

ZONING VERIFICATION LETTER REQUEST

A Zoning Verification Letter is a document provided by the City to confirm the zoning designation of a property and list any special zoning information applicable to that property. If requested, the letter can indicate whether one particular use is allowed by the assigned zoning district. **Note:** *A Zoning Verification Request does not include information on the property's code violations/ compliance or copies of a Certificate of Occupancy, which can be provided through a Public Information Request using the appropriate form provided by the City Secretary's Office. To obtain the form visit www.portlandtx.com/93/Open-Records-Requests or e-mail annette.hall@portlandtx.gov*

This form may be returned in person to the above address or emailed to permits@portlandtx.gov

REQUESTOR'S INFORMATION:

NAME: _____ PHONE NUMBER: _____

BUSINESS/AGENCY (IF APPLICABLE): _____

MAILING ADDRESS: _____
(Street Address) (City) (State) (Zip Code)

Submittal Documents: Please group into a single PDF document titled Application Information.

- Zoning Verification Letter Request Form
- A location map, survey, plat, or tax map with the property boundaries clearly outlined

Please provide each of the following for the property you are requesting verification of zoning. A complete Zoning Verification Letter cannot be provided if any of the following is missing:

PROPERTY INFORMATION:

ADDRESS: _____
(Street Address) (City) (State) (Zip Code)

TAX ID / PARCEL #: _____

LEGAL DESCRIPTION: _____

DETAILED DESCRIPTION OF USE: _____
(Attach additional pages if needed)

REQUESTOR'S SIGNATURE: _____

DATE: _____