



ZONING VERIFICATION LETTER REQUEST

AS/400 No. _____

This form is intended for submittal with all requests for a Zoning Verification Letter. This application shall be accompanied by a nonrefundable fee of \$50.00, payable by check or money order only.

REQUESTOR INFORMATION

Name, Title: _____ Telephone: _____

Mailing Address: _____ Fax: _____

_____ E-Mail: _____

Delivery Method (Please check one) E-Mail Mail (Overnight (pre-paid envelope required))

PROPERTY AND PROJECT DATA

Property Address(es): _____

List All Real Estate/Parcel Number(s): _____

Legal Description of Property: _____

Existing Use of Property: _____

Proposed Use of Property: _____

Day Care Center: _____ Adults/ _____ Children Community Residential Home: _____ Number of Beds

Please check all information being requested (will be provided if available):

- Current Zoning District
- Future Land Use Designation
- Adjacent Property Zoning Designations
- Code Sections Regulating Property
- Conditional Use / Special Exception
- Variances
- Community Residential Home Letter. Provide printout with the most recently published data showing that the proposed facility is not located within 1,000 feet from another facility.
- Other: _____
- Other: _____
- Other: _____
- Other: _____

Requestor Signature: _____ Date: _____

OVERVIEW

What is a Zoning Verification Letter?

A zoning verification letter is a document provided by the City to verify the current zoning of a particular piece of property, and the types of uses that are allowed in that zoning district.

What type of information is provided in a Zoning Verification Letter?

The zoning verification letter may contain the following information:

- The zoning district that applies to the property.
- The future land use designation of the subject property as part of the City's Comprehensive Plan.
- If requested, a list of zoning district regulations.

Information NOT included in a Zoning Verification Letter

- The letter does not verify compliance with development or zoning regulations, building code standards, or any regulatory requirements from any Federal, State, or County agency.
- The letter does not certify legal non-conforming status.
- Copies of code violations/compliance, a Certificate of Occupancy, boundary surveys, building plans, and/or site plans and historical permit information will not be included. Information on obtaining public records can be found here: www.jacksonvillebeach.org/government/departments/city-clerk/public-records.
- Historical permit information can be requested here: <http://www.jacksonvillebeach.org/government/departments/planning-development-department/building-inspection-division/historical>.

How do I obtain a zoning verification letter?

Complete the form on the reverse side of this document and submit with the required nonrefundable application fee to:

City of Jacksonville Beach - Planning Division
11 3rd Street North
Jacksonville Beach, FL 32250

Make check or money order payable to "City of Jacksonville Beach"

Requests will not be processed until the fee payment is received. Please allow 10 business days to complete the request. For overnight delivery (e.g. FedEx, UPS), a pre-paid overnight delivery envelope must be provided.

HELPFUL HINTS

- Submit the request at least 10 business days before the letter is needed.
- Ensure the property is located within the City of Jacksonville Beach Limits prior to requesting a letter.
- Submit a boundary survey of the property (optional).
- The Real Estate Number aka Parcel ID can be obtained from the Duval County Property Appraiser (www.coj.net)
- Community Residential Home (Assisted Living Facility (ALF) locator (<http://www.floridahealthfinder.gov/facilitylocator/facloc.aspx>)