CITY OF DALLAS

REQUEST FOR LETTER OF ZONING VERIFICATION

A zoning verification letter is to verify the current zoning of a property. Zoning verification letters include a copy of the zoning map and documentation regarding the regulations of the zoning on the property in question. Zoning verification letters **do not verify the status of buildings or uses on the property – they do not certify conformance or non-conformance of existing uses or structures**. If such information is required, you may research a property in Building Inspection Central Files in the Oak Cliff Municipal Center located at 320 East Jefferson Boulevard in room LL29. In Central Files you may review all historical data including certificates of occupancy to ascertain if the building was constructed correctly. A certificate of occupancy is only issued when the building is in compliance with the building code and zoning ordinance.

To obtain a zoning verification letter please complete the following form and provide the appropriate fee. If the area of the request cannot be clearly defined by legal lot and block, the applicant must furnish a plat with the request. The fee for a zoning verification letter is $90. A completed application along with the appropriate fee must be paid before processing of the request begins. A minimum processing time of seven working days is required. Expedited processing may be requested for an additional fee of $20, in which case the zoning verification letter will be processed within 3 working days from receipt of the request. Any changes or addendums to the letter will constitute a new request and will require a new fee to be paid.

APPLICANTS NAME	PHONE NUMBER	FAX NUMBER

ADDRESS OF SUBJECT PROPERTY	LEGAL BLOCK(s)	LEGAL LOT(s) (If any)

NAME AND ADDRESS OF PERSON TO WHOM LETTER SHOULD BE ADDRESSED

NAME AND ADDRESS WHERE LETTER SHOULD BE SENT UPON COMPLETION

Signature of Applicant	Date

City of Dallas
Development Services- Zoning Verification
Attn: Kim Haynie/Scott Webster
320 E. Jefferson Blvd. Rm. 105
Dallas, Texas 75203
Tel: 214-948-4480
Fax:214-948-4374

Request Fee ($90): _____
(mailed in 7 to 10 working days from receipt)
Expedite Fee ($20):
(mailed in 2 to 3 working days from receipt)
Total: _____