



Land Use Verification Letter

PURPOSE

The purpose of a Land Use Verification (LUV) is to provide the following:

- Comprehensive Plan Designation;
- Zoning Designation;
- Land Use;
- Past Land Use decisions and any conditions that apply*; and
- Outstanding Zoning Code Violations;
- Approval Criteria;
- Improvement Requirements;
- Parking Requirements;
- Setbacks;
- Other reasonable information upon request.

*Past applications may not be readily available. All applicable conditions originating from a prior decision will be typed into the letter, but the decision document may not be included. To request a copy of the decision document, please make a public records request at City Hall.

PROCESS

In order to obtain a Land Use Verification letter you must submit a letter to the Falls City Planning Department with the following information:

1. Property address and/or Map and Tax lot number;
2. Name and contact information for the person requesting the letter;
3. If the letter should be mailed, emailed, faxed, or will be picked up in person when complete;
4. Any additional questions you want answered besides the standard information that is always included.

*Note- There is a fee for Land Use Verification letters. You will be required to pay the current base fee and will be charged any costs in excess of the base fee prior to release of the letter. The fee is set by resolution of the City Council from time to time and can be found by contacting City Hall.

Requests should be submitted to the address above by mail or in-person, and accompanied by the appropriate base fee.