

## **Zoning Verification Letter**

A request for a *Zoning Verification Letter* must be submitted in writing to:

John Cox, Zoning Supervisor  
271 W. 3<sup>rd</sup> St. N.  
Wichita, KS 67202

or by email to: [john.cox@sedgwick.gov](mailto:john.cox@sedgwick.gov)

The written request must include the following information:

- Detailed description of the zoning information needing verification
- Address of the property (if assigned)
- Legal description of the property
- County Property Identification Number (PIN) for the property
- Name, mailing address, e-mail address, and phone number of person making the request

The fee for preparing a Zoning Verification Letter is \$125. (Make checks payable to “**MABCD**”.) The time to process a Zoning Verification Letter request is five (5) business days; although, some requests will require additional time to clarify with the requestor the information needing verification.