



City of McDonough  
Community Development  
136 Keys Ferry Street, 3<sup>rd</sup> Floor  
McDonough, GA 30253  
Phone (678) 432-4622  
Fax (678) 432-4665

### **Zoning Certification Request Form**

Note: A separate application must be completed for each request.

A zoning certification is a written letter provided by the Department of Community Development at the request of the applicant to provide written certification of the current zoning of a parcel or tract of land located within the City Limits of McDonough, Georgia. The zoning certification letter is a standardized format adopted by the Department. We do not utilize any format which has been provided by the applicant. Furthermore, please note the Department of Community Development will not provide a development certification letter which attests to any as-built conditions of the site or to known violations or violation history. Please contact the Building and Construction Department at (770) 898-3506.

#### **Applicant Please Complete the Following Items (Please Print):**

Applicant Name (First/Last): \_\_\_\_\_

Company Name (Where Applicable): \_\_\_\_\_

Mailing Address (Number/Street/City/State/Zip Code): \_\_\_\_\_

---

Applicant 24 Hour Contact Number (Area Code/Number): \_\_\_\_\_

Applicant E-Mail \_\_\_\_\_

**The applicant must provide the following four (4) items in order to process the request:**

- A letter of request which asks the Community Development Director to prepare a zoning certification letter.
- A stamped and sealed closed boundary survey of the property.
- A legal description of the property which evidences the total acreage described on the attached boundary survey. **Note: The calls (bearings and distances) of the legal description must be in accord with the survey provided.**
- Fee payable to the City of McDonough (\$20 + \$5 per acre - check, money order or cash, we do not accept credit card. **Fee(s) are non-refundable.**

**Note: We Do Not Accept Facsimile Requests for Zoning Certifications.  
Please allow up to 4 weeks for processing of completed applications.**

#### **Staff Use Only- Do Not Write Below This Line**

---

Project Number: \_\_\_\_\_ Request Completed (date): \_\_\_\_\_

FEE: \$\_\_\_\_\_ Payment Method: Cash/Check/Money Order #\_\_\_\_\_

Comments: \_\_\_\_\_