



**Planning and Inspections Department**  
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**ZONING CERTIFICATION INFORMATION FORM**

The following items are necessary in order to process Zoning Certification Letter Applications:

**1. APPLICATION FORM**

Complete all sections of the application form.

**2. ZONING CERTIFICATION LETTER FEE**

Please make checks payable to **CITY OF SUWANEE**. The fee is non-refundable.

**Zoning Certification Fee ----- \$20.00**

**3. LEGAL DESCRIPTION**

**4. BOUNDARY SURVEY**

**APPLICATION FOR ZONING CERTIFICATION LETTER**

**APPLICANT INFORMATION**

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

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

City: \_\_\_\_\_  
\_\_\_\_\_

State: \_\_\_\_\_  
\_\_\_\_\_

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

Contact Person: \_\_\_\_\_

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

**OWNER INFORMATION**

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

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

City: \_\_\_\_\_

State: \_\_\_\_\_

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

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

**PARCEL INFORMATION**

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

Parcel number: \_\_\_\_\_      Zoning: \_\_\_\_\_

<b>Questions</b>	<b>Yes</b>	<b>No</b>
1. Is the zoning certification letter fee submitted with the submission?		
2. Is the legal description of the subject property included with the submission?		
3. Is the boundary survey of the subject property included with the submission?		
<b>If the answer to any of the questions 1-3 is "NO" then the City may not accept the application</b>		

*Office Use Only* \_\_\_\_\_

*Date Accepted:* \_\_\_\_\_ *Letter #:* \_\_\_\_\_ *Amt. Paid* \_\_\_\_\_ *Check No.* \_\_\_\_\_

*Received by:* \_\_\_\_\_