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FINANCE
Planning & Zoning Division

ZONING CONFIRMATION LETTER REQUEST FORM

Zoning Confirmation Letter Request requires ten (10) business days for processing and must be accompanied by a \$75.00 fee at submittal. If extensive research is required, additional charges may apply and notification will be provided to the Applicant in advance.

APPLICANT INFORMATION: (Please Print)

Name _____

Company _____

Street Address _____

City _____

State/Zip Code _____

Phone _____

Email _____

PROPERTY INFORMATION REQUIRED (Please Print)

Property Identification Number _____
<http://www.bcpa.net/RecMenu.asp>

Property Owner _____

Property Address _____

REVISED: 6/1/2017

OFFICE USE ONLY

REV CODE: 682

ACCT: 001-341-065

INFORMATION REQUESTED (PLEASE BE SPECIFIC):

- Zoning Confirmation Letter: A zoning related matter or a Land Development Regulation code question concerning a specific parcel(s).

Please include a letter of intent and explanation of the proposed use or other code question. Provide a response to specific zoning matter or question related to the zoning approvals of a parcel, a code interpretation or a proposed use of a site. For example, if you have questions about whether a particular use is permitted in a specific zoning district.

- Research on Subject Property, Zoning District verification, applicable Zoning Code Section, including list of permitted uses; Provides confirmation of the Zoning District and the zoning history which includes copies of zoning resolutions, administrative approvals.
- Future Land Use Plan Map (FLUM) Designation
- Zoning Resolutions. If you would like to obtain copies of the available zoning resolutions, site plan approvals or ordinances you may obtain these documents by inputting the project name or property address.

INFORMATION REQUESTED (PLEASE BE SPECIFIC) (Please Print):

USES REQUESTED (PLEASE BE SPECIFIC) (Please Print):

STAFF DETERMINATION:
