



ZONING CONFIRMATION LETTER APPLICATION INSTRUCTIONS

Palm Beach County Zoning Division

2300 North Jog Road, West Palm Beach, FL 33411, (561) 233-5200

INTRODUCTION

Pursuant to Article 2.C.8.A, Unified Land Development Code, a Zoning Confirmation Letter (ZCL) may be requested to confirm information regarding a particular parcel of land, or interpretation of how the Code applies to a given parcel.

ZONING CONFIRMATION LETTERS

A ZCL may be requested for standard land use and zoning information; for a determination on how the Code applies to a parcel of land based on an existing Development Order (DO) or specific plan to seek a DO for a particular use; clarification or interpretation of Code requirements; existing Conditions of Approval; prior approvals; or other matters pertinent to a parcel of land. An Applicant seeking a Zoning Confirmation Letter can email questions to PZB-ZonePOC@pbc.gov with "Zoning Confirmation" in the Subject line with the address or project name to discuss the process and submittal requirements.

APPLICATION INSTRUCTIONS

The following guidelines provide instructions for the completion of the application. The blank application and forms are available via the Zoning Website at: [PZB - Zoning Division \(pbc.gov\)](http://PZB - Zoning Division (pbc.gov)).

1. **Registration:** Register as an Agent or Log in at [Register/Log in Portal](#)
2. **Application Intake**
 - a. **Intake:** The intake of ZCL applications is ongoing and can be submitted at any time.
 - b. **Online submittal:** Upload Application with all documents and plans through the Online Portal using the drop down menu for "ZCL – Zoning Confirmation Letter". See below for application requirements Submit at the following link:
<https://www.pbcgov.org/ePZB.Admin.WebSPA/#/login>

Zoning Confirmation Letter Application Submittal Requirements

The following document are required at intake:

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| <ol style="list-style-type: none">1. A request letter containing the following information:<ol style="list-style-type: none">a) Applicant/Agent contact information, including phone, address, and email.b) Specific information being requested.c) If applicable, a question(s) requiring clarification, confirmation or interpretation.d) Optional Attachments: Plans or other relevant documents. |
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2. Application Processing:

- a. **Sufficiency Review:** Upon receipt, Zoning Staff will complete a Sufficiency Review within 10 working days. Applications found sufficient will be processed. Applications found Insufficient will be directed to modify the application or documents and re-submit. Applications not suitable for a ZCL will be rejected. See ULDC Art. 2.C.2.A, Sufficiency Review.

- b. **Fees:** Zoning Staff shall issue a Fee Invoice to the Applicant upon the finding that the application is Sufficient for processing. Fees can be paid online at [ePZB Admin \(pbcgov.org\)](https://pbcgov.org/ePZBAdmin) The Fee Schedule can be found at [Fees.pdf \(pbcgov.org\)](https://pbcgov.org/Fees.pdf)
 - c. **Application Review:** Following payment of the Fee Invoice, Zoning Staff will research and retrieve all applicable and requested information. If the applicant/agent is requesting a letter that include confirming a proposed use, staff shall determine whether the proposed use meets the requirements pursuant to ULDC Art.4, Use Regulations.
3. **Issuance of ZCL:** Zoning Staff will issue informal ZCL responses within 30 calendar days of receipt via email to the Applicant.

Should you have any questions regarding the above instructions you may contact the Zoning Division at 561-233-5200 or via PZB-ZonePOC@pbc.gov for assistance