

# OPERATING BUDGET

## FISCAL NOTE

**DATE OF COUNCIL CONSIDERATION:**

12/1/2022

**CONTACT DEPARTMENT(S):**

Housing and Planning

**FUND:**

General Fund

**SUBJECT:** Approve an ordinance amending Exhibit "A" to the Fiscal Year 2022-2023 City of Austin Fee and Fine Ordinance (Ordinance No. 20220817-005) to add the zoning verification letter fee.

**CURRENT YEAR IMPACT:** The current year zoning verification letter fee will be \$40 per verification letter

Fee Name	FY 2023 Approved	FY 2023 Amended
Zoning Verification Letter fee		Zoning Verification Letter

**FIVE-YEAR IMPACT:**

	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027
Total Revenue	\$35,500	\$44,805	\$44,805	\$44,805	\$44,805
Net Budget Impact	\$35,500	\$44,805	\$44,805	\$44,805	\$44,805

**ANALYSIS / ADDITIONAL INFORMATION:**

People request zoning verification letters because it is important to ensure that the zoning given to a property is correct. Many banks and other lending institutions often want to ensure that prior to giving a loan, the owner is stating that what can be constructed on a property is permitted. There have been times when the property profile tool is incorrect, so therefore a zoning verification letter is obtained. There is a \$40 fee charged for the service.

Staff does the research such as looking at applicable zoning ordinances in the database to provide proof of the zoning. A letter is sent that verifies the zoning classification.

The Zoning Verification Letter Fee was originally on the Development Services Department's fee schedule in FY20 and was inadvertently omitted from the FY21 Housing and Planning Department's fee schedule.