Zoning Verification Letter Request

Town of Amherst Planning Department
5583 Main Street, Williamsville, NY 14221
Email: planningemail@amherst.ny.us

A **Zoning Verification Letter** confirms whether the existing or proposed use of a property is permitted and provides a list of any open permits, code violations and building complaints based on the Building Department's current records.

- **Fee:** $50 per hour with a minimum filing fee of $100 for research and preparation time. Payments should not be sent upfront - a planner will notify you of the total calculated fee after reviewing your submission.
- **Processing Time:** Typically within 3-4 weeks of receiving the processing fee.
- **Delivery:** The letter will be emailed to the contact address listed in the application (no physical copies are mailed).

Items you will need:

1. Completed Zoning Verification Letter Request form (see page 2).
   Note: This is a fillable form. You can click directly into the form fields to type your information, save the completed PDF to your compute, and attach it to your email.
2. A legible copy of the property survey
3. Property details (if applicable):
   - For multi-business properties: include a detailed outline of all business names, suite numbers, and the nature of each business.
   - For multi-residential properties: include the total number of units.

To apply:

1. Email the documents listed above to planningemail@amherst.ny.us
   Note: If your email bounces because the attachments are too large, send a brief email to the address above and we will provide a secure upload link.
2. A planner will review your documents, email you the final fee total, and request any additional information necessary.
3. Mail a check made out to the "Town of Amherst" with the property address in the memo line to:

   Planning Department
   c/o Greg Dionne
   Amherst Municipal Building
   5583 Main Street
   Williamsville, NY 14221

TOWN OF AMHERST PLANNING DEPARTMENT

Zoning Verification Letter Request

For Official Use

Materials Received by Planning Department _____ **Fee Paid to Town Clerk** _____

VERIFIED BY DATE RECEIVED BY DATE

File #: _____ **Estimated # Hours**

Research and Time $50.00/hr _____

TOTAL FEE: $_____

To Be Completed By Applicant

Contact

Name: _____

Address: _____

_____

city state zip code

Phone: _____ Fax:_____

Email: _____

Property

Address: _____

_____ New York

city state zip code

SBL#: _____

Current Use: _____

Intended Use: _____

I have included the required information below:

- ☐ Legible copy of the property survey
- ☐ Multi-Business Properties (if applicable): a detailed outline of all business names, suite numbers and nature of each business
- ☐ Multi-Residential Properties (if applicable): the total number of units