



**FARMERS
BRANCH**

City of Farmers Branch Zoning Verification Letter Application

Address of
Subject Site:

Date: _____

Applicant Information:

Name of Applicant: _____	Phone: _____
Address of Applicant: _____	Fax: _____
_____	Email: _____

Property Owner Information:

Name of Owner: _____	Phone: _____
Address of Owner: _____	Fax: _____
<i>(If different than applicant)</i> _____	Zip: _____

Legal Description (check one):

<input type="checkbox"/>	Complete metes & bounds legal description.
<input type="checkbox"/>	Copy of location map attached.
<input type="checkbox"/>	Lot Number(s): _____ Block(s): _____ Subdivision: _____ Acres: _____

Land Use Statement:

Existing Use of the Subject Site: _____

Address for Zoning Verification Letter:

<i>(If different than applicant)</i>
Name _____ Phone: _____
Address _____ Fax: _____

Please read and initial: A zoning verification letter will state the current zoning of a property and will include a copy of the zoning map. A zoning verification letter only states the current zoning of a property. If a zoning variance has been granted, a copy of the minutes granting said variance will be provided. A current Certificate of Occupancy will be included if available. A Certificate of Occupancy is only issued when the building is in compliance with the code. If additional building and construction information is required, an applicant may, with the help of staff, research a property in the Planning and Zoning and Building Inspection files. The files are maintained in the Planning Department and Community Services Department, both of which are located at the City of Farmers Branch City Hall, 13000 William Dodson Pkwy., Farmers Branch, Texas. _____ **(Applicant's initials)**

The above information, to my knowledge and belief, is true and correct.

Signature(s) of Applicant(s)



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Instructions for completing an Application

The applicant must complete the application form prior to submission. Incomplete applications will not be processed. We will provide the contact person confirmation of receipt of request. We will also email the contact person when the packet is ready.

Address: If the subject property has an address, list address. If the property does not have an address, identify street property fronts and distance to nearest cross street.

Applicant Information: Identify by name the person(s) or company requesting the zoning verification letter and list telephone number, including the area code. Identify the street address or post office box, along with city, state, and zip code of the person or company listed above.
Note: This person shall serve as the contact person for Planning Staff.

Owner Information: Identify by name any person(s) or company that owns the subject property, and list telephone number, including the area code. Identify the street address or post office box, along with city, state, and zip code of the person or company listed above.

Property Location: If the subject site is part of a lot or an unplatted tract of land, submit a metes and bounds description. If the subject property is a legally platted lot, submit the legal description and/or attach a copy of a map of the property and clearly indicate on the map which property you are seeking a zoning verification.

Land Use Statement: Indicate existing use of the site (i.e. restaurant, office, residence, etc).

Other Information:

- Call planning staff at (972) 919-2542, if further assistance is required.
- Processing of letters will take a minimum of ten (10), maximum of twenty-one (21) business days.
- The results will be sent via email and/or regular mail (as requested).
- Providing incorrect information on the application may result in delays and the application may be revoked.

Requirements for Submitting Application

The information listed below must be submitted as a complete packet to: Planning Department, City of Farmers Branch, 13000 William Dodson Parkway, P. O. Box 819010, Farmers Branch TX 75381-9010.

- Completed Application Form
- Legal Description
- Site Location Map
- \$30.00 non-refundable filing fee for each address. Checks must be made payable to the City of Farmers Branch.