



# Planning Department Request for Zoning Verification Letter

Phone: 311 (or 512 974 2000 outside Austin)

**Download document before entering information.**

1. Download this form, complete, and submit with the [Land Use Intake Request Form](#). Submission information also available at: [austintexas.gov/digital-development](http://austintexas.gov/digital-development)
2. There is a \$41.60 fee per parcel associated with this review.
3. Contact Land Use Review at (512) 974-1770 for questions regarding payment.
4. Zoning verification letters take 7-10 business days to complete.

## Section 1: Person Requesting Letter

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

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

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

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

## Section 2: Requested Property Information

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

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

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

County Property Tax Identification Number(s): \_\_\_\_\_

The tax identification number must be included in the order to verify zoning accurately. This number can be obtained from the applicable county appraisal district website ([TravisCAD.org](http://TravisCAD.org), [WCAD.org](http://WCAD.org), [HaysCAD.com](http://HaysCAD.com)).

Reference Documents (optional):  
  
\_\_\_\_\_

## 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: \_\_\_\_\_