

Zoning Verification

Process and Submittal Requirements

Town of Oro Valley
Community and Economic Development Department - Planning Division
Questions: 520.229.4800 | orovalleyaz.gov



APPLICABILITY

A zoning verification is an official letter issued by the Town of Oro Valley that provides information on the legal uses, zoning, compliance, and development history. Zoning verification requests are per parcel; however, multiple parcels may be processed as one application if it is part of a single, contiguous development (such as a shopping center).

FEES

As specified in the OVZCR, all fees must be paid in full prior to acceptance of an application. The fees associated with a zoning verification include:

- \$100 per application/parcel (unless a single development)

SUBMISSIONS

To avoid delays in review, please be aware of the following:

- All applications must be submitted online.
- Please do not e-mail documents directly to staff as this may delay the submittal review process.
- All items must be submitted in PDF format.
- Please name PDF files in a self-explanatory manner such as "*Document Type – Date.*"

SUBMITTAL CHECKLIST

- A Letter that provides detailed questions to the specific items you are requesting (i.e., abutting zoning districts, allowed uses, certificate of occupancy, etc.)
- Any Supporting Documentation, such as maps, site plan, etc.

PROCESS

- Upon receipt of the request, Town staff will review the information and send an official verification letter (via email) to the applicant within ten (10) business days of the received date.