



OFFICE USE ONLY
Intake Date: _____
Receipt Number: _____
Intake Staff's Initials: _____

Zoning Verification Letter Request

Requests for Zoning Verification Letters can be submitted via email to INFOPZ@SIBFL.NET. The fee for a zoning verification letter is \$100.00 per folio number. Payment must be submitted as a check, made payable to: City of Sunny Isles Beach. Review of the request does not begin until all the fees have been paid. Zoning verification letters are processed in the order received and are completed in ten (10) business days. Requests for expedited responses cannot be accommodated. Once the review is complete, you will receive the Zoning Verification letter via email. Provide a mailing address if original document is needed.

Applicant Information (to whom the letter is to be addressed)

Name: _____

Company: _____

Phone No.: _____ Email Address: _____

Address: _____

City: _____ State: _____ Zip: _____

Original document needed? Yes No

Mailing address (if different than above): _____

City: _____ State: _____ Zip: _____

Property Information

Property Address: _____

Folio Number: 31 -22 ____ - ____ - ____

* Please visit miamidade.gov/pa to obtain folio number

Type of Letter (select only one)

- Zoning Verification – General: Provides land use and zoning district
- Zoning Verification – Zoning History Research
- Zoning Verification – Analysis: Provide Letter of Intent explaining request

