



# ZONING VERIFICATION LETTER INFO SHEET

835 East 14th Street, San Leandro, CA 94577 | (510) 577-3325 | [planner@sanleandro.org](mailto:planner@sanleandro.org)

**CITY OF SAN LEANDRO**  
Community Development Department

**HOURS: MON / TUE / THUR 8 AM-4 PM, WED 8 AM-3 PM, FRI BY APPOINTMENT**

835 East 14th Street  
San Leandro, CA 94577  
T: (510) 577-3325  
F: (510) 577-6007  
[www.sanleandro.org](http://www.sanleandro.org)

How can I get an official statement in writing that identifies the current zoning for a property?

The Planning Services Division can prepare a Zoning Verification Letter that provides zoning and land use information for a given property.

To request a Letter, the following is required:

- Written Request:** Please send a written request for a Zoning Verification Letter on your company letterhead or stationary, specifying the following:
  - Property Address;
  - Alameda County Assessor's Parcel Number;
  - Purpose for the verification being requested;
  - List of the information being requested;
- Check or Money Order:** Please send the required fee, payable to "City of San Leandro," as identified on the current fee schedule. (See [www.sanleandro.org/planningforms](http://www.sanleandro.org/planningforms).) The fee is assessed *per parcel*. If your request involves more than one parcel, please be sure to increase the fee accordingly. If you are unsure how many parcels are involved, please contact a planner for assistance.

Requests are accepted either by mail or in person at the Permit Center. If applying in person at the Permit Center, you may also pay in cash or credit card. The City assesses a 2.5% fee for all credit card payments.

Can I also get a copy of a Planning Permit or the Conditions of Approval?

Be sure to tell us what you need in your request letter. A Planner can help you find what you are looking for. If the property has a known active Planning Permit with Conditions of Approval, we will include a copy with our response letter. We will also identify any pertinent zoning regulations that apply.

What if I just want to find out the zoning for a property?

If you just want to find out the zoning for a property, you don't need to request a Zoning Verification Letter. Instead, you can:

1. **Go Online.** Search by address at [www.sanleandro.org/zoning](http://www.sanleandro.org/zoning); or
2. **Contact a Planner.** Leave a detailed message for the Planner of the Day at (510) 577-3325 or email [planner@sanleandro.org](mailto:planner@sanleandro.org).

Can a Zoning Verification Letter identify easements or property ownership?

We are not able to verify easements or the current property owner through a Zoning Verification Letter. You may try contacting:

1. **Title Company.** A title search obtained through a title company can best provide you with the most detailed information regarding property rights and easements.
2. **Alameda County Clerk-Recorder's Office.** Property ownerships can also be obtained through the Alameda County Clerk-Recorder's office, located at 1106 Madison Street, Oakland, CA 94607, (510) 272-6362.

Is there any way to expedite the preparation of a Zoning Verification Letter?

Planning staff try to process every request as quickly as possible. We can email you a copy of the letter once it is completed. You may also provide us a return envelope with prepaid postage (priority or overnight) to help get a faster response.

## General Information

Zoning Verification Letters help developers, lenders and real estate professionals perform their due diligence by providing an official record of the current zoning for a given property.

A Zoning Verification Letter can also help determine if an existing land use conforms to the Zoning

## Processing Time

Depending on the complexity of research, the City's typical time frame for a Zoning Verification Letter is 10-15 working days. If records need to be retrieved from off-site storage, our response could take a few weeks.

## Code Compliance & Building Code Violations

If you need a copy of a Certificate of Occupancy or need to see if there are any building or code compliance violations, you will need to contact the Building Division at (510) 577-3423.