

# SAMPLE LETTER

DATE

*Address of Institution applicant requests letter be sent to or address of applicant*

Re: Zoning Confirmation Letter

*Address of Property subject to letter of zoning confirmation, Lincoln, NE  
(Optional: Name of project or building)*

Dear M :

This letter is in response to a request for information regarding the name or address of property, which is legally described as legal provided by applicant, Lincoln, Lancaster County, Nebraska. This property is zoned (number and zoning district name) which allows (state current use of property requested for confirmation). If property is subject to special or use permit, list number of special or use permit.

Please also be advised that we are not aware of any zoning violations of said project.

**(For apartment projects only.)** The buildings on this property have been annually licensed by the City of Lincoln Building and Safety Department since their initial occupancy. Currently all have valid licenses and all common areas were inspected for any building code violations at time of licensing.

Apartment License #	Address	Date Annual License Is Due to be Renewed
AP #####		(00/00/20##)

(May be multiple licenses for one apartment project, with one license for each building.)

The above information is being provided without any representation or warranty as to the completeness or accuracy of the data or information contained herein or to the suitability or fitness of the property or buildings thereon for a particular purpose, and all such information is being furnished solely as a courtesy to your request for information.

Sincerely,

By: \_\_\_\_\_

Planning Director  
Lincoln/ Lancaster County Planning Department