



# Zoning Verification Letter Request

Because each zoning verification letter is best tailored to the needs of the person requesting the verification, the City of Richardson has no form letter for this type of correspondence. Instead, the following procedure is followed:

1. The person desiring the letter provides a legal description of the property (lot, block, subdivision designation; metes and bounds description; or survey drawing showing the property boundaries).
2. The person in need of the letter furnishes the Development Services Department with the content of the letter including:
  - a. Name and address of the person to receive the letter;
  - b. A reference to the legal description mentioned above; and
  - c. All other information to be contained in the letter.
3. A fee of \$50.00 accompanies the property description and letter draft.
4. If requesting site plans a fee of \$4.00 is charged for each site plan.

Under normal circumstances, once the necessary information is provided to the Development Services Department, the letter can be available in 1 – 2 working days.

**PLEASE NOTE:** Because neither the issuance of a certificate of occupancy nor the inspection of the improvements on the site falls within the domain of the Development Services Department, we cannot issue a letter stating that development of a piece of property is “in compliance with the regulations of the zoning district.”

Please address your request to:                   Zoning Verification Request  
Development Services Department  
City of Richardson, Texas  
2360 Campbell Creek Boulevard, Suite 525  
Richardson, Texas 75082

Checks should be made in the amount of \$50.00 payable to the City of Richardson

Feel free to call 972-744-4240 if you have questions. Thank you.