



**Development Services Intake**

450 Cypress Creek Road, Building 2  
Cedar Park, TX 78613  
Office: 512-401-5100  
Fax: 512-258-1471



**ZONING VERIFICATION REQUEST**  
APPLICATION & CHECKLIST

**APPLICATION COMPLETENESS CERTIFICATION**

**PROVIDED**  
applicant  
must check

<b>REQUIRED DOCUMENTS</b>	Completed Zoning Verification Letter Request Form	<input type="checkbox"/>
	Parcel Map with the site delineated	<input type="checkbox"/>
	Payment of \$50.00 paid online or by mail	<input type="checkbox"/>

**INSTRUCTIONS**

- » Submit the completed request form and required information through the Online Customer Portal here: <https://www.mygovernmentonline.org/apply/#2>
- » One Zoning Verification Letter can be issued for multiple parcels so long as they are contiguous. Noncontiguous parcels will require separate Zoning Verification Letter Requests.
- » The Department of Development Services will issue the Zoning Verification Letter to the contact's listed email address in electronic .pdf format. A hard copy will be provided only if one is specifically requested below.

**CONTACT INFORMATION**

Name: \_\_\_\_\_

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

I would like a hard copy of the letter sent to the above address

Phone Number \_\_\_\_\_ Email: \_\_\_\_\_

**SITE INFORMATION**

Address(es): \_\_\_\_\_

Parcel ID(s) or legal description: \_\_\_\_\_

Parcel ID(s) can be obtained from the appropriate Appraisal District website:

Williamson County: [www.wcad.org](http://www.wcad.org) → "Property Search"

Travis County: [www.traviscad.org](http://www.traviscad.org) → "Property Search"

**INSTRUCTIONS**

- » Please allow 10 business days from the date payment is received to complete the request.
- » The Zoning Verification Letter does not verify compliance with development regulations or certify legal non-conforming status.
- » Zoning Violations will not be included. To obtain zoning violation information, please contact the Code Compliance Office at (512) 401-5208
- » Copies of Certificates of Occupancy, site plan and/or parking information will not be included. To obtain copies of Certificates of Occupancy, please contact the Building Inspections Division at (512) 401-5100.
- » Copies of applicable sections of the Zoning Ordinance will not be provided. To view the Zoning Ordinance, please visit the Code of Ordinances on the website ([www.cedarparktexas.gov](http://www.cedarparktexas.gov)) under "Government > Resources".
- » Should you require further assistance, please contact the Department of Development Services at (512) 401-5054, (512) 401-5058, or by email at [planning@cedarparktexas.gov](mailto:planning@cedarparktexas.gov).