



# ZONING CONFIRMATION LETTER REQUEST

If you would like to obtain a verification of the **zoning** or particular **use** of a specific property in writing, you can request a Zoning Confirmation Letter. The **Zoning Confirmation Request Form** can be found on the Applications & Resources tab of the Planning & Zoning webpage or obtained at Planning & Zoning in City Hall.

## **Instructions for submitting an application:**

- Fill out the Zoning Confirmation Request Form
- Please provide the address of the property
- If you are requesting a verification of a use, be very specific in the “Information Requested” field as to what the use is and what it involves
- Requests are completed in the order they are received and generally take about 10 days to process

## **Payment Details:**

- There is a \$40 fee for each requested letter
- Credit card or cash payments must be made in person to the City of West Palm Beach Cashier (1<sup>st</sup> floor of City Hall, 401 Clematis St)
- All payments must accompany the request in order to be processed