



## Recommendation for Action

---

**File #: 22-3527, Agenda Item #: 25.**

12/1/2022

---

### **Posting Language**

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.

### **Lead Department**

Housing and Planning Department.

### **Fiscal Note**

This item is projected to result in additional revenue of \$35,500 in the Fiscal Year 2022-2023 Housing and Planning Department's Operating Budget. A fiscal note is attached.

### **For More Information:**

Contact Mandy DeMayo, Deputy Director, Housing and Planning, 512-974-1091; Alex Zamora, Chief Administrative Officer, Housing and Planning, 512-974-3151.

### **Additional Backup Information:**

Applicants request zoning verification letters in order to ensure that the zoning assigned to a property is correct. Banks and other lending institutions often want to ensure that prior to giving a loan, proposed construction on a property is permitted. There have been times when the property profile tool is incorrect. Accordingly, a zoning verification letter is obtained. There is a \$40 fee charged for the service.

Staff undertakes zoning research, including exploring applicable zoning ordinances in the database to provide proof of zoning. Subsequently, staff provides a letter that verifies the zoning classification.

The zoning verification letter fee was previously included in the Development Services Department's fee schedule, but it was no longer included in the fee schedule starting in Fiscal Year 2020-2021.

### **Strategic Outcome(s):**

Economic Opportunity and Affordability.