



Document Request Form

LOCATION	APPLICANT INFORMATION
Business Name _____	Name _____
Street Address _____	Street Address _____
City, State, Zip _____	City, State, Zip _____
Subdivision/Shopping Center _____	Phone Number _____
CLT _____ Zoning District _____	Email _____

SELECT REASON FOR REQUEST	OFFICE USE ONLY:
<input type="checkbox"/> Building Letter (Explain Below) \$50 per hour of research **	INSP # _____
<input type="checkbox"/> Zoning Letter (Explain Below) \$50 per parcel ***	Queued _____
<input type="checkbox"/> Other (Explain Below): \$50 per hour of staff time	Completed _____

PROPERTY USE AND RESEARCH REQUEST DETAILS
<p>** If Building Letter was issued prior to 2000, please provide a date range. Info beyond 1988 may not be accessible.</p>
<p>*** If Zoning Letter, please provide proposed use of the property.</p>
Empty space for details

Fees for the Building & Zoning Letter are for one hour of research. If your request requires more than one hour, there will be an additional fee of \$50 per hour. Our staff will reach out to you prior to charging for the additional fee.

APPLICANT'S SIGNATURE _____ DATE _____