

Sample Only
from city on city letterhead

Date

Name
Title, Company
Address
City, Texas ZIP

RE: Legal Lot Verification Letter
- for (legal description), located at (address)

Dear (name):

Per Section ___ of the City of ___ Code of Ordinances, this letter confirms that (legal description), located at (address) is / is not a legal lot. Thus per Section ___, a plat would / would not be required for this tract to be developed, unless it were to be divided.

Also, this letter does not authorize the property owner to proceed with development of the tract and does not specify requirements that must be met for future development.

For your information, “development” is defined in Section ___ of the Code as follows:

“The division of a parcel of land into 2 or more parcels; the construction, reconstruction, conversion, structural alternation, relocation, or enlargement of any buildings; any extension of any use of land or any clearing, grading, excavation or other movement of land, for which permission may be required pursuant to this ordinance. Includes reconstruction, alteration of the size, or material change in the external appearance of a structure; and excavation for the construction, the moving, alteration, or repair, except ordinary repairs, of any building or other structure, including an accessory structure, exceeding 144 square feet in area.

And Land Disturbance is defined as:

“The construction or placement of buildings, roads and other structures, excavation, mining, dredging, grading, filling, clearing or removing vegetation, and the deposit of refuse, waste or fill. Utility, drainage, and street repair, and any construction maintenance and installation that does not disturb land or result in additional impervious cover shall also not constitute development.”

Please let me know if we can be of further assistance.

Sincerely,

Name
Planning Director
City of ____

cc: