



# Zoning Confirmation Request

File Number: \_\_\_\_\_

<b>FOR INTAKE, STAFF USE ONLY</b>		<input type="checkbox"/> Y <input type="checkbox"/> N Unincorporated MC
Date Received _____	Plan District _____	
Received By _____	Bill # _____	
Qtr Sec Map(s) _____	Building Permit # _____	
Overlay Zone _____ Base Zone _____	Related File# _____	

**APPLICANT: Complete all sections below that apply to the proposal.**

Email the completed application and any supporting documents to [LandUseIntake@portlandoregon.gov](mailto:LandUseIntake@portlandoregon.gov).

**Application Type** - The purpose of a zoning confirmation letter is to verify in writing the allowed uses, development standards, and regulations applicable to a specific site. Zoning confirmation letters may fall into either the Tier 2 or Tier 3 category. Please indicate below which type of letter you are requesting.

**Tier 2 - Bank Letter Analysis**

- Description of current zoning
- List of applicable land use history
- Response in 3 to 4 weeks

**Tier 2 - LUCS**

- Land Use Compatibility Statement
- Project description required
- Analysis of whether the use is allowed in the zone
- Response in 3 to 4 weeks

**Tier 3 - Complex Zoning Analysis**

- Description of zoning and zoning history
- Details of permit and land use history
- Responses to specific questions
- Development analysis upon request
- Response in 6 to 8 weeks

**Requirements** - Zoning Confirmation Requests cannot be processed without the required fee. For fee information, please refer to the Land Use Services fee schedule: [www.portland.gov/bds/current-fee-schedules](http://www.portland.gov/bds/current-fee-schedules). To ensure the most accurate information, the properties listed below should include all of the lots that make up the site. You may use [www.portlandmaps.com](http://www.portlandmaps.com) or call the Zoning Information Line at 503-823-7526 to confirm property information. Submit an 8.5 x 11 inch site plan, showing property lines and all existing development. (For Tier 3 applications, please include a list of specific questions or zoning issues you would like addressed in the letter. The site plan submitted must include enough information to respond to the request.)

Site Address or Location \_\_\_\_\_

Site Tax Account Number(s) and Legal Description(s) – attach additional sheets, if necessary

Tax Account #	Property ID #	State ID #	Tax lot/Lot Block Addition/Section
R	R		
R	R		

Applicant Name (include company name, if any) \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Day Phone \_\_\_\_\_ email \_\_\_\_\_

Bank letter should be addressed to, or LUCS should be emailed to  Applicant  Other, address below

Other (Name & Company) \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Day Phone \_\_\_\_\_ email \_\_\_\_\_