

**ZONING CONFIRMATION LETTER (“Rebuild Letter”) APPLICATION**

Property Address: \_\_\_\_\_ Long Beach, CA 908\_\_\_\_

Property APN: \_\_\_\_\_

Applicant Name: \_\_\_\_\_ Ph: \_\_\_\_\_ Fax: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_ Email: \_\_\_\_\_

Contact Person Name, Phone No. (if different): \_\_\_\_\_

Preferred delivery (check one or more): ☐ U.S. Mail ☐ Fax ☐ E-mail**Type of Zoning Confirmation Letter Requested:**

- ☐ **Basic Zoning Letter.** This letter confirms the zoning designation of the subject property, includes the zoning designation’s statutory description, states the nonconforming rights generally conferred by the Zoning Regulations, and describes the restoration (“rebuild”) rights generally conferred upon a nonconforming structure by the Zoning Regulations, and the time limits applying thereto. This letter is *general* in nature and does not address any specific conditions of the subject property (e.g. number of dwelling units legally permitted, or if an already-destroyed structure is eligible to be rebuilt in its previous nonconforming state). This letter is *usually* satisfactory when a party to a real estate transaction requires a “rebuild” letter.
- ☐ **Zoning Letter with Additional Research.** This letter includes all of the information contained in the Basic Zoning Letter, and additionally answers any specific inquiries on the subject property (to the extent feasible, based on available resources), such as number of dwelling units legally permitted, permit history on the site, status of entitlements (e.g. Conditional Use Permits or Standards Variances), and other zoning-related matters specific to the property. If you are requesting additional research, please specify what additional information you wish the letter to provide, either below or by attaching additional sheets to this form.

Please consult the current fee schedule for applicable fees. Fees must be paid at time of application. One (1) application will cover one (1) APN. Contact Planning staff for requests with multiple APNs, or other questions, at 562.570-6194. You may submit your application by emailing [planningsubmittal@longbeach.gov](mailto:planningsubmittal@longbeach.gov) or by mailing this form and the appropriate fee to:

Zoning Administrator  
ATTN: Zoning Confirmation Letters  
411 W. Ocean Blvd., 3<sup>rd</sup> Floor  
Long Beach, CA 90802

BELOW THIS LINE FOR STAFF USE ONLY

Assigned Planner:	Filing date:	Project No.:
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To request this information in an alternative format or to request a reasonable accommodation, please contact the Community Development Department at longbeach.gov/lbcd and 562.570.3807. A minimum of three business days is requested to ensure availability; attempts will be made to accommodate requests with shorter notice.