



# TOWN OF WESTLAKE

## REQUEST FOR ZONING VERIFICATION

**APPLICATION REQUIREMENTS:** The applicant is required to submit sufficient information that adequately describes the location of the property on which the request is made. A **\$50 application fee must be paid at the time of submission or the application will not be processed.**

**APPLICANT INFORMATION:**

Applicant: \_\_\_\_\_ Company: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_ Email: \_\_\_\_\_

Property Owner: \_\_\_\_\_ Company: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_ Email: \_\_\_\_\_

**LETTER INFORMATION** (The information provided below is whom the letter will be addressed to):

Key Contact: \_\_\_\_\_ Company: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_ Email: \_\_\_\_\_

**PROPERTY INFORMATION:**

Address of Subject Property Address: \_\_\_\_\_

Location of Property (including Subdivision): \_\_\_\_\_

TAX ID# of Subject Property: \_\_\_\_\_ # of Lots: \_\_\_\_\_ Acres: \_\_\_\_\_

**CHECK APPROPRIATE BOXES FOR INFORMATION TO BE CONTAINED IN THE VERIFICATION LETTER:**

Zoning <input type="checkbox"/>	Violations <input type="checkbox"/>	Copies of CO <input type="checkbox"/>	Subdivision Name <input type="checkbox"/>	Property Platted <input type="checkbox"/>
---------------------------------	-------------------------------------	---------------------------------------	---	---

Other: \_\_\_\_\_

**Please read and sign below:** A zoning verification letter will state the current zoning of a property and will include a copy of the zoning map. A zoning verification letter only states the current zoning of a property. A current Certificate of Occupancy will be included if available. A Certificate of Occupancy is only issued when the building complies with the code. Building code violations will only be included if they are active.

**The above information, to my knowledge and belief, is true and correct.**

**X**

\_\_\_\_\_

\_\_\_\_\_

*Signatures(s) of Applicant(s)*

*Date*

---

### **REQUIREMENTS FOR SUBMITTING APPLICATION**

The information listed below must be submitted as a complete packet to:

**Town of Westlake**

**Planning and Development Department**

**1500 Solana Boulevard, Building 7, Suite #7202**

**Westlake, TX 76262**

- Completed Application Form
- Legal Description
- Site Location Map
- \$50 non-refundable filing fee. Checks must be made payable to Town of Westlake.

1500 Solana Blvd, Building 7 , Suite 7200, Westlake, TX 76262

Phone: 817-430-0941 | Fax: 817-430-1812

[www.westlake-tx.org](http://www.westlake-tx.org)