

Zoning Verification Letter

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

John Cox, Zoning Supervisor
271 W. 3rd St. N.
Wichita, KS 67202

or by email to: 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 \$15 per one-half hour with a one-half hour minimum. 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.