



Zoning Verification Request Form
Development Services – Planning Division
150 N. Lakeshore Drive | Ocoee, FL 34761
Phone: 407.905.3157 | Fax: 407.905.3158

Received Date- Office Use Only

The Zoning Division reserves the right to determine whether this application is complete and accurate. As 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. INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED.

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 Letter 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 polices that apply to the subject property such as permitted uses, overlay zones or Community Redevelopment Area (CRA) information will be provided.
- Detail zoning request information in addition to standard zoning verification letter such as certificate of occupancy, 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.
- ✓ Make sure parcel identification number is printed clearly.
- ✓ Please read all instructions, sign, date, and fully complete application form, before e-mailing your request to ghines@occoee.org.
- ✓ Incomplete information or errors may delay processing.