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## Zoning Requests

The City of Daytona currently provides the following types of information on parcels located within the city's boundaries.

- Zoning Verification Letters
- Use-specific Zoning Verification Letters

A **zoning verification** letter is a legally recognized document which informs property owners, lenders and prospective buyers of the current zoning designation related to a particular property based on the municipalities current zoning codes. Generally, a zoning verification letter will provide:

- Current zoning designation for the property.
- Current land uses designation for the property.
- Permitted uses based on the current zoning designation.

The Zoning Verification Letter **does not** verify compliance with development regulations, parking, code violations, liens, or certify legal non-conforming status.

The City's process for requesting zoning verification letters for properties located within the City of Daytona Beach is as follows:

1. Complete the attached application for parcel information. The application can be submitted online, by mail, or in person.

Follow the steps below to complete the application Online:

1. Log onto the City's website, [www.codb.us](http://www.codb.us)
2. Hover over "Departments" tab across the top of the page, select "Permits & Licensing" from the drop down list
3. Select "Application Forms" from the left hand column
4. On the new screen, select "Zoning Verification Letter" and click on the "Online" line and follow the steps to submit your request.

Requests submitted by mail should be addressed as follows:

Melissa Phillips  
The City of Daytona Beach  
301 South Ridgewood Avenue, Room 127  
Daytona Beach, FL 32114

2. Processing fee of \$50 (per parcel or per site)

The City of Daytona Beach accepts the following forms of payment:

Requests submitted via mail:

Check  
Cashier's check  
Money Order

Requests submitted online:

Credit card

Requests submitted in person:

Cash  
Check  
Cashier's check  
Money Order  
Credit Card

All fees must be paid at the time the request is submitted.

Please allow 5 to 10 business days for processing.

Regards,

The City of Daytona Beach  
Development Services Department



# The City of Daytona Beach

DEVELOPMENT SERVICES DEPARTMENT/PERMIT & LICENSING DIVISION

301 S. RIDGEWOOD AVENUE

DAYTONA BEACH, FLORIDA 32114

PHONE (386) 671-8140

FAX (386) 671-8149

## REQUEST FOR PARCEL INFORMATION

### CONTACT INFORMATION

Applicant Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email Address: \_\_\_\_\_

### PARCEL INFORMATION:

\*Parcel Address: \_\_\_\_\_ \*12 Digit Parcel ID: \_\_\_\_\_

*\*Fields must be completed*

Select the type of request from below:

- General Zoning Verification Letter *(All Permitted Uses in the Zoning District)*
- Use Specific \_\_\_\_\_ *(List the specific use subject to the request)*

Requests paid by credit card can be submitted online in the application portal. Requests paid by check, money order or cashier's check must be submitted by mail or in person. Requests paid with cash must be submitted in person.

**Requests submitted by mail or in person must include a copy of this form.**

Select the method of payment from the list below:

- Credit Card
- Check
- Money Order/ Cashier's Check
- Cash

**Allow 5 to 10 business days for processing.**