



CITY OF
TUCSON

PLANNING &
DEVELOPMENT
SERVICES
DEPARTMENT

ZONING
ADMINISTRATION

NONCONFORMING ZONING STATUS REQUEST LETTER

A request for Nonconforming Zoning Status letter is required for uses or structures that have been in use, built prior to the current *Land Use Code* (LUC) or prior to annexation by the City that are not in conformance with the current LUC. A nonconforming structure is a structure or portion thereof, lawfully erected or altered, which no longer complies with the specific development regulations of the *LUC* applicable to the zoning category in which the building or structure is located. A nonconforming use is an existing land use activity lawfully established and maintained which no longer complies with land use regulations of the *LUC* applicable to the zoning category in which the land use activity is located. Zoning staff will research all information on file with the City of Tucson as accurately as possible based on the information provided in your letter but the City of Tucson assumes no liability for errors or omissions. All information is obtained from public records available to anyone wishing to review the information.

If you are requesting a Nonconforming Zoning Status letter, please send a letter to the City of Tucson's Zoning Administrator with the following information:

1. The name, address and telephone number of the person or company who is to receive the letter.
2. Your name, address, and telephone number.
3. The address and Pima County Tax Code number of the property.
4. The date of construction of the development or structures if known.
5. The type of development existing on the property.
6. The number of dwellings or apartments on the property if known.
7. Any background information you have that may help us with researching the property.

We require a separate letter to the Zoning Administrator for each property or development. **The cost for each letter is \$236.50 dollars.** A check for the correct amount should be included with each request for a letter. Indicate in your letter if you prefer to have the letter mailed, e-mailed, faxed or picked up in person. Please address your request for a Nonconforming Zoning Status letter to:

Zoning Administrator
Planning & Development Services Department
P. O. Box 27210
Tucson, Arizona 85726-7210

If you wish to fax your Nonconforming Zoning Status letter request, please send it to 520-791-5852. If you wish to e-mail your request, please e-mail it to: DSD_ZONING_ADMINISTRATION@TUCSONAZ.GOV The payment of \$236.50 (\$220.00 review fee plus 16.50 archive fee) may be mailed and the Nonconforming Zoning Status letter will be sent upon receipt of the check. Please make the check out to "City of Tucson".

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Planning & Development Services Department (DSD) - 201 North Stone Avenue
P.O. Box 27210 - Tucson, AZ 85726-7210
Telephone: (520) 791-5550 - Fax: (520) 791-5852
Website: www.ci.tucson.az.us/dsd
EMAIL: DSD_ZONING_ADMINISTRATION@TUCSONAZ.GOV