



**Zoning Verification Request Form**

Development Services – Planning & Zoning Division  
150 N. Lakeshore Drive | Ocoee, FL 34761  
Phone: 407.905.3100

Received Date- Office Use Only

**The Zoning Division reserves the right to determine whether this application is complete and accurate. Incomplete applications will not be processed. The processing time may take up to seven (7) business days. Please submit request(s) at least ten (10) days before the letter is needed. Make check payable to “City of Ocoee”**

**Applicant Information**

Name/Company: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Contact Person Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Property Information:**

Address of subject property(s): \_\_\_\_\_ Parcel I.D. # \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**General Request: (Please write the specific question(s) you would like to be addressed in the letter)**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**A Zoning Verification Letter is a document provided by the City to verify the current zoning of a particular piece of property/parcel located within the city limits. If requested the types of uses that are allowed in that zoning district will be provided.**

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Office Use Only**



## **Zoning Verification Request Overview and Checklist**

### **Overview:**

- A Zoning Verification letter is a document provided by the City to verify the current zoning of a piece of property, and the types of uses that are allowed in that zoning district.
- The Standard Zoning Verification Letter will contain the following information
  - Current Zoning that applies to the property.
  - Future Land Use designation of the subject property.
- If requested, any specific sub area policies that apply to the subject property such as permitted uses, overlay zones, or Community Redevelopment Area (CRA) information, will be provided.
- Detailed zoning information in addition to a standard zoning verification letter, such as certificates of occupancies, site plans, variances, previous permits, etc. will incur an additional fee (see fee below).

### **Checklist:**

- ✓ Verify that the property is located within Ocoee City Limits.
- ✓ Include application fee.
  - \$50.00 per parcel I.D. for standard zoning letter request.
  - \$125.00 for detailed zoning request(s) per parcel I.D.
- ✓ Make sure parcel identification number is printed clearly.
- ✓ Please read all instructions, sign, date, and fully complete application form. Incomplete information or errors may delay processing.
- ✓ Make check payable to “City of Ocoee”.