

ZONING VERIFICATION LETTER REQUEST



REQUESTOR AND PROPERTY INFORMATION

Requestor Name: _____

Firm / Company: _____

Phone / Email: _____

Mailing Address: _____

On behalf of (lender, title company, buyer, tenant, owner): _____

Property Address(es): _____

Travis CAD Parcel ID(s): _____

Legal Description (subdivision, lot, block, and recording information): _____

Acreage: _____

Number of lots or parcels covered by this request: _____ (The fee is assessed per lot or parcel.)

JURISDICTION

The City assigns zoning only within its corporate limits. Property in the extraterritorial jurisdiction (ETJ) has no City zoning district, and a letter for an ETJ property will be limited to platting status, applicable development agreements, subdivision regulations, and other matters within the City's ETJ authority. If the jurisdictional status of the property is disputed or unclear, the City will make that determination before responding, and additional time may be required.

- ☐ Property is within the City limits
- ☐ Property is within the ETJ
- ☐ Jurisdiction unknown — request that the City determine

INFORMATION REQUESTED

Mark each item the letter should address. The City will respond only to the items marked. Items left unmarked will not be researched or addressed.

- ☐ Current zoning district classification
- ☐ Applicable Planned Development District ordinance, including amendments
- ☐ Applicable development agreement
- ☐ Whether the existing use is permitted, permitted with a Specific Use Permit, or nonconforming
- ☐ Approved Specific Use Permits, zoning variances, special exceptions, alternative compliance approvals, or administrative adjustments
- ☐ Approved site plan and case number
- ☐ Plat of record and recording information
- ☐ Certificates of Occupancy on file
- ☐ Open code enforcement cases or known zoning violations
- ☐ Off-street parking compliance
- ☐ Rights to restore or rebuild the existing structure if damaged or destroyed
- ☐ Other (describe below)

Other: _____

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REQUIRED SUBMITTAL ITEMS

☐ **Completed and signed copy of this request form**

Include every page. An unsigned form will not be processed.

☐ **Property identification**

Street address, Travis CAD parcel identification number, and full legal description. Where the property is unplatted, provide a metes and bounds description.

☐ **Recorded plat or deed**

A copy of the recorded plat covering the property, or the deed conveying the property to the current owner.

☐ **Survey or site plan (required only where the request concerns specific structures, setbacks, or parking)**

Where the request asks the City to confirm setback compliance, building placement, or parking counts, provide a current survey or the approved site plan. The City will not verify field conditions without one.

☐ **Requestor's questionnaire or form, if the response is to be provided on a specific form**

Submit the form in an editable format. The City may decline to complete a third-party form, or may decline individual questions that call for a legal opinion, a certification the City cannot make, or information outside City records, and will instead respond in its own letter format.

☐ **Application fee**

\$50.00 per lot or parcel, per the adopted Fee Schedule, Section A3.015(c). Fees are assessed in MyGovernmentOnline upon acceptance and must be paid in full before the letter is issued.

SUBMITTAL AND PROCESSING

Submittal. Requests are submitted through MyGovernmentOnline (MGO). Combine documents into a single flattened PDF and name files for easy readability. See the MyGovernmentOnline User Guide at www.MyGovernmentOnline.org.

Incomplete requests. A request that does not include the items above will not be researched. The City will identify the missing items in writing, and the request will be held until they are provided.

Response time. The City will issue the letter within 10 business days following acceptance of a complete request and payment of fees. Requests involving a disputed jurisdictional determination, a Planned Development District, or records research beyond the City's electronic files may require additional time.

Fees. The City will not accept or process a request from a property owner owing delinquent taxes, assessments, fees, or other debt related to the subject property until the amount is paid or payment arrangements are made. Fees are not refundable once research has begun.

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SCOPE AND LIMITATIONS OF THE LETTER

A zoning verification letter is an informational statement of the City's records as of the date of issuance. By submitting this request, the requestor acknowledges each of the following.

The letter is based on records reasonably available to the Planning and Development Department at the time of issuance. It is not a title search, a survey, or a certification of the accuracy of records prepared by others.

The letter is not a permit, approval, entitlement, or determination of vested rights, and it does not waive, modify, or stop enforcement of any requirement of the Unified Development Code, the Code of Ordinances, or any other applicable regulation. A determination of vested rights requires a separate Vested Rights Petition under the adopted Fee Schedule, Section A3.002(6).

The letter states the zoning and record status in effect on the date of issuance. Zoning classifications, ordinances, and development regulations are subject to amendment, and the City assumes no obligation to notify the requestor of subsequent changes.

The City does not perform a site inspection in connection with a zoning verification letter. Statements regarding the use, structures, or parking on the property reflect City records, not observed field conditions.

The letter does not certify compliance with the building code, fire code, accessibility requirements, environmental regulations, or the requirements of any other jurisdiction, utility provider, or agency.

The City does not interpret, administer, or enforce private covenants, deed restrictions, or property owners' association rules, and the letter does not address them.

CERTIFICATION

I certify that the information provided in this request is correct and complete to the best of my knowledge, and I acknowledge the scope and limitations stated above.

Signature

Name (printed)

Title

Date