

# ZONING VERIFICATION & REBUILD LETTERS

## APPLICATION INFORMATION

### City of Fernley, Nevada

#### **Zoning verification and rebuild letter process summary**

Zoning Verification Letters are documents sometimes required by purchasers or lenders when a building is sold or refinanced. A Zoning Verification Letter verifies the current zoning of a property. A Zoning Verification Letter **DOES NOT** verify the status of buildings or uses on a given property. It **DOES NOT** certify conformance or non-conformance of existing uses or structures. Without doing a site inspection or performing a more detailed analysis, which is not City policy, we are unable to comment on whether the site is in compliance with the applicable zoning ordinance.

A Rebuild Letter states that an existing structure (conforming or nonconforming) may or may not be rebuilt in the event that the structure is partially or fully damaged or destroyed. Because rebuild letters are a matter of legal interpretation of city code for consideration by private counsel, the City of Fernley will not make any determination as to whether existing structures may or may not be rebuilt.

#### **Request for a zoning verification or rebuild letter**

To initiate a request for a zoning verification or rebuild letter, you must submit a written request. The request should include an Assessor's Parcel Number (APN ###-###-##), street address, and the name, mailing address, and contact information of the requester. The fee for this service is one-hundred fifty dollars (\$150) and must be paid in advance.

The request and payment, made payable to The City of Fernley, can be mailed to:

City of Fernley Planning Department  
595 Silver Lace Blvd.  
Fernley, NV 89408

Or, the request can be made via email to [tthompson@cityoffernley.org](mailto:tthompson@cityoffernley.org), in which case City Staff will contact you to make payment arrangements. Requests are completed in the order that they are received.

For additional information please contact:

**City of Fernley Planning Department**  
**595 Silver Lace Boulevard, Fernley, NV 89408**  
**Phone: (775) 784-9810**