November 15, 2018

Subject Property:   3710 Bradley Rd., Colorado Springs, CO

(Parcels: 6502000126; 6502000134; 6502000128; 6502000130 & 6502000132)

Dear Municipality Official,

At our client’s request, we are seeking the following information:

* **Zoning Compliance/Verification Letter**:  Please supply a letter (or use the enclosed template and copy onto letterhead) stating in which zoning district the subject property is currently located, permissiveness of current use and any compliance information you may be able to provide.  Please use municipality letterhead, or, if this is not possible for some reason, please enclose a municipality fax coversheet showing that the zoning letter is enclosed.
* **Adjacent Property Designations and Uses (if known)**:  Current zoning district in which properties adjacent to the subject property (North, South, East & West) are located.
* **Any Variances, Special Permits, Conditions, etc**:  Please note the existence of these items as they relate to the subject property and supply documentation, if available.
* **Code Violations**:  Please note whether or not there are currently any open/outstanding zoning, building or fire code violations of record that apply to the subject property.
* **Certificates of Occupancy**:  Please supply copies of any existing certificates of occupancy for the subject property.  If none are available, please state the reason for this and whether there is any expected enforcement action due to the lack of certificate copies.
* **Approved Site Plan and/or Conditions of Approval, if applicable**:  Please supply available documents, particularly if the subject property is located in a Planned Development.

Please advise us at your earliest convenience of any additional fees or forms, if any of these items is not available or if I should be directing any portion of my request to another party.  We are on a strict timeline, and your prompt attention to this request is greatly appreciated.  Upon completion, please forward the information via email or **toll-free fax (877) 324-8133**.  We truly appreciate your help with this request and look forward to your reply.  Please feel free to contact me **toll-free at (800) 787-8390** **ext. 221** or via email at [callen@bockandclark.com](mailto:callen@bockandclark.com) with any questions or concerns you may have regarding this request.

Thank you very much for your assistance!