

Administrative Zoning Letters

Administrative Zoning Letters are available to provide a written response to questions like “What is the property zoned”, “Are there any open zoning or building code cases”, “Are there any variances”, or “Is the use a permitted use in the zoning district”. Our zoning letters will address all of these questions in a clear concise format and include copies of Certificates of Occupancy, if available.

If you need such a letter, please submit your request to donnagb@cityofws.org. We will have your letter ready as soon as possible but most take between 3 to 5 business days. The fee is \$50 per letter and we cannot accept advance payments. Please do not remit payment with a request. Once the letter(s) are ready, you will be notified by email with payment instructions and reference numbers. Once the payment is complete, and we are notified of the payment, we will email a PDF version of the letter and any attachments to the requestor or you may come into the office to pick-up.