



Zoning Verification Letter Request Form

A Zoning Verification Letter is a document provided by the City to confirm the zoning designation of a property, when that zoning was assigned, and list any special zoning overlays applicable to that property. If requested, the letter can indicate whether one particular use is allowed by the assigned zoning district. Please note a Zoning Verification Letter does not verify conformance or nonconformance of existing structures or uses on site, compliance with parking regulations, issuance of Certificate of Occupancy, or existence of code enforcement violations. If further documentation is needed, an Open Records Request form can be requested and a fee is required. Please allow a minimum of ten (10) business days for processing of your request. Please email this form to: kgover@templetx.gov

Submittal Documents:

Please group into a single PDF document titled *Application Information*.

- Zoning Verification Letter Request Form
- A location map, survey, plat, or tax map with the property boundaries clearly outlined

Property Information:

Address: _____ Property ID #(s): _____
(Street Address) (Zip Code)

Legal Description: _____
If the property cannot be clearly defined by legal lot and block, furnish a location map, plat, or parcel map with the property boundaries delineated. We cannot use a metes and bounds description to verify zoning.

Applicant's Information:

Name: _____ Company: _____

Mailing Address: _____
(Street Address) (City) (State) (Zip Code)

Phone: _____ Email: _____

Recipient's Information: (If different from the applicant)

Name: _____ Company: _____

Mailing Address: _____
(Street Address) (City) (State) (Zip Code)

Phone: _____ Email: _____

Specific Information Requested: _____

Detailed Description of Use: _____
(Attach additional pages if needed.)

Applicant Signature: _____ **Date:** _____