



ZONING VERIFICATION REQUEST

CITY PLANNING DIVISION

PROJECT LOCATION

Parcel Identification Number (1)

Property Address/Location

Parcel Identification Number (2)

Property Address/Location

Parcel Identification Number (3)

Property Address/Location

If you would like the letter to identify one of the following uses, please check the appropriate box.

- Home health care office
- Daycare
- Auto sales
- Other: _____

(For office use only)
APPLICATION CASE #:

Checklist

- Verify that the property is within City limits
- Submit valid parcel identification number (PIN), printed clearly
- Review the standard letter format provided on the opposite page
- Include application fee: **\$50** per parcel ID

NOTE:

Please read these instructions completely before signing and submitting this form. If there are errors, or if payment is insufficient, your letter may be significantly delayed.

APPLICANT

Applicant Name, Title

Company

Street Address

City State Zip

Telephone Number

E-Mail Address

LETTER RECIPIENT

(if different) Letter Recipient Name, Title

Company

Street Address

City State Zip

Telephone Number

E-Mail Address

Applicant Signature

Date

Revised August 2019

HELPFUL HINTS

- Make sure that the property is located within Orlando City Limits prior to requesting a letter.
- Submit the request at least 10 days before the letter is needed.
- Provide a copy of the legal description of the subject property to your request for zoning verification.
- Use the application form provided on the reverse side of this brochure.

For more information:

Ed Petersen
Phone: 407.246.3412
Fax: 407.246.2895
E-Mail: edward.petersen@orlando.gov

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 will 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 Growth Management Plan (GMP).
- Any specific GMP sub-area policies that apply to the subject property.
- If requested, a list of permitted uses in the zoning district (Chapter 58, Figure 2 of the Land Development Code).

In addition, the letter can indicate whether one proposed use is allowed by the zoning district of the subject property.

The Zoning Official is not authorized to address whether existing development on the subject property conforms to current code requirements.

The Zoning Verification Letter will be provided **only** in the standard format approved by the City of Orlando (see sample below).

How do I obtain a Zoning Verification Letter?

Complete the form on the reverse side of this brochure and submit with the required non-refundable application fee of **\$50.00** per Parcel Identification Number (PIN) to:

City of Orlando—City Planning Division
400 South Orange Avenue
(P.O. Box 4990)
Orlando, Florida 32802-4990

Make check payable to "City of Orlando".

Indicate "ATTN: Ed Petersen" on your envelope.

SAMPLE LETTER

Mr./Ms. _____:

In response to your letter requesting zoning verification of the above mentioned property, please be advised of the following:

- The subject property is zoned _____, and is subject to the use and development standards of that zoning district.
- The subject property has a _____ Future Land Use designation. Subarea policy/policies _____ apply to the subject property.
- The _____ zoning classification is/is not consistent with the _____ Future Land Use designation.

If you have any questions or concerns, please contact the City Planning Division at 407.246.2269.