



# The Planning & Zoning Resource Company

1300 South Meridian Avenue, Suite 400 • Oklahoma City, Oklahoma 73108  
Telephone (405) 840-4344 • Fax (405) 840-2608

## DOCUMENT ACQUISITION REQUEST FORM

RETURN TO [ORDERS@PZR.COM](mailto:ORDERS@PZR.COM) OR VIA FAX TO (405) 840-2608

\*\*\*\*\*We will confirm receipt of your order via email within 24-48 hours.

TYPE OF SERVICE NEEDED: **DOCUMENT ACQUISITION PACKAGE - (\$300.00 plus municipal expenses)**  
(Includes a municipal Zoning Letter in whatever format the municipality is willing to provide, information on open Zoning and Building Code violations and copies of available Certificates of Occupancy as well as applicable Zoning Ordinance sections. Does not provide conformance determination beyond whatever statement the local authority will provide in the context of the zoning letter.)

Date Ordered \_\_\_\_\_

Date Report Required \_\_\_\_\_

Property Name \_\_\_\_\_

Property Address (required) \_\_\_\_\_

City, State (required) \_\_\_\_\_

Legal Description/Lot & Block (please provide if available) \_\_\_\_\_

Property Use (required) \_\_\_\_\_

### PLEASE PROVIDE A COMPLETE DESCRIPTION OF THE CURRENT OR PROPOSED USE

Name & Address of Firm/Company Ordering Report (required)

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Firm/Company Contact Person, Phone Number & Fax Number & Email Address (required)

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Invoice Firm/Company, Contact Name, Address & Phone Number & Email (required)

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Please note: Payment for services is due at closing or within 30 days of the date of the invoice, whichever is sooner. For any sites cancelled prior to the issuance of the Report, PZR will invoice for work performed to date, plus site expenses. Sites cancelled after completion of the Report will be invoiced in full. All services and deliverables provided under this Order Form are subject to PZR's Standard Terms and Conditions found at <https://pzs.com/standard-terms-and-conditions>. By signing and/or accepting this Order Form or any services or deliverables provided by PZR, you agree and accept our Standard Terms and Conditions.