



ZONING VERIFICATION LETTERS

The City of Escondido Planning Division is tasked with preparing Zoning Verification Letters, upon receipt of requests for such from an applicant. Requests shall be submitted online, through the *City of Escondido Permit and License Portal*, at the following link: <https://cwols.escondido.org/Portal/>. The standard fee of \$260.97 will be assessed and can be paid via credit card or e-check through the portal. (Hard-copy checks may be mailed subsequent to submitting the Zoning Verification Letter request through the portal, and must reference the case number assigned to the request at the time of application. Note that the request is not considered to have been filed until fees have been paid.) A separate request must be completed for each parcel/address in question unless multiple parcels are contiguous and comprise a single development (shopping center, apartment complex, etc.).

In order to respond to Zoning Verification Letter requests in a timely and efficient manner, the Planning Division has identified a set of standard information that will be provided, as follows:

- Zoning designation of subject property
- Zoning designations of abutting properties
- Permitted and conditionally permitted uses based on subject property's zoning designation
- Size of the property (based on City records)
- The use of the subject property (based on City records)
- Number of residential units and density (based on City records; if applicable)
- Whether the use of the subject property is a permitted, conditionally permitted, or unpermitted use
- Development standards
- Known nonconformity issues
- Ability to rebuild in the event of casualty (fire, flood, other natural causes)
- Information related to known zoning and building code violations
- Certificate(s) of Occupancy

Information requested beyond that stipulated above will require additional research and, as such, will incur an additional research fee at an hourly rate of \$183.00. City staff will inform an applicant of the anticipated research time required to identify and provide the additional information, and the additional fee must be submitted prior to the research being conducted.