



TOWN OF PALM BEACH
Planning, Zoning & Building Department
360 South County Road
Palm Beach, FL 33480
(561) 838-5431 • www.townofpalmbeach.com

ZONING VERIFICATION LETTER REQUEST INSTRUCTIONS

The Town of Palm Beach Planning Zoning and Building Department will provide a written letter outlining the zoning regulations of any property within the municipal limits to aid buyers, sellers and business owners obtain and/or locate relevant information regarding specific properties.

Please completely fill out the accompanying application form with all required information including:

- Property Address
- Parcel ID(s)
- Legal Description
- Information Requested
- Any attachments which may assist us in your request (current survey, floor plans, etc.)

Please allow up to 15 business days for the issuance of the letter.

Once completed, the letter will be emailed to the email address(es) provided on the ZVL form.

Zoning Verification Letter requests must be submitted in-person or mailed to the Planning Zoning & Building Department at:

Town of Palm Beach
Attn: Planning Zoning & Building
360 S County Rd
Palm Beach, FL 33480

The fee is **\$500** made payable to Town of Palm Beach via cash, check, or credit card.

In addition to a Zoning Verification Letter request, information about specific properties may be made available via a [GovQA public records request](#). Fees may apply.



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ZONING VERIFICATION LETTER REQUEST APPLICATION

PROPERTY ADDRESS OR LOCATION

PARCEL ID(s)

LEGAL DESCRIPTION

INFORMATION REQUESTED

PROPERTY OWNER	APPLICANT / FIRM
STREET ADDRESS	STREET ADDRESS
CITY, STATE, ZIP	CITY, STATE, ZIP
PHONE NUMBER	PHONE NUMBER
EMAIL ADDRESS	EMAIL ADDRESS