

INSTRUCTIONS FOR ZONING VERIFICATION LETTER

A Zoning Verification Letter is a formal letter from the Planning Division that may include zoning of a property, previous zoning entitlements, applicable rebuild clauses, whether a specific use is permitted, adjacent zoning information and any special overlays.

To request a zoning verification letter from the City, please complete the application and submit to the Planning Division. The application can be submitted by:

- Email to planner@cityofbrea.gov
- Mail to:
1 Civic Center Circle
Brea, CA 92821
ATTN: Planning Division
- In person at the front counter located on the 3rd floor of 1 Civic Center Circle, Brea, CA 92821.

Fees:

A Zoning Verification Letter requires an initial deposit of \$327 collected upon submittal of an application for up to 3 hours of staff time. Additional time will be charged at an hourly rate outlined in the fee schedule.

To submit the initial deposit by phone, please contact the Planning Division at 714-990-7674. To submit via check, please make the check payable to "City of Brea" and submit in person or by mail to the Planning Division at the address mentioned above.

*Please note that there may be a 1-2 day time delay in processing mail-in check payments.

Please be advised that, items such as: Requests regarding open Fire Code, Building Code and Zoning Code Violations, as well as copies of the Certificates of Occupancy, are handled separately as a [public records request](#) (and not a zoning letter).





ZONING VERIFICATION LETTER REQUEST APPLICATION

APPLICANT INFORMATION:

Applicant Name: _____ Phone: _____

Email: _____

Address: _____

City/State: _____ Zip Code: _____

PROPERTY INFORMATION:

Assessor's Parcel Number (APN): _____

Address: _____

City/State: _____ Zip Code: _____

Provide a list (or attachment) with the information requested:

INFORMATION ON DELIVERY OF LETTER:

All Zoning Verification letters will be delivered to the applicant's email within 10 business days of receiving both payment and completed application. Any special requests regarding the delivery of the letter, please contact the Planning Division at 714-990-7674 or planner@cityofbrea.gov.

STAFF USE ONLY

Date Time Received: _____ Due Date: _____

Received by: _____ Deposit Received: _____

Accela Record Number: _____

Letter Prepared by: _____ Date letter was delivered: _____