



# ZONING VERIFICATION REQUEST FORM

**Mail To:**  
Planning & Development  
305 Millers Crossing  
Harker Heights, Texas 76548

**Contact us at:**  
(254) 953-5600  
[planning@harkerheights.gov](mailto:planning@harkerheights.gov)

**Requestor's Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Business/Agency (If applicable):** \_\_\_\_\_

**Requestor's Mailing Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_

**Please provide each of the following for the subject property you are requesting verification of zoning:**

TAX ID/APPRaisal PARCEL NUMBER (SEPARATE APPLICATION IS REQUIRED FOR EACH TAX ID/PARCEL):

ADDRESS: \_\_\_\_\_

LEGAL DESCRIPTION: \_\_\_\_\_

**Note: A complete zoning verification letter cannot be provided if any of the above is missing.**

## ZONING VERIFICATION LETTERS PROVIDE THE FOLLOWING INFORMATION ONLY:

- ◆ Zoning Districts
- ◆ Permitted Uses
- ◆ Setbacks
- ◆ Height Limitations
- ◆ Map Identifying Subject Parcel Zoning

**Note: A Zoning Verification Request does not include information on the property's code violations/compliance or copies of a Certificate of Occupancy, which can be provided through a Public Information Request using the appropriate form provided by the City Secretary's office. To obtain the form, visit <https://harkerheights.gov/index.php/open-records-request>, or call (254) 953-5600.**

Generally, the City will mail back or have available for pick-up the requested information within ten (10) working days of receiving the request, provided this application form is complete and the filing fee is included.

\_\_\_\_\_  
**SIGNATURE OF REQUESTOR**

\_\_\_\_\_  
**DATE**

### STAFF USE ONLY

**Zoning Verification Letter Fee: \$10.00**  
**(Fee is for each distribution of the request)**

**Make Check Payable to: City of Harker Heights, Texas**

Date Received: \_\_\_\_\_

Received By: \_\_\_\_\_