



## Planning, Zoning, and Code Compliance Department

### Zoning Verification Letter

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A Zoning Verification Letter is a written confirmation by the Town of Miami Lakes of the current zoning designation of the subject property and/or whether a specific use is permitted on the subject property. To receive a Zoning Verification Letter, please complete and submit this form via the instructions in Section 5.

1. Street address(es): \_\_\_\_\_  
and/or  
Folio number(s): \_\_\_\_\_
2. Other information requested in confirmation, (e.g. is a particular use permitted). Please provide a description of the proposed use and be as detailed as possible (e.g. hours of operation, number of staff, presence of hazardous waste, have appropriate state licenses been obtained, etc.):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
3. Applicant's contact information:  
Name and Address: \_\_\_\_\_  
\_\_\_\_\_  
Telephone/fax: \_\_\_\_\_  
Email: \_\_\_\_\_
4. To whom the letter should be addressed (if different than the Applicant):  
\_\_\_\_\_  
\_\_\_\_\_
5. Mail, email or deliver this form to:

Planning, Zoning and Code Compliance Department  
c/o Zoning Verification Letter  
6601 Main Street  
Miami Lakes, Florida 33014  
[schaadb@miamilakes-fl.gov](mailto:schaadb@miamilakes-fl.gov) and [allens@miamilakes-fl.gov](mailto:allens@miamilakes-fl.gov)



6. Include payment of **\$100** for each residential address or folio number and **\$150** for each non-residential address or folio number included in the request. Payment must be submitted as a check, made payable to the Town of Miami Lakes. The Town will not proceed with a request until payment is received.
7. Instructions on delivery of final letter:
  - Mail to applicant
  - Email to applicant
  - To be picked up at the Planning, Zoning and Code Compliance Department

Zoning Verification Letters are processed on a first come, first served basis. Please allow up to 10 business days for the preparation of the Zoning Verification Letter.