



# DEVELOPMENT SERVICES DEPARTMENT – ZONING & LANDSCAPING

## ZONING VERIFICATION LETTER REQUEST

Rev: 3 | Revision Date: 10/1/2023 | Print Date: 00/00/0000  
I.D. Number: ZL-ZVL

### ZONING VERIFICATION LETTER REQUEST

Submit your request online by visiting <https://aca-prod.accela.com/FTL>.

The standard turn-around time is 21 business days from the date received online and payment is processed. You may expedite your request and receive the zoning verification letter within 7-14 business days (an additional fee will apply). You will receive a letter verifying the current zoning for the property, a copy of the permitted uses, and a map of the abutting zoning districts. Note: Some requests may require further review prior to issuing a zoning letter, which may cause a delay.

### YOU WILL NEED THE FOLLOWING INFORMATION WHEN REQUESTING A ZONING VERIFICATION LETTER:

- Applicant name (individual and/or business)
- Folio number. If you Do Not have the Folio number, click on the link: <https://bcpa.net/RecAddr.asp>
- Valid email address
- Phone number
- Submit Payment

### TO SUBMIT YOUR REQUEST ONLINE:

- Visit: <https://aca-prod.accela.com/FTL>
- Sign- Into Your Account or Register
- Select New Application
- Select Urban Design and Planning > Planning-Zoning
- Select Zoning Verification Letter
- Begin Your Application (A valid folio number is required)
- Submit Payment (see table below)

ZONING VERIFICATION LETTER PROCESSING TIMES AND FEES		
LETTER TYPE	PROCESSING TIMES	FEE
Standard	21 Business Days	\$318
Expedited	7-14 Business Days	\$477

If further assistance is needed, please call 954-828-4010 or send an email to: [kceballo@fortlauderdale.gov](mailto:kceballo@fortlauderdale.gov).