



Zoning Letter Request

What is the importance in obtaining a Zoning Letter?

The City of Galveston has recently updated all zoning regulations, land uses, and zoning districts. Therefore, it is important to obtain a zoning letter for a property prior to development, in order to provide the most current regulations regarding proposed land use, signage, setback requirements, parking, landscaping etc.

Most lending and/or mortgage companies will require a letter from the local municipality prior to financing a property to ensure that the property is in conformance with the zoning regulations prior to funding a loan.

When should a Zoning Letter be requested?

Prior to entering into a contract to lease, rent or purchase a property, the City recommends that a zoning letter be requested.

There are two types of zoning letters:

Zoning Verification (previously called Type A) is a basic letter for zoning classification and land use only. The fee is \$ 100.00.

Zoning Analysis (previously called Type B) is a detailed letter that can address such issues as zoning classification, permitted land use, setback requirements, parking, signage and landscaping requirements. The fee is \$ 500.00 and may require a site visit by Staff to the property.

We recommend that the individual submit the request at least ten (10) working days prior to the date needed.

What is needed for the Zoning Letter request?

Process: A detailed written request must be submitted to the Director of the Development Services Department. The request shall include submission of information regarding the request and/or proposal, including any supporting documentation such as a copy of the survey and/or "to scale" site plan including floor plan dimensions, existing parking and landscaping. All zoning letter requests shall include the following:

- Applicant/contact name, address and phone number
- Type of zoning letter requested and appropriate fee
- Information regarding how and to whom, the letter shall be addressed
- Date the letter must be completed for any financial purposes
- Address and legal description of property
- Date of construction, if available
- If the property proposed is for sale

Should you need further information, please feel free to contact the Planning and Development Division at 409-797-3660 or planningcounter@cityofgalveston.org.