments".

Planning/Signs: For assistance, please contact us at (480) 350-4311.

Search...

Record ZVL190091:
Zoning Verification Letter
Record Status: Issued

[Add to cart](#)
[Add to collection](#)

Record Info ▾ | Payments ▾ | Custom Component

Record Details
Related Records
Attachments
Inspections

Record Details
Project Description:
525 Building
Owner:
TEMPE CITY OF
[▶ More Details](#)

- Click the PDF link to download the PDF (*Please be patient as the file may take a while to download*).

Record ZVL190091:
Zoning Verification Letter
Record Status: Issued

[Add to cart](#)
[Add to collection](#)

Record Info ▾ | Payments ▾ | Custom Component

Attachments

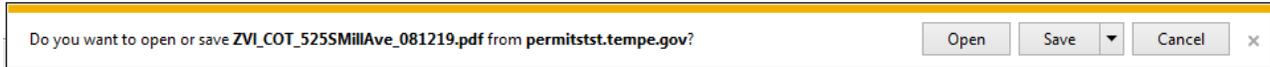
The maximum file size allowed is 16 MB.
The following file types are not allowed to upload: .html; .htm; .mht; .mhtml; .exe; .bat; .dll; .jsp; .js; .cs; .msi; .exe; .config;.

Name	Record ID	Entity Type	Type	Size	Latest Update	Action
ZVL_COT_525MillAve_081219.pdf	ZVL190091	Record	Correspondence ZVL	0 bytes	08/13/2019	Actions ▾

Zoning Verification Letter Requests (How to) Guide



- If you are using Internet Explorer, this download notification will appear on the bottom of the screen:



- If you are using Google Chrome, this download notification will appear on the bottom of the screen:



If you have issues or questions at any point throughout the Zoning Verification Letter Request process, please contact the Planning Division at (480) 350-4311 or planning@tempe.gov. Thank you for doing business in Tempe!