



North Bay Village

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NORTH BAY VILLAGE
EST. 1945

APPLICATION FOR ZONING VERIFICATION LETTER

A Zoning Verification Request verifies the current zoning and allowable uses within the Village for a parcel of land located in North Bay Village. There are two types of Zoning Verification Letters available: Standard and Full Review.

1. Basic - Application Fee \$75.00 plus \$75.00 Cost Recovery per Folio Number and/or use inquiry. The Basic Zoning Verification Letter provides the following information:
 - The Future Land Use designation of the subject property
 - The zoning district of the subject property
 - A list of permitted uses within the zoning district
 - Zoning district regulations for the subject property
2. Comprehensive - Application Fee \$75.00 plus \$150.00 Cost Recovery Fee per Folio Number and/or use inquiry. The Comprehensive Zoning Verification Letter provides the following information:
 - The Future Land Use designation of the subject property
 - The zoning district of the subject property
 - A list of permitted uses within the zoning district
 - Zoning district regulations for the subject property
 - Site plans (expired & unexpired) approved for the subject property within the past 4 years
 - Responses to inquiries regarding potentially allowable uses at the subject property

To obtain a letter of Zoning Verification, submit your application, with all the required information to the Village Planning and Zoning Official. The application and all supplemental forms and data may be submitted electronically for review via svargas@cgasolutions.com).

This application, including supporting materials, must be completed in accordance with the attached instructions and submitted with the required fees. Accepted payment methods for the required fees are check or credit card when paying in person at the Village offices. You may also call (305) 756-7171 to make your credit card payment by phone.

***** North Bay Village offers a standard Letter of Zoning Verification format.**

Please do not submit sample letters with desired format or content, as they will not be used ***



This form is a fillable PDF. Please read all the instructions before filling, signing and submitting this form with the required payment. TYPE OR PRINT LEGIBLY ALL INFORMATION ON THE APPLICATION. Errors may result in delays.

Type of Letter Requested:

Basic: _____ **Comprehensive:** _____

Please allow five (5) business days for completion of a basic review and ten (10) business days for a comprehensive review.

Folio Number	
Property Address:	
Application/Recipient Information	
Applicant Name and Title:	
Recipient Name and Title (if different):	
Company:	
Address:	
City, State & Zip Code:	
Email Address:	
Signature:	
Date:	

Zoning verification letters are based upon the available records furnished by North Bay Village and what is visible and accessible at the time of the zoning verification request; and is based on the Unified Land Development Code that is in effect as of the date the Letter of Verification.

Regulations are subject to change. While every attempt is made to ensure accuracy and completeness, the subscriber to or user of this letter understands that North Bay Village disclaims any liability for any damages in connection with its use. In addition, North Bay Village assumes no responsibility for the cost of correcting any unreported conditions. Any changes or addendums to the letter will constitute a new request and will require a new fee to be paid.

DID YOU REMEMBER TO...

- Verify that the property is located within the North Bay Village jurisdictional limits?
- Valid FOLIO Number(s); printed clearly?
- Complete the Cost Recovery Affidavit?
- Pay the applicable fees?



COST RECOVERY AFFIDAVIT

I hereby acknowledge and consent commit to the payment of all applicable cost recovery fees involved as part of my application process. Cost recovery includes, but is not limited to, staff time, attorney fees, planning consultant fees and any other professional service costs incurred by North Bay Village in the review and processing of a development application, regardless of the outcome of the review and/or public hearing process. I further understand and acknowledge that failure to remit payment for incurred costs pursuant to Subsections 5.12.B. and C. (attached) of the North Bay Village Unified Land Development Code (ULDC) constitutes a violation of the Code and the Village may levy penalties to secure compliance, as outlined in Subsection 5.12.C of the ULDC.

Please type or print the following:

Date: _____

Relationship to the project: (e.g., property owner, architect, developer, attorney)

Full Name: _____

Current Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Email: _____

I am fully authorized to commit to the expenditures contemplated by this Cost Recovery Affidavit.

Signature

SWORN AND SUBSCRIBED BEFORE ME THIS ____ DAY OF _____, 20____

Notary Public, State of Florida at Large

My Commission expires _____, 20____.



Subsections 5.12.B. and C. Regarding Cost Recovery

B. Cost Recovery Established

1. The applicant shall reimburse the Village for the actual cost of consultant or employed professional review services pursuant to the cost recovery procedures and requirements of subsection C below.
2. Payment in full by the applicant to the Village for the Village's actual expenditures for review of the application shall be a written condition of any development order. These cost recovery deposits fees shall be in addition to any and all other fees required by law, rule, or regulation of the Village Code of Ordinances.

C. Cost Recovery procedure.

1. At the time of submission of any application for development approval, the applicant shall pay the minimum cost recovery deposit fee outlined in the development approval fee and cost recovery deposit schedule set forth in this section, which funds shall be deposited into a cost recovery escrow account established for this purpose. Withdrawals shall be made to reimburse the Village for the cost of consultant services.
2. The Village shall provide the applicant with a copy of the consultant's invoice for any services charged against the applicant's cost recovery escrow account.
3. When the balance in the Village's cost recovery escrow account is reduced to one-half of its initial amount, the applicant shall deposit additional funds into such account to bring its balance up to the amount of the initial deposit. If such amount is not replenished within 30 calendar days after the applicant is notified, in writing, of the requirement of such additional deposit, the Village shall suspend its review of the application and the application shall be deemed withdrawn.
4. If an application is suspended due to nonpayment of the additional escrow deposit specified in subsection 3., a resubmission fee shall be paid, and the cost recovery deposit shall be replenished to a minimum of one-half of the original deposit amount before the application will be reviewed.
5. Prior to the scheduling or noticing of any board or commission hearing, the Village Manager's review of the application shall be complete, and the cost recovery escrow account balance shall be replenished to equal at least one-half of the initial deposit amount.



Office Use Only:

Date Submitted: _____

Total Paid: \$ _____

Date Paid: _____

Filing Fee: \$ _____

Cash or Check # _____

Cost Recovery Dep: \$ _____