



DEVELOPMENT SERVICES DEPARTMENT

Planning & Development Division

1522 Texas Parkway Missouri City, Texas 77489
281-403-8600 (Office) mctxplanning@missouricitytx.gov



Applications & Forms:



MCTX Self Service:

(Click on QR code for website)

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 will verify the current zoning of a property and may also indicate if a specified use is permitted in the applicable zoning district.
 2. A "Variance" letter will verify if any variances have been approved by the Board of Adjustment for the subject property.
 3. A "Nonconforming Use" letter will verify if a nonconforming use has been identified on the subject property or other nonconforming use related information.

To obtain a "Zoning" verification letter, please complete the attached application, attach a map that clearly illustrates the property boundaries. If the area of the request cannot be clearly defined by legal subdivision name, lot, and block, please furnish a survey that delineates the property boundaries with a general location description. Please also provide the property's physical address if one exists and the Tax Parcel Identification Number. Apply online through the MCTX Self Service portal using QR code above.

Zoning Verification Letters do not certify the conformance or non-conformance of existing structures. For this information, please contact the Planning and Development Division at (281) 403-8600 to schedule a more in-depth preliminary plan review.

Zoning Verification Letters do **not** detail certificates of occupancy or violations on the property. To obtain this information, please submit a public information request to the City Secretary's Office at [Missouri City, TX Records Requests - Track request \(justfoia.com\)](https://www.justfoia.com) to request certificates of occupancy or violations on the property.

The Development Services Department allows a maximum 10 business day turnaround time for Zoning Verification Letters.



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Application for Zoning Verification

Applicant: _____ Phone: _____

Email: _____

Subject property address: _____

Legal Subdivision Name, Lot, and Block: _____
(Attach map; Attach survey if necessary)

Existing use: _____

Proposed use: _____

Please indicate the letter type(s) requested:

ZONING (\$ 35.00)

- | | | |
|-----|----|--|
| Yes | No | Would you like this letter to address whether the use is permitted or not permitted 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 letter to identify the ordinance that adopted the current zoning district?
(While we strive for a maximum turn-around time of 10 working days, research to identify the ordinance may take additional time.) |

VARIANCE (\$No Fee)

IDENTIFIED NONCONFORMING USE (\$No Fee)

- | | | |
|-----|----|--|
| Yes | No | Is this letter requested for a TABC (Texas Alcoholic Beverage Commission) zoning verification?
(Note: A zoning verification letter does not verify distance requirements) |
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Yes No Do you request the signed letter be mailed to you? A .pdf of the signed zoning verification letter will be sent via e-mail.

PERSON TO WHOM LETTER SHOULD BE SENT:

Name

Email address (if different from applicant)

Mailing Address (if letter is to be mailed also)

Signature of Applicant

Date

A complete application, with all necessary location information must be submitted before processing of the request can begin. Any inaccurate or inadequate information provided by the applicant may delay the letter and 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 separate request.