



**Community Development Department**

315 Kennel Ave/PO Box 248

Molalla, OR 97038

Phone 503.759.0205

[www.cityofmolalla.com](http://www.cityofmolalla.com)

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**ZONING VERIFICATION LETTER**

The purpose of a Land Use and Zoning Letter is to confirm in writing the allowed uses, development standards, and regulations applicable to a specific site. Zoning verification letters can be requested by anyone at any time.

Land Use and Zoning Letters are not purposed to provide information on real estate or property speculation. Information on proposed uses is limited to standards and regulations contained in the city code, relevant to a particular type of use, not a specific development.

For information regarding a development proposal, you may consult the city code available on The City of Molalla planning page ([www.cityofmolalla.com](http://www.cityofmolalla.com)), submit a zoning checklist, or seek the advice of a planning consultant or land use attorney.

Please allow 30 days for processing. This time may vary based on workload of our planning department.

**Making Requests**

Mail in requests (info above) or email them to: [communityplanner@cityofmolalla.com](mailto:communityplanner@cityofmolalla.com)

- Request must include:
- Written request
  - Site plan
  - Fee per parcel/lot (see Molalla fee schedule for current pricing)

Payment can be made in-person at the Molalla Community Development Department in the form of check, Visa or Mastercard. Payment can be made via phone in the form of Visa or Mastercard.

**Applicant information**

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

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

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

**Property Information**

Site address: \_\_\_\_\_

Zoning district: \_\_\_\_\_ Overlay: \_\_\_\_\_ Tax lot # \_\_\_\_\_

Tax Account Number(s): \_\_\_\_\_ T: \_\_\_\_\_ R: \_\_\_\_\_ S: \_\_\_\_\_

**Check All Information Being Requested**

Existing Status of Property

Zoning district & zoning overlay districts applied to the property: \_\_\_\_\_

If current Development/Use are conforming or non-conforming: \_\_\_\_\_

Any known, outstanding, code violations on the property: \_\_\_\_\_

Recent Land Use Decisions and Conditions of Approval: \_\_\_\_\_

- Form 2015 – Present
- These will be typed into the letter, for copies of documents a separate public records request will be required.

The Land Use & Zoning Letter is based upon available records. Not all records are available for all properties. The city will make efforts to find documents such as land use approvals but cannot guarantee such records exist.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_