



Application for Zoning Verification

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

1. Zoning
 2. Variance
 3. Nonconforming Use
1. A **“Zoning”** letter type will identify 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 indicate if any variances have been approved by the Board of Adjustment on the specified property.
 3. A **“Nonconforming Use”** letter type will indicate if a nonconforming use has been registered on the specified site, or may provide other nonconforming use related information.

To obtain a zoning verification letter, please complete this application, attach a map that clearly illustrates the property boundaries, and submit the \$150.00 fee per letter type requested. 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 Planning and Development Services Department’s goal is a maximum 10 business day turnaround time for zoning 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 zoning verification letter within four business days for **an additional fee** of \$250.00 per letter type 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.

Application for Zoning Verification

APPLICANT'S NAME

PHONE NUMBER

E-MAIL ADDRESS

ADDRESS OF SUBJECT PROPERTY

LEGAL LOT, BLOCK AND NCB
(Attach map; Attach field notes and survey if necessary)

EXISTING AND/OR PROPOSED USE

Please indicate the letter type(s) requested below:

_____ **Zoning**

Would you like the "zoning type" letter to address whether the above use is allowed or not allowed in the applicable zoning district?

___ Yes ___ No

Would you like the "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**

_____ **Nonconforming Use**

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

___ Yes ___ No

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

___ Yes ___ No

PERSON TO WHOM LETTER SHOULD BE ADDRESSED:

Name

Address (include Suite or Bldg number, if applicable)

PERSON TO WHOM LETTER SHOULD BE SENT:

Name

Address (include Suite or Bldg number, if applicable)

Signature of Applicant

Date

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

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 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: _____ \$150.00 per letter type Request to Expedite Fee: _____ \$250.00 per letter type