



**COMMUNITY DEVELOPMENT DEPARTMENT
PLANNING DIVISION**

300 East Main Street, Sun Prairie, WI 53590-2227
(608) 825-1107
Fax: (608) 825-1194
Website www.cityofsunprairie.com

ZONING COMPLIANCE LETTER

REQUEST FORM

SUBJECT PROPERTY

Property Address:

APPLICANT (Business Owner)/ AGENT CONTACT INFORMATION (IF NOT PROPERTY OWNER)

Business Name:

Name:

Phone:

Address:

E-mail:

City:

State:

Zip Code:

SEND COMPLETED FORM AND FEE TO SUN PRAIRIE PLANNING DIVISION:

A fee of \$50 per request is required at time of application. If paying by check, make payable to 'City of Sun Prairie'

By e-mail: kschneider@cityofsunprairie.com

US Mail or In-person: Planning Division Counter is on the 2nd floor of the City Hall Building
300 E. Main Street
Sun Prairie, WI 53590

Zoning Compliance Letter

A zoning compliance letter provides a historical account of zoning activity on your subject property. If you wish to request compliance letters for multiple properties, please send in a separate form (page 1) and fee for each different property. Please be advised that a zoning compliance letter often triggers an inspection by the Building Inspection Department, which may add to the letter's completion time. A completed zoning compliance letter should be returned within 10 business days.

What may be included (letter content will vary depending on the availability of zoning records for a specific property)

Confirmed zoning district, including any applicable overlay zone district (e.g., Main Street Overlay, Business District Revitalization, airport influence zones)

- Current Zoning of subject property
- Existence of an approved or recorded regulatory plan (PUD, GDP, site development plan)
- Legal status of structures, if known (conforming, compliant, or nonconforming)
- Legal status of permitted use(s), if known (conforming, compliant, or nonconforming). Staff analysis and conclusion whether such building(s) may be rebuilt "as was" in the case of a fire or other involuntary destruction.
- Subject property verification (legal status of subject property as conforming or nonconforming)
- Landmark status of the subject property and/or structure(s)
- Any active/open zoning violation cases
- Confirmation of variances
- Confirmation of special reviews (such as a conditional use/special use/General Development Plan) applicable to the subject property.

To obtain a compliance letter complete the information above and return to

Email the form to kschneider@cityofsunprairie.com, or drop off the form at the Planning Division Counter, 2nd floor of the City Hall Building, 300 E. Main Street, Sun Prairie, WI 53590. A fee of \$50 per request is required either at the time of application or prior to the start of staff's review.

LEGAL DISCLAIMER: *Please be advised that a zoning compliance letter is based only on information available in the city's records, and represents the status of the subject Property as of the day the letter is issued. Any subsequent changes to the subject property, or changes that occurred with no record contained in the city's file, are not reflected. The City of Sun Prairie assume no liability for errors and omissions. All information is obtained from public records, which may be inspected during regular business hours.*