



Zoning Letter Request

This application is for a Zoning Verification Letter **only**. If you are requesting additional information and or documentation such as: Variances, Special Exceptions, Special Conditions, Special Permits, Site Plan Information, Certificate of Occupancy (B&C), and Open Zoning Violations, a FOIA Request will be required. Please fill out a Freedom of Information Act Request form and submit to Anderson County Attorney's Office. Please note for Certificate of Occupancy contact Building and Codes at (864) 260-4158.

**** Due to the high volume of requests, please allow 48-72 hours for processing. ****

Date: _____

From: (Print Name)

(Mailing Address)

(Telephone and/or Fax)

(Email Address)

Property Request Information

TMS#: _____

Physical Address: _____
(If different from the mailing address)

Do you request to have the letter: Faxed () Mailed () Emailed ()

Processing Fee (Zoning Only) is \$20.00 per Parcel or Tract.

Detailed Research Processing Fee \$50.00 per Parcel or Tract.

Check, Cash or Credit Card Payment are accepted in our office. Check payments may be mailed "NO CASH" payment.

Once payment has been received, your zoning letter will be issued.

For Official Use Only:

Request taken by: _____

Request taken by: Walk-in () Mailed () Faxed () Emailed ()

Date and Time: _____