



CITY OF DALLAS

REQUEST FOR LETTER OF ZONING VERIFICATION

To obtain a zoning verification letter please complete this form and provide the appropriate fee as described below. Processing begins once a completed application and the appropriate fee is received. Any changes or addendums to the letter will require a new application with payment.

Applicant Name	() - _____	() - _____
	Phone Number and ext.	Fax Number
Address of Subject Property (required)		*DCAD Account Number (limit one per application)
Name and address of the person to whom the letter should be addressed		
Name and address where the letter should be sent upon completion, if different from above		
Request fee enclosed (check one): <input type="checkbox"/> Regular (\$90, mailed in 7 to 10 working days from receipt)		
<input type="checkbox"/> Expedited (\$110, mailed in 2 to 3 working days from receipt)		

*If the area of the request cannot be clearly identified by a Dallas Central Appraisal District (DCAD) account number, the applicant must furnish a survey, plat, or a visual representation of the area with the request. The maximum area for which a letter of zoning verification may be requested is one city block.

Zoning verification letters include a copy of the zoning map and a copy of the zoning regulations on the property. 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. Any changes or addendums to the letter will require a new application.

X	
Signature of Applicant	Date

Applications may be mailed or delivered to:

City of Dallas,
Sustainable Development & Construction
Zoning Verification
320 E. Jefferson Blvd. Rm. 118
Dallas, Texas 75203

For Questions:

Visit dallascityhall.com/building_inspection/index.html
Or email bizoning@dallascityhall.com

****Please note applications can NOT be accepted by email or fax.****