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: $60.00 per parcel or tract unless contiguous
Research Letter Processing Fee: $125.00 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
Phone:(864)260-4719 Fax: (864) 260-4795