



COMMUNITY DEVELOPMENT  
 300 North New Ballas Road • Creve Coeur, Missouri 63141  
 (314) 872-2500/872-2501 • dryan@crevecoeurmo.gov  
 www.crevecoeurmo.org

## REQUEST FOR VERIFICATION

### Zoning - Occupancy – Building Code

Applicant Name \_\_\_\_\_ Firm \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

Address for which information is being requested. *A separate application is required for each address.*

St Louis County Locator # \_\_\_\_\_ Address \_\_\_\_\_

The property is  RESIDENTIAL  COMMERCIAL  OTHER

**Access to public records shall be provided within three business days following request-except if additional time is needed. If a request for access is denied, the City Clerk shall provide, upon request, a written statement of the grounds for such denial.**

PLEASE SELECT THE TYPE OF VERIFICATION WHICH YOU ARE REQUESTING BY CHECKING THE RELEVANT BOX BELOW

SEPARATE FEES APPLY FOR EACH REQUEST

REQUEST FOR VERIFICATION OF ZONING

**\$20.00 Fee**

Zoning Verification letters issued by the City of Creve Coeur typically include:

- Zoning district designation for the subject property
- List of permitted and conditional uses

Current use of property (be specific) \_\_\_\_\_

Special requests for additional information may be accommodated, if available (i.e. ordinances governing use of property). An additional fee of \$20.00 will apply. (Copies of approved plans are not typically available).

Request for additional information \_\_\_\_\_

REQUEST FOR VERIFICATION OF OCCUPANCY

**\$20.00 Fee**

FOR THIS REQUEST YOU MUST SUBMIT A COPY OF THE CURRENT TENANT LIST INCLUDING UNIT/SUITE NUMBER

Occupancy Permits are not required by the City of Creve Coeur for owner occupied single family residence or condominium units.

REQUEST FOR VERIFICATION OF BUILDING/PROPERTY MAINTENANCE CODE COMPLIANCE

**\$20.00 Fee**

Building/Property Maintenance Code compliance letters issued by the City of Creve Coeur typically include:

- List of open permits
- List of current violations
- Statement of conformance to current building and property maintenance codes

Special requests for additional information may be accommodated, if available. **An additional fee of \$20.00 will apply.**

Request for additional information \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PLEASE USE THE SPACE PROVIDED FOR ADDITIONAL NOTES**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
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\_\_\_\_\_  
\_\_\_\_\_

**Applicant Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**FOR OFFICE USE ONLY**

Zoning Request Completed By \_\_\_\_\_ Date \_\_\_\_\_

Occupancy Request Completed By \_\_\_\_\_ Date \_\_\_\_\_

Building Request Complete By \_\_\_\_\_ Date \_\_\_\_\_

Amount Due \_\_\_\_\_

Paid \_\_\_\_\_

Notified \_\_\_\_\_

Completed Information Sent \_\_\_\_\_ by Mail/Email.