



# City of Fort Oglethorpe Building Department

500 City Hall Drive  
Fort Oglethorpe, Georgia 30742  
706-866-2544 ext. 1200

## ZONING & ACTIVITY VERIFICATION REQUEST

**INSTRUCTIONS TO APPLICANT:**

- Please Print legibly and complete ALL fields.

**Applicant's Name:** \_\_\_\_\_

**Applicant's Phone Number:** \_\_\_\_\_

**Applicant's Email:** \_\_\_\_\_

**Legal Description-Lot, Block and Addition:** \_\_\_\_\_

**Address of Subject Property:** \_\_\_\_\_

**Current Zoning:** \_\_\_\_\_

**Proposed use of location:** \_\_\_\_\_

**Preferred Zoning Director Meeting Time(s):** \_\_\_\_\_

**Best time to contact you by phone:** \_\_\_\_\_

**Please attach a copy of one of the following to show recent business activity: Tax Return, Business Tax Certificate, 3, 4, 5, etc (How else do they show activity?)**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*Office Use:*

*Revised 8/26/24*

Application received & placed in Zoning Official folder by: \_\_\_\_\_ Date: \_\_\_\_\_

Zoning Official verified application completion: \_\_\_\_\_ Date: \_\_\_\_\_

Zoning Official Notes: \_\_\_\_\_