

Village of Estero Building and Permitting Services  
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Request for Zoning Verification – LDC Section 34-626

APPLICANT:

Name:

Address:

City, State, Zip:

Phone Number:

Email Address:

PROPERTY:

STRAP Number:

Address:

ADDITIONAL QUESTIONS: (Use additional sheet if needed)

Sec. 34-626. - Requests for zoning verification.

Request. Zoning verification letters ("ZVL") may be requested from the Director by an individual who is seeking verification of the zoning status of a specific parcel of land. The request must provide sufficient information to identify the property and the information the requestor seeks to verify. The request must be submitted in writing and be accompanied by the required administrative fee. If the request covers multiple parcels, the Director may treat each parcel as a separate request and may result in additional fees. The requestor is solely responsible for the accuracy of the information provided to the County within the request.

Duration. There is no specific expiration date for a ZVL. However, County zoning regulations are continually under review and may change at any time. ZVL determinations are subject to changes in County regulations adopted after the issuance of the Letter. Determinations provided in a ZVL may be superseded if not in conformance with the current regulations at the time of permit application. Before relying on a ZVL, an individual must ensure that all applicable rules, regulations, and circumstances have not changed subsequent to the issuance of the ZVL.

Content. A ZVL provided by the County may contain the following information:

The future land use designation of the property.

The zoning district of the property.

Verification that a particular use is permitted within the property's zoning district.

A list of permitted uses in the zoning district.

Identification of current zoning resolutions, special exceptions, variances, and deviations that apply to the property.

The development regulations applicable to the property.

Zoning action needed to permit a particular use.

Identification of any current Notice of Violations issued for code enforcement violations on the subject property.

Limitations. The ZVL is limited in the following manner:

The determinations set forth in section 34-626(c) are the only information that a ZVL may address.

In preparing a ZVL, the Director must review the request based upon current regulations and the current state of the property. The ZVL may not be based on conjecture, supposition, or speculation.

ZVLs must apply the plain meaning of the applicable regulations.

A ZVL may not address whether existing development on the property conforms to current Code requirements.

ZVLs may not provide legal opinions or advice.

The submission of sample letters with desired format or content is not permitted.

Errors, misleading information or noncompliance. If the County determines that a ZVL was based on inaccurate or misleading information or if the ZVL does not comply with this Code, then, at any time, the Director may issue a modified ZVL that complies with the Code or revoke the ZVL. No refunds will be provided.

Effect of a Zoning Verification Letter. A ZVL does not authorize development activity.

*Review.* The determinations made within a ZVL are not subject to appeal.