



Office of Business Development

City of Hickory  
PO Box 398  
Hickory, NC 28603  
Phone: (828) 323-7422  
Email: [planning@hickorync.gov](mailto:planning@hickorync.gov)

### **Instructions for Zoning Letters for Due Diligence**

To request a zoning verification letter, please contact the Planning Division at (828) 323-7422 or via email at [planning@hickorync.gov](mailto:planning@hickorync.gov). Please ensure the property in question is located within the Hickory zoning area. This can be verified through the [Hickory Zoning Map](#).

Requests should include any forms or specific questions to be answered as part of the zoning verification letter, who to address the letter to, any deadlines, and where to send the completed letter to. Please contact [Catawba County Building Services](#) at (828) 465-8399 for information related to the building code compliance. Please contact [Hickory Fire and Life Safety](#) at (828) 323-7522 for information related to fire code compliance. Please contact [Hickory Code Enforcement](#) at (828) 261-2649 for information related to nuisance and minimum housing code compliance.

The City of Hickory charges a fee, in accordance to the City's [annual fee schedule](#), for each zoning verification letter. Payment is accepted via check or cash. Payment via credit card is not available at this time. Checks should be made out to the City of Hickory. Letters will not be released until payment has been received. Letters are generally completed within two business days after payment is received.

Please direct mail to either PO Box 398 Hickory NC 28603 (USPS) or 76 North Center Street Hickory NC 28601 (UPS/Fedex).

### **Instructions for Zoning Letters for Government Agencies**

To request a zoning verification letter that is required by another government agency, such as DMV or ATF, please contact the Planning Division at (828) 323-7422 or via email at [planning@hickorync.gov](mailto:planning@hickorync.gov). Please ensure the property in question is located within the Hickory zoning area. This can be verified through the [Hickory Zoning Map](#).

Requests should include who the letter is for and the addresses of the property in question.

There are no fees for zoning letters requested by another government agency.

Please direct mail to either PO Box 398 Hickory NC 28603 (USPS) or 76 North Center Street Hickory NC 28601 (UPS/Fedex).