

Administrative Letters- Zoning and DMV

Zoning Letters are available to provide a written response to questions like “What is the property zoned”, “Are there any open zoning or building code cases”, “Are there any variances”, or “Is the use a permitted use in the zoning district”. Our zoning letters will address all of these questions in a clear concise format.

DMV Letters are typically requested by a motor vehicle dealer. These are required to be submitted to the DMV Officer prior to obtaining a dealer’s license from the DMV. Prior to obtaining a DMV letter, the dealership must have an occupancy permit to occupy the commercial space that the dealer office is located in.

If you need such a letter, please submit your request to donnagb@cityofws.org. The letter will be ready as soon as possible but most take between 10 to 12 business days. The fee is \$50 per letter and advance payment will not be accepted. Please do not remit payment with a request. Payment submitted with the request will be returned. Once the letter is ready, you will be notified by email with payment instructions and reference numbers. Once the payment is complete and we are notified of the payment, we will email a PDF version of the letter and any attachments to the requestor, or the letter and attachments may be picked up in the office after payment is made.