



Zoning Verification Letter Application

So that we may efficiently review your project in a timely manner, it is important that all required documents and fees listed on the "Submittal Checklist" below are submitted with your application. Submit completed applications and accompanying documents and one-time credit card payment authorization form to the Planning Department digitally to planning@leaguecitytx.gov. For a detailed checklist of items required on development applications and a general timeline for your application to be approved, go to www.leaguecity.com/planning.

SUBMITTAL CHECKLIST

- Complete Application
- \$75.00 Application Fee **per Parcel** (We accept credit card payments over the phone, please email planning@leaguecitytx.gov for the form)

PROJECT INFORMATION

Address and Geographic Location: _____

Property Identification Number: _____ County: _____

Subdivision Name, Block and Lot # (Legal Description): _____

Within City Limits: Y / N

Proposed Use (If applicable): _____

PRIMARY CONTACT INFORMATION (Recipients)

Provide the name, email, and address of the recipient of the Zoning Verification Letter. A copy of the letter will be sent via email. Only one copy of the letter will be emailed. If you wish to have the letter emailed to multiple recipients, provide their email addresses below.

Name: _____ Company (If applicable): _____

Mailing Address: _____ City: _____ State: _____

Zip Code: _____ Phone: _____ Fax: _____

Email (print legibly or use type font): _____

Attach additional pages for multiple recipients.

Name: _____

Email: _____

*To obtain a copy of the Certificate of Occupancy, site plans, permits or any outstanding violations at the property, a Public Information Request (PIR), must be submitted to the City Secretary's Office. The City Secretary's Office may be contacted at (281) 554-1020. **A Zoning Verification Letter application must be submitted for each address and/or parcel. Applications with multiple addresses will only receive a Zoning Verification Letter for the first address or parcel listed.***