



# Zoning Letter Request

**Processing Fees Vary (Please reference section titled property request information)**

**Please submit processing fees and applications simultaneously**

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

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.

## Please select which type of zoning letter is being requested:

**General Zoning Letter:** States if a parcel is zoned or not, if zoned states the specific type of zoning.

**Research Zoning Letter:** provides extensive detail about requested information. **If requesting a research zoning letter please provide a separate detailed attachment stating what information is being requested.**

## Applicant Information:

Date: \_\_\_\_\_

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

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

Telephone or Fax: \_\_\_\_\_

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

## Property Request Information:

TMS#: \_\_\_\_\_

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

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

**General Zoning Letter Processing Fee: \$50.00 per parcel or tract unless contiguous**

**Research Letter Processing Fee: \$100.00 per parcel or tract**

Checks: accepted in office and by mail

Cash: accepted in office only

Card: accepted in office or over phone (SC.GOV processing fee will apply)

## **For Official Use Only:**

Request taken by: \_\_\_\_\_

Request taken by: Walk-in      Mailed      Faxed      Emailed

Date and Time: \_\_\_\_\_

Anderson County Planning & Development  
401 East River Street, Anderson, South Carolina 29624  
Email: [planning@andersoncountysc.org](mailto:planning@andersoncountysc.org)  
Phone: (864) 260-4719 Fax: (864) 260-4795