



City of McDonough
Community Development
136 Keys Ferry Street, 3rd 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: _____