



Application for Zoning Verification

The Development Services Department provides three different types of zoning verification letters:

1. Zoning
 2. Variance
 3. Nonconforming Use
1. A **“Zoning”** letter type will verify the current zoning of a property and may also indicate if a specified use is allowed in the applicable zoning district.
 2. A **“Variance”** letter type will verify if any Variances have been approved by the Board of Adjustment on the specified property.
 3. A **“Nonconforming Use”** letter type will verify if a nonconforming use has been registered on the specified site or other nonconforming use related information.

To obtain a **“Zoning”** verification type letter, please **complete** this application, attach a map that clearly illustrates the property boundaries, and submit the \$350.00 fee (plus surcharges). If the area of the request cannot be clearly defined by legal lot, block, and NCB, please furnish a survey or plat that delineates the property boundaries with a general location description (all submittals should be no larger than 11 inches by 17 inches). Please also provide the property’s current city-assigned address if one exists.

Zoning verification letters do not certify the conformance or non-conformance of existing structures. For this information, please contact our Plan Review Division at (210) 207-8394 to discuss or to schedule a more in-depth preliminary plan review. Zoning verification letters also do not detail certificates of occupancy or violations on the property. To obtain this information, please contact our Customer Services Section at (210) 207-1111.

The goal of the Development Services Department is a maximum 10 business day turnaround time for verification letters. However, we understand that circumstances arise where an applicant may need a faster turnaround time. To that end, we can provide an expedited verification requested (upon receipt of a complete application, correct location information, and all necessary fees). Please note that a **\$100.00 refund processing fee** will be assessed should the applicant request a refund after the application has been submitted.

Mail to: City of San Antonio, Development Services Department
Cliff Morton Development and Business Services Center
Attention: Zoning Verification
1901 South Alamo Street
San Antonio, TX 78204



Application for Zoning Verification

Applicant: _____ Phone: _____

Email: _____

Subject property address: _____

Legal Lot, Block and NCB: _____
(Attach map; Attach field notes and survey if necessary)

Existing and/or proposed use: _____

Be very specific by identifying the use as indicated in the tables (Use Matrix) in Section 35-311 of City of San Antonio Unified Development Code (UDC) for assistance.

Please indicate the letter type(s) requested:

_____ **ZONING (\$350.00)****

Would you like this “zoning type” letter to address whether the **a use** is allowed or not allowed in the applicable zoning district? **(Please note: if a use is not identified above, we will not be able to include this information in your letter)**

___ Yes ___ No

Would you like this “zoning type” letter to identify the ordinance that adopted the current zoning district on the subject property? (While we strive for a maximum turn-around time of 10 working days, research to identify the ordinance may take additional time.)

___ Yes ___ No

_____ **VARIANCE (\$150.00)****

_____ **REGISTERED NONCONFORMING USE (\$150.00)****

Is this letter requested for a TABC (Texas Alcoholic Beverage Commission) zoning verification?
(Note: A zoning verification letter does not verify distance requirements)

___ Yes ___ No

****Subject to both the 3% Dev. Serv. Improvement Fee and the 3% Dev. Serv. Technology Fee**



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PERSON TO WHOM LETTER SHOULD BE ADDRESSED:

Name

Address (include Suite or Bldg number, if applicable)

We will send a .pdf of the signed zoning verification letter via e-mail. In addition, do you also request the signed letter be mailed to you?

___ Yes ___ No

PERSON TO WHOM LETTER SHOULD BE SENT:

Name

Email address

Mailing address (if letter is to be mailed also)

Signature of Applicant

Date

A complete application, with all necessary location information, and the appropriate fee(s) must be submitted before processing of the request can begin. Any inaccurate or inadequate information provided by the applicant may delay the letter, result in a limited response, and/or cause the application to be returned. Any requested changes or addendums to a completed letter may constitute a new separate request.

Office Use Only

Zoning Verification Letter Number: _____ Planner Assigned: _____

Letter Fee: _____ \$350.00 per letter type (Zoning) Request to Expedite Fee: _____ \$250.00 per letter type
\$150.00 per letter type (Other)
