



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

## DEP LETTER REQUEST GUIDE

The Town of Palm Beach will provide a letter for the Florida Department of Environmental Protection confirming that a project's scope of work does not contravene any of the Town's zoning or land development regulations. Requirements of the application package are outlined below.

Submit request package in person or via mail to:

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

Please allow up to 10 business days for processing and issuance of letter.

**The request package must contain all of the following items:**

<b>A. Signed Request on Company Letterhead</b>		✓
One (1) copy		
<b>A1.</b>	Explicitly describe the proposed scope of work, requesting the town's confirmation of zoning compliance.	
<b>A2.</b>	Provide the property address, legal description, and property owner.	
<b>A3.</b>	Request must include contact information for requestor including address, email, and phone number.	
<b>B. Full Size Sets of Signed and Sealed Plans (24 x 36)</b>		✓
Three (3) Copies		
<b>B1.</b>	Coastal Construction Control Line (CCCL), Town of Palm Beach required setbacks, Town of Palm Beach Official Bulkhead Line, U.S. Pierhead line, and any other information required to determine zoning compliance shall be clearly depicted on plans.	
<b>C. Signed and Sealed Surveys</b>		✓
Three (3) Copies		
<b>C1.</b>	Surveys shall be dated no more than one year from date of request.	
<b>C2.</b>	Coastal Construction Control Line (CCCL), U.S. Pierhead Line, Town of Palm Beach Bulkhead Line, etc. shall be depicted on survey.	
<b>D. Fee</b>		✓
Payable to Town of Palm Beach		
<b>D1.</b>	\$500 Payable to Town of Palm Beach via cash, check or card (card processing fee applies).	
<b>D2.</b>	Note: Fee may be subject to change. Reference the <a href="#">Town of Palm Beach Master Fee Schedule</a> for current fee schedule.	