



DEVELOPMENT SERVICES DEPARTMENT
10 First Street Northwest
Mason City, Iowa 50401
641.421.3626 / FAX 641.421.3629
www.masoncity.net

Request for Zoning Confirmation Letter for the Iowa Department of Transportation

To request a Zoning Confirmation Letter for a vehicle dealer's license, complete this form and submit it to the Development Services Department. The letter will be addressed to the license applicant. Zoning letters are prepared at no charge, but are done as time allows. Please note that a minimum lot size is required for vehicle sales in some zoning districts. If the lot does not meet the minimum size required but is zoned appropriately, a zoning letter will not be issued.

HOW DO YOU WANT THE LETTER TO BE DELIVERED?

Email _____ FAX _____ USPS Standard Mail _____ Call for pick up _____

DEALERSHIP LOCATION INFORMATION (TYPE OR PRINT LEGIBLY):

Property Address: _____

Is the property currently a licensed dealership? Yes _____ No _____

If yes, who holds the license at this location? _____

If no, has there been a licensed dealership on the property in the past 12 months?

Yes _____ No _____

LICENSE APPLICANT INFORMATION:

Name/Firm: _____

Attention: _____

Mailing Address: _____

City: _____ State: _____ ZIP: _____

Contact Telephone: _____ FAX: _____

E-mail Address: _____

**Return your completed application to the Development Services Department, 3rd floor –
City Hall, 10 First ST. NW, Mason City Iowa or email to tsandahl@masoncity.net**

Received on date:		Letter completed on:	
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