



**MENIFEE**  
**COMMUNITY DEVELOPMENT**

<i>For Official Use Only</i>	
Project Number:	_____
Date Received:	_____
Received By:	_____
Case Planner:	_____

## APPLICATION FOR A ZONING AFFIDAVIT LETTER

*INCOMPLETE APPLICATIONS WILL **NOT** BE ACCEPTED.*

**APPLICATION INFORMATION:**

Applicant's Name: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
*Street*  
 \_\_\_\_\_  
*City* *State* *ZIP*

Daytime Phone No: (\_\_\_\_) \_\_\_\_\_ Fax No: (\_\_\_\_) \_\_\_\_\_

The Community Development Department will primarily direct communications regarding this application to the person identified above as the Applicant.

All signatures must be originals ("wet-signed"). Photocopies of signatures are **not** acceptable.

\_\_\_\_\_  
*PRINTED NAME OF APPLICANT(S)* *SIGNATURE OF APPLICANT(S)*

**PROJECT INFORMATION:**

Describe in detail your request for the subject property:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Assessor's Parcel Number (shall include): \_\_\_\_\_

Section: \_\_\_\_\_ Township: \_\_\_\_\_ Range: \_\_\_\_\_

Approximate Gross Acreage: \_\_\_\_\_

General location (nearby or cross streets): North of \_\_\_\_\_  
 South of \_\_\_\_\_  
 East of \_\_\_\_\_  
 West of \_\_\_\_\_

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## APPLICATION FOR A ZONING AFFIDAVIT LETTER

### FILING INSTRUCTIONS FOR ZONING AFFIDAVIT LETTER APPLICATION

The following instructions are intended to provide the necessary information and procedures to facilitate the processing of a Zoning Affidavit Letter application. Your cooperation with these instructions will insure that your application can be processed in the most expeditious manner possible.

THE ZONING AFFIDAVIT LETTER APPLICATION PACKAGE MUST CONSIST OF THE FOLLOWING:

1. One completed and signed application form.
2. Applicable fee.
3. Two (2) copies of the site plan showing all of the items from the Exhibit Requirements listed below OR a copy of the Assessor's map with the site highlighted.

#### **Exhibit Requirements**

The following is the minimum information required on the exhibit.  
All exhibits must be clearly drawn and legible.

- Name, address, and telephone number of landowner.
- Assessor's Parcel Number(s) and if available, address(s) of the property.
- Scale (number of feet per inch).
- North arrow.
- Overall dimensions and total net and gross acreage of property.
- Vicinity map, showing site relationship to major highways and cities.
- Location of adjoining lot lines.
- Identify streets, alleys and rights-of-way providing legal access to the property.
- Location of existing, fences, gates, walls, free-standing signs, driveways
- Location and dimensions of existing dwellings, buildings or other structures (labeled)
- Setback of existing structures from property lines.
- Square footage of building or dwelling unit as applicable.

**NOTE: Additional information may be required during review of application, including information not specifically required by this checklist.**

If you have any questions concerning your application, please contact the Community Development Department.