



# Development Services Department

320 E. Jefferson Blvd., Dallas, TX 75203  
(214) 948-4480

## 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.

Applicant Name

Phone Number and ext.

Address of Subject Property (required)

\*DCAD Account Number (limit one per application)

Email Address

Name and address of the person to whom the letter should be addressed

Request fee: \$ 282.00 (Processing time of 7 (seven) days after standard payment), along with a \$15.00 technology fee.  
Optional expedited processing surcharge (check one):  1 day \$25.00  2-3 days \$20.00  4-5 days \$15.00  6 days \$10.  
Total: \_\_\_\_\_

\*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.**

<p>_____ Signature of Applicant</p>	<p>_____ Date</p>
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**Applications may be mailed or delivered to:**

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

**For Questions:**

Contact the Customer Advocate Team  
214-948-4480

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