



Date: 09/09/2024

Property Address: 2800 E Old Shakopee Rd / PID 0102724410024

We would like to request a Zoning Verification Letter (on official letterhead) addressing each of the questions below or directions on where to find the information. Understanding there is a possibility that not all the information is handled by one department, please provide contact information, or forward this request to the appropriate party. We need the following information addressed:

1. What are the Zoning Designations of the above-mentioned property?
2. Is the use of the property a permitted use in this district?
3. What are the zoning districts of the adjoining parcels to the North, South, East and West of the subject property? Do you have a Zoning Map of the area?
4. Please provide copies of any special permits, variances, resolutions, approvals or planned unit development restrictions that affect the site.
5. Please provide any outstanding zoning, fire, or building code violations affecting the property. *
6. Please provide copies (electronic version if available) of the approved site plan.
7. Please provide copies of the Certificate(s) of Occupancy for the property. If a Certificate of Occupancy is not available or does not exist, please confirm if this constitutes a code violation or will give rise to enforcement action.
8. Are there any legal nonconforming issues affecting the property & what code sections govern them?

9. Is the municipality aware of any condemnation proceedings or road widenings/takings which affect the property?

** Please note, this request is for open violations on file, we are not requesting an inspection to be made.*

Upon completion of the Zoning Verification Letter with the information above addressed, please **E-mail** the response directly to me at omccullum@nddservices.com and mail it to **221 Circle Drive, Maitland, FL 3751**. If you have any questions about my request, please do not hesitate to call me at **407-426-7979 ext. 179**. Thank you so much for your help and would **greatly appreciate having this request expedited as soon as possible**.

Sincerely,
Ottie McCullum
Zoning Analyst

The information transmitted is intended solely for the individual or entity to which it is addressed and may contain confidential and/or privileged material. Any review, retransmission, dissemination or other use of or taking action in reliance upon this information by persons or entities other than the intended recipient is prohibited. If you have received this document in error, please contact the sender and delete the material

ZONING VERIFICATION LETTER

Date: _____, 20__

NDDS, a Division of American Surveying & Mapping, Inc.
221 Circle Drive
Maitland, FL 32751

PARCEL NUMBER:	
PROPERTY ADDRESS:	
JURISDICTION:	
CURRENT USE:	

To Whom It May Concern:

In response to your request for information regarding the above-reference property, we have researched our files and present the following:

1. Zoning Use:

A. The current zoning designation/classification of the subject property is

_____.

2. According to the zoning ordinances and regulations of this jurisdiction, the use of the subject property is:

☐

Permitted Use by Right.

☐

Permitted Use by Special/Specific Use Permit (see comments, or attached approval documentation).

☐

Permitted Use by Conditional Use Permit (see comments, or attached approval documentation).

☐

Legal Non-Conforming (use was existing prior to the adoption of the zoning ordinance/code).

☐

Non-Permitted Use.

3. Adjacent property zoning designations*:

North: _____

South: _____

East: _____

West: _____

*(Please attach a zoning map of the jurisdiction)

4. Conformance - per current zoning ordinances and regulations applicable to the subject property, the current structure(s) is:

- ☐ Legal Conforming (complies with, or is otherwise exempt from, applicable zoning regulations, including parking)
- ☐ Legal Non-Conforming (does not meet the current zoning requirements due to amendments, re-zoning, variance granted or other changes, see comments)
- ☐ Non-Conforming (see comments)

Comments: _____

5. Information regarding variances, resolutions, special permits/exceptions, ordinances, site plans, planned unit development restrictions or other conditions that apply to the subject property:

☐ There does **NOT** appear to be any variances, resolutions, special permits/exceptions, approvals, ordinances, site plans, planned unit development restrictions or other conditions that apply to the subject property.

☐ The following apply to the subject property (see comments)*:

_____ Variance
_____ Approval
_____ Resolution
_____ Special Permit/Exception
_____ Ordinance
_____ Site Plan
_____ Planned Unit Development Restriction

Comments: _____

***PLEASE PROVIDE COPIES**

6. Code Violation Information *:

☐ There does **NOT** appear to be any outstanding/open zoning, building or fire code violations that apply to the subject property.

☐ The following outstanding/open _____ zoning/ _____ building/ _____ fire code violations apply to the subject property:

*(Please note, this request is for open violations on file. NDDS is not requesting an inspection be made.)

Comments: _____

7. In the event of a casualty, in whole or in part, the structure located on the subject property:

☐ May be rebuilt in its current form.

☐ May not be rebuilt in its current form, except upon satisfaction of certain conditions, limitations or requirements.

Comments: _____

8. Are there any plans for road construction that would result in condemnation or taking of the right-of-way from the subject property?

☐

There does **NOT** appear to be any plans for road construction that would result in condemnation or taking of the right-of-way from the subject property.

☐

There does appear to be any plans for road construction that would result in condemnation or taking of the right-of-way from the subject property.

Comments: _____

9. Certificate of Occupancy Status:

☐

A valid certificate of occupancy has been issued for the subject property. (copy attached)

☐

A valid certificate of occupancy has been issued for the subject property on _____; however, we are unable to locate a copy in our records. The absence of a certificate of occupancy will not give rise to any enforcement action affecting the property.

☐

Certificates of Occupancy for project constructed prior to the year _____ are no longer on file with this office. The absence of a certificate of occupancy will not give rise to any enforcement action affecting the property.

☐

A Certificate of Occupancy is not required for the subject property.

Comments: _____

10. Site Plan:

☐

A site plan has been approved for the subject property and is attached

☐

A site plan has been approved for the subject property but is not available electronically

Comments: _____

11. Is the municipality aware of any condemnation proceedings or road widenings/takings which affect the property? _____

ZONING AUTHORITY:

Print Name: _____

Title: _____

Phone Number: _____

Email Address: _____