



**HISTORIC
FRANKLIN
TENNESSEE**

Zoning Certification/Determination Letter Request

To obtain a Zoning Certification/Determination Letter, please provide the following information:

Contact Information:

Applicant Name (of individual requesting information): _____

Business Name (business requesting information): _____

Address (of individual requesting information): _____

Phone: _____ Email (for sending completed letter): _____

Request Information:

Address (of location on which zoning information is requested): _____

Parcel ID (this is for location verification): _____

Purpose of requested letter: _____

Information requested: Zoning Certification Business Use Determination

If this request is for a specific proposed use, please provide the following:

Proposed use(s) of this location (To ensure a timely response, please be as specific as possible. Attach additional documentation as needed): _____

Approximate square footage of proposed use(s): _____

Additional information requested (be specific): _____

Email completed applications to cofpermitapp@frankltn.gov. Once received, you will be contacted for payment of \$50.00. Applications may take up to ten business days to be completed.

This request is for zoning certification and determination purposes only. Any additional information or documentation requested that is outside of this scope will need to be obtained through submittal of an open records request. Open records requests can be submitted at <https://frankltn.justfoia.com/publicportal/home/newrequest>