



## Request for Zoning Verification Letter

NOTE: A tax parcel identification number is required for written verification. There is a charge per parcel number. See Development Assistance Fees on the [DSD Fee Schedules webpage](#). Please make check payable to the City of Austin. All information is required (if applicable).

If submitting by **USPS**, mail to:

City of Austin – Development Services Dept.

Map Sales - One Texas Center

PO Box 1088

Austin, TX 78767-1088

If submitting by other carriers, address to:

City of Austin – Development Services Dept.

Map Sales - One Texas Center

505 Barton Springs Road, STE 125

Austin, Texas 78704

### Section 1: Person Requesting Letter

Applicant Name: \_\_\_\_\_ Firm: \_\_\_\_\_

Applicant Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

### Section 2: Requested Property Information

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Legal Description: \_\_\_\_\_

Tax Parcel Identification Number(s): \_\_\_\_\_

The tax parcel identification number must be included in the order to verify zoning accurately. This number can be obtained from the Travis Central Appraisal District, (512) 834-9138.

Reference Documents: \_\_\_\_\_

### Section 3: Notification

Please select one of the following:

- Call requester when verification letter is ready.
- Email verification letter to requester.
- Other: \_\_\_\_\_

### For Office Use Only

Zoning Grid(s): \_\_\_\_\_

Current Zoning: \_\_\_\_\_