

**ZONING CERTIFICATION REQUEST  
BOONE COUNTY PLANNING COMMISSION**

**SECTION A** (To be completed by applicant)

1. Name of Applicant \_\_\_\_\_

2. Address of Applicant \_\_\_\_\_

\_\_\_\_\_

City	State	Zip Code
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Phone \_\_\_\_\_

Fax No. \_\_\_\_\_

E-mail: \_\_\_\_\_

3. Name of Development or Site \_\_\_\_\_

4. Location/Address of Request \_\_\_\_\_

\_\_\_\_\_

City	State	Zip Code
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5. Description of Requested Information \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

6. **Review Fee:**

\$50.00 Flat Fee for standard letter from Zoning Administrator Verifying Zoning of Site (for the benefit of lending institutions, law firms and other similar groups).

\$75.00 per hour based on one-half (1/2) hour increments - Research & Letter from Zoning Administrator Regarding Zoning History of Site

7. **Applicant's Signature** \_\_\_\_\_

**SECTION B** (To be completed by the Planning Commission Staff)

1. Staff Reviewer\_\_\_\_\_
2. Estimated Staff Time\_\_\_\_\_
3. Actual Staff Time\_\_\_\_\_
4. Fee\_\_\_\_\_
5. Date Received\_\_\_\_\_
6. Receipt No.\_\_\_\_\_
7. \_\_\_\_\_  
Zoning Administrator or Executive Director  
(Signature) Date

**Boone County Planning Commission  
Boone County Administration Building  
2950 Washington Street, Room 317  
P.O. Box 958  
Burlington, KY 41005  
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