REQUEST FOR ZONING VERIFICATION LETTER

CONTACT INFORMATION

NAME____________________________________________________
COMPANY________________________________________________
ADDRESS_________________________________________________
CITY, STATE & ZIP________________________________________
PHONE NUMBER__________________________________________

If Addressee is different than above, please complete the following:

NAME____________________________________________________
COMPANY________________________________________________
ADDRESS_________________________________________________
CITY, STATE & ZIP________________________________________

ADDRESS OF SUBJECT PROPERTY:


LEGAL DESCRIPTION OF SUBJECT PROPERTY:
LOT (S)__________________BLOCK_________________
ADDITION NAME_________________________________________________
OR SURVEY____________________________________________________
ABSTRACT______________TRACT_________________

PROPOSED [ ] OR CURRENT [ ] USE OF PROPERTY:____________________

PLEASE DO NOT SEND METES AND BOUNDS, AS WE CANNOT VERIFY FROM THEM

NOTE: THE CITY OF FORT WORTH ZONING VERIFICATION LETTER CANNOT VERIFY THE FOLLOWING:
COMPLIANCE WITH THE DEVELOPMENT REGULATIONS, PARKING, CERTIFY LEGAL NON
CONFORMING STATUS, BUILDING, OR ZONING VIOLATIONS.

CERTIFICATE OF OCCUPANCY – PERMIT SECTION (817) 392-2222
BUILDING VIOLATIONS – BUILDING OFFICIAL (817) 392-2222
ZONING VIOLATIONS – CODE COMPLIANCE (817) 392-6320

**A FEE OF $22.00 IS CHARGED FOR EACH LETTER
(EVEN IF IT’S FOR THE SAME PROPERTY)
**EACH SEPARATE PROPERTY REQUIRES A SEPARATE APPLICATION AND FEE.

For information call Christy Noey (817) 392-8026 or Lizeth Guajardo (817) 392-8029

RETURN THIS FORM TO:
Christy Noey/Lizeth Guajardo
Applications Division, Development Department
1000 Throckmorton Street
Fort Worth, Texas 76102
Fax: (817) 392-7526

FORM MUST BE COMPLETE.
From the time the application is received in our office it takes 5 to 10 days to process.
Revised: 10-12-06