



Town of Dundee

PLANNING & ZONING ZONING VERIFICATION REQUEST FORM

◆ 124 Dundee Road ◆ PO Box 1000 ◆ Dundee, Florida 33838 ◆ (863) 438-8330 Ext. 237

Please review the submitted information and indicate on the form below the zoning status of this property. Your cooperation with the zoning determination is appreciated.

To be completed by the Requestor / Agent

REQUESTOR/AGENT NAME: _____ PHONE: _____

PROPERTY ADDRESS: _____
(Street) (City) (Zip Code)

TYPE OF OPERATING ESTABLISHMENT: _____

PARCEL #: _____
(18 digits)

To be completed by the Planning and Zoning Representative

- Table 2.02.01
- Florida Land Use
- "P" Special Exception
- Zoning
- Land setbacks

VERIFIED BY: _____ DATE: _____

Signature and Position Title

Contact Information:

Lorraine Peterson
Town of Dundee Development Director
Lpeterson@townofdundee.com
(863) 438-8330 Ext: 233

Brenda Carter
Development Services Clerk
Bcarter@townofdundee.com
(863) 438-8330 Ext: 237



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PLANNING & ZONING DEPARTMENT - ZONING VERIFICATION LETTER

Zoning Verification Letter provides information about a properties zoning designation, as well as information related to development potential and compliance with current zoning ordinances. These letters are often requested by mortgage lenders, appraisers, or potential buyers to verify certain information. As of March 1, 2023, there is a **\$50.00** fee for each **Zoning Verification Letter**. This fee is used to offset the staff time involved in gathering and preparing the necessary information. The following is a general list of information that is included in each letter:

- Current Future Land Use Designation.
- Current Zoning designation.
- List of uses permitted by right.
- Zoning of adjacent properties.
- Status of zoning violations.
- Set back requirements.
- Density limits.

The letters **do not include** information related to building permits or Certificates of Occupancy; for this information contact the Building Department at (863) 438-8330.

To request a Zoning Verification Letter, please provide the following information to Bcarter@townofdundee.com :

- Address of property (other identifying information such as the property owner, parcel ID (18 digits) or legal description is also welcome.
 - Your contact information (name, address, phone number, fax number, e-mail.
 - If the letter is to be **addressed** to another, that party's name, address, phone number and e-mail.
 - If the letter is to be **sent** to another, that party's name, address, phone number and e-mail address.
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Most letters will be completed within 1-2 business days. The letter will be e-mailed, and a hard copy mailed to the party the requester asks to be sent to.

You can pay by check, card or cash in our Development Services Office located at 124 Dundee Road, Dundee, FL 33838, or you can also call in your payment to (863) 438- 8330 Ext: 237. There will be a 2.95% card processing fee.

Town of Dundee
Attn: Brenda Carter
124 Dundee Road
PO Box 1000
Dundee, FL 33838
bcarter@townofdundee.com



Disclaimer: The applicant/owner hereby acknowledges and agrees that any staff discussions or negotiations about conditions of approval are preliminary only, and are not final, nor are they the specific conditions or demands required to gain approval of the application, unless the conditions or demands are actually included in writing in the final development order or the final denial determination or order.