



## OFFICIAL ZONING CONFIRMATION LETTER INFORMATION

Applications and payments are only accepted online through [ProjectDox](#)

Application Fee: See the [Fee Schedule](#)

### WHAT WE CAN CONFIRM FOR THE BASE FEE

A property's future land use, zoning, and if, according to our records, it contains a use that conforms to the Code of Ordinances of the City of Margate, Florida.

- This confirmation does not certify that the premises are legally occupied or any structure meets all Zoning or Building Code requirements. Site inspections for an Official Zoning Confirmation Letter are not performed.

### OTHER QUESTIONS

See the [Fee Schedule](#) for the cost to have any additional questions that can be answered by the Development Services Department.

### PROCESSING TIME

Minimum of 10 business days. Expedited service: 7 business days for double the fees.

### RESPONSES

Letters are only provided in pdf format via e-mail unless otherwise requested.

### REQUESTS FOR PUBLIC RECORDS

Public Records requests are a separate service the City provides.

If a request for a Public Record is made within an Official Zoning Confirmation Letter request:

- The request will be entered into the City's [JustFOIA](#) system.
- May not be answered in the same timeframe as the letter.
- May require payment of a separate fee based on the time it takes to research the request.

To most efficiently and effectively obtain a Public Record we recommend using the City's [JustFOIA](#) system.



## OFFICIAL ZONING CONFIRMATION LETTER REQUEST

Subject Property Address: \_\_\_\_\_

Subject Folio Number(s):

Current use of property:

Proposed use of property, if any:

### ENTITY MAKING REQUEST

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_