



# ZONING VERIFICATION LETTER

This Zoning Verification Letter will not verify whether a property is in full compliance with the Town of Addison's zoning ordinance. Additionally, it will not include Certificates of Occupancy or information about non-zoning code cases. To request copies of Certificates of Occupancy, Fire or Building Code violations, please submit an Open Records Request through the City Secretary's Office. The fee is \$50 for each Zoning Verification Letter. A separate letter is required for each parcel. The Zoning Verification Letter will be provided digitally.

## CONTACT INFORMATION

Applicant Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
Recipient Name (if other than applicant): \_\_\_\_\_  
Recipient Email: \_\_\_\_\_

## SUBJECT PROPERTY

Full Street Address: \_\_\_\_\_  
Full Legal Description: \_\_\_\_\_  
Parcel Number: \_\_\_\_\_  
Current Zoning: \_\_\_\_\_  
Current Use of Property: \_\_\_\_\_

## ZONING VERIFICATION REQUEST

Request description (please be specific):

I hereby request a letter of response to this Zoning Verification Letter from the Town of Addison Department of Development Services.

Signature

Printed Name

Date



16801 Westgrove Drive  
Addison, TX 75001

P.O. Box 9010  
Addison, TX 75001

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fax: 972.450.2837

ADDISONTXAS.NET

IT ALL COMES TOGETHER.