Zoning Verification Letter Application

Planning Department
265 Parkway Boulevard
Coppell, TX 75019
Phone: (972) 304-3678
Fax: (972) 304-3570

ZVL# _____

Address of Subject Site _____

APPLICANT INFORMATION:

Name of Applicant: _____ Phone No: _____

Address of Applicant: _____ FAX No: _____

_____ ZIP Code: _____

ADDRESS TO SEND THE ZONING VERIFICATION LETTER TO:

Name: _____ Phone No: _____

Address: _____ FAX No: _____

_____ ZIP Code: _____

LEGAL DESCRIPTION:

☐ Complete metes and bounds legal description attached OR

☐ Recorded subdivision legal description with a copy of the plat map attached.

Lot Number(s) _____ Block Number(s) _____ Subdivision _____ Acres _____

PLEASE READ AND INITIAL: A zoning verification letter will state the current zoning of a property and will include a copy of the property's **zoning regulations**, a copy of the **zoning map**, and an 8 ½ x 11 copy of the **approved site plan**, if available. The letter *will not* state that a building is in compliance with the current codes or that the building was built in compliance with a previous code. If compliance information is required, an applicant may research the property in the Building Inspection Files. The files are maintained at the Building Inspection Department, 500 Southwestern Blvd., Coppell, Texas (972-304-3500). An applicant may also review all historical data including Certificate of Occupancy to determine if the building was constructed correctly. A Certificate of Occupancy is only issued when the building is in compliance with the code.

_____(Applicant's initials)

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

_____

Signature of Applicant