



National Zoning Consultants

The Standard
in Customer Service

LOUISIANA OFFICE
117 Frantom Lane
West Monroe, LA 71291

July 11, 2016

Ann Machado, Zoning Administrator
Permitting & Inspections Department
389 Congress Street, Room 315
Portland, Maine 04101

RE: Request for Zoning Verification Letter

Address: 1342 Forest Avenue
CBL: 294-D-021001

Dear Madam:

I have been retained to do a full property report on the property referenced above, which is located within your jurisdiction. I have attached a check in the amount of \$ _____ per your request.

Please address and send the above requested letter to:

Debbie Cannon
117 Frantom Lane
West Monroe, Louisiana 71291
Fax: 318-397-4040
Phone: 318-278-5603

The following information should be addressed in the letter:

1. What is the current zoning designation? Has the designation changed since the property was constructed? If the property is a planned development, please include a copy of the approved bulk requirements.
2. Does the jurisdiction consider this property to be nonconforming?



3. Are there any open code violations (**Zoning, Building and Fire Code violations**) on file? If so, please provide copies.

4. Were there any special permits, variances or site plans issued? If so, please provide copies.

5. Please attach any site plans, ordinances, or final building permits on file.

6. Please attach copies of the Certificates of Occupancy that have been issued for the property. If there are none available, please explain and state the number of approved units. Final permits will suffice if copies of Certificates cannot be found.

7. Please state in the letter how many units that were approved to be constructed. Are there any known illegally built units?

Please email a copy of the letter prior to mailing once it is completed.

If your zoning code is not accessible online, please remit a copy of the relevant sections.

If you have any questions or need further information from me regarding this request, please let me know immediately.

Sincerely



Debbie Cannon
Research Assistant
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West Monroe, LA 71291
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