BOROUGH OF CARLISLE

ZONING VERIFICATION APPLICATION

Sustainable Community &
Economic Planning
53 W South Street · Carlisle, PA 17013
717-240-6930

Use this application to request a written zoning verification based on Borough records and the information submitted. A zoning verification does not authorize construction, occupancy, a change of use or other development and does not replace a zoning permit, UCC permit, certificate of occupancy, HARB approval, floodplain permit or other required approval.

1. PROPERTY INFORMATION

Property Address	**Cumberland County Tax Parcel No.**
Property Owner	**Owner Phone / Email** *If known*
Current Use of Property	**Number of Dwelling / Tenant Units**
Property / Area to Be Verified	**Related Permit / Application No.** *If applicable*

2. REQUESTOR INFORMATION

Requestor Name / Company	**Requestor Phone / Email**
Requestor Mailing Address *Street, city, state and ZIP*	**Relationship to Property** ☐ *Owner* ☐ *Buyer* ☐ *Agent* ☐ *Lender* ☐ *Other*
☐ Property sale / purchase	☐ Financing / refinancing
☐ Due diligence	☐ Current-use verification
☐ Proposed-use inquiry	☐ Zoning district / dimensional information
☐ Nonconforming status	☐ Permit or approval history
☐ Other: _____	

3. VERIFICATION REQUESTED

State each question precisely. Identify the existing or proposed use, structure or condition to which the request relates. Attach additional pages when necessary.

Specific zoning question(s) or written determination requested

Requested Response Date *Subject to staff availability and completeness*	**Preferred Delivery** ☐ *Email* ☐ *Mail* ☐ *Pickup*

4. INFORMATION SUPPLIED BY REQUESTOR

Existing Use / Occupancy Claimed	**Proposed Use / Activity, if any**
Existing Structures / Improvements	**Known Nonconforming Conditions**

Documents, permits, plans or prior approvals relied upon

☐ Deed / property description	☐ Survey / site plan

☐ Prior zoning permit or decision	☐ Certificate of occupancy
☐ Photographs	☐ Narrative or supporting letter
☐ Owner authorization	☐ Other: _____

5. REQUESTOR CERTIFICATION

1. I certify that the information and documents submitted with this request are true, accurate and complete to the best of my knowledge.

2. I understand that the Borough's response will be based on the facts presented, available municipal records and the Zoning Ordinance in effect on the date of the response.

3. I understand that a zoning verification is informational only and does not constitute a zoning permit, approval of a proposed use or development, certification of title or property boundaries, or waiver of any applicable requirement.

4. I understand that inaccurate, incomplete or subsequently changed facts may invalidate or limit the Borough's response.

Requestor Printed Name / Title	**Date**
Requestor Signature	**Owner Authorization Attached** ☐ *Not applicable* ☐ *Yes* ☐ *No*

6. ADMINISTRATIVE REVIEW — BOROUGH USE ONLY

Verification Request No.	**Date Received / Fee Paid**
Zoning District	**Overlay / Special District**
Historic District ☐ *No* ☐ *Yes*	**Identified Floodplain Area** ☐ *No* ☐ *Yes*
Current Use Classification	**Use Status** ☐ *Conforming* ☐ *Nonconforming* ☐ *Undetermined*
☐ Borough permit records reviewed	☐ Zoning decisions reviewed
☐ Certificate-of-occupancy records reviewed	☐ Site plan / survey reviewed
☐ Additional information required	☐ Legal / engineering review requested

Record sources and review notes

7. VERIFICATION RESPONSE — BOROUGH USE ONLY

☐ Verification letter issued	☐ Additional information required
☐ Unable to verify from available records	☐ Request withdrawn
☐ Separate zoning permit required	☐ Other approval / application required

Summary / conditions / limitations *Attach the formal verification letter when issued*

Zoning Officer Name / Signature	**Response Date**
Verification Letter / File Reference	**Delivery Date / Method**

The formal verification letter and its attachments constitute the Borough's response. Notes entered on this application are administrative and should not be relied upon independently of the issued letter.