

### City of Fairburn Zoning Verification Process

The City of Fairburn requires that a request letter, a current boundary survey and legal description of the subject property, and a fee in the amount of \$75.00 be submitted in order to obtain a Zoning Verification Letter. Please allow 7-10 business days to process your request. Should you determine that additional documentation is needed, please make note of the following processes:

Item	Process
Copies of Approved Zoning Site Plans or Development Plans (Full Size)	Request for Public Records through the Open Records Request process with the City of Fairburn City Clerk.
Copies of Certificates of Occupancy	Contact the Building and Property Maintenance Department at (770) 964-2244 ext. 401
Information Regarding Additional Sections of Code (e.g. setbacks, parking requirements, Overlay District regulations)	Contact the Planning and Zoning Department at (770) 964-2244. For certified copies of subsequent sections of code a Request for Public Records through the Open Records Request process with the City of Fairburn City Clerk must be completed.
Code Violation Information on a Subject Property	Contact the Code Enforcement at (770) 964-2244.

Additionally, the City has adopted a format for Zoning Verification Letters and as such will not complete any form letters submitted with a request for Zoning Verification. The Zoning Verification Letter prepared by the City will only state the current zoning classification of the subject property and all applicable conditions of zoning will be attached.

If you have any questions, please contact Planning and Zoning at (770) 964-2244.