



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 in obtaining and/or locating relevant information regarding specific properties.

Zoning Verification Letter requests must be submitted through the online [Citizen Access Portal \(EPL\)](#) or in person.

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

- Property Address
- Parcel ID(s)
- Legal Description
- Information Requested
- Any attachments which may assist us in your request (example: current survey)

Once staff has completed the letter, it will be uploaded to the [Citizen Access Portal \(EPL\)](#) under “Attachments”.

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

The application fee is **\$500 plus a technology fee**. Payment can be submitted online using a credit card or by check made payable to Town of Palm Beach at the following address:

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

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.



TOWN OF PALM BEACH
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Palm Beach, FL 33480
561-838-5430 | www.townofpalmbeach.com

Zoning Verification Request

Property address or location:

Parcel ID(s):

Legal Description:

Information Requested:

Property Owner(s)

Applicant / Firm

Street Address

Street Address City,

City, State, Zip

State, Zip Phone

Phone Number

Number Email

Email Address

Address