

# Zoning Confirmation Letter

## General Information

Zoning Confirmation letters are generally a request from homeowners, mortgage lenders, appraisers, and legal advisors. A zoning confirmation letter demonstrates that the use of the property is in compliance with all municipal zoning code regulations and whether the use and/or property has obtained any zoning permits that could further impact future development of the subject property. The Zoning Verification 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 Zoning Verification Letter does not certify legal conforming or non-conforming status.

## Application Process

In order to process your request, we need a Zoning Confirmation Request Form to be completed along with the required payment of \$44.00 (for each parcel subject to request). Please complete the Zoning Confirmation Request Form which can be filled out online or manually. Items to include in the Request Form are:

1. Current or proposed use of the property
2. Reason for the Zoning Confirmation Request Form
3. Number of employees
4. Business Hours of operations

If there is a need for additional space to describe your business or other relevant information, please attach a document to the Form.

### **The request should be submitted or addressed to:**

City of Greenacres  
Neighborhood and Development Services  
Planning Division  
5800 Melaleuca Lane  
Greenacres, Florida 33463

Requests will not be processed until the required form and fee are received. Generally, zoning letter requests are completed within 7-10 business days after the letter has been entered by the front counter staff into our database. Please contact Evelyn Bach (561 642-2054 or [ebach@greenacresfl.gov](mailto:ebach@greenacresfl.gov)) if you have any questions.



**NEIGHBORHOOD AND DEVELOPMENT SERVICES  
PLANNING DIVISION**

5800 Melaleuca Lane, FL 33463 • Telephone: 561-642-2054

[ebach@greenacresfl.gov](mailto:ebach@greenacresfl.gov)

## ZONING CONFIRMATION REQUEST FORM

*This form must be completed in full and legible. If there are errors or if your payment is insufficient, your zoning confirmation letter may be significantly delayed. Please submit the form to the Planning Division, 5800 Melaleuca Lane, Greenacres, FL 33463. Allow seven to ten business days for completion of request. Emailed forms will be processed upon receipt of payment.*

### PROPERTY INFORMATION

Property Address:

Parcel ID:

Description Business:

Reason for Request:

### APPLICANT/RECIPIENT

Applicant Name and Title:

Recipient Name and Title (if different):

Company:

Full Address:

Email:

Telephone:

### FEE AND OVERVIEW OF ZONING VERIFICATION REQUESTS

\*\$44.00 Zoning Confirmation Request Fee per each Parcel Identification Number. Make check payable to "City of Greenacres." The request will not be processed without payment.

- A zoning verification letter is a document provided by the City to verify the current zoning and future, land use of a particular piece of property and the types of uses that are allowed in that zoning district.
- The Zoning Official is not authorized to address whether existing development conforms to the current code requirements. The zoning confirmation letter will not indicate if there are code compliance issues or permitting issues with the subject property.

- The Zoning Confirmation Letter will be provided only in the standard format approved by the City of Greenacres.

**Applicant Signature**

**Date**

**\*NOTE: FORM FEE IS NON-REFUNDABLE UPON PAYMENT TO THE CITY**