



Development Services Bureau
Escambia County, Florida

For Office Use Only
Invoice # _____
Fee \$ <u> \$25.00 </u>

LAND USE LETTER REQUEST

HELPFUL HINTS

- Submit the request at least 10 days before the letter is needed.
- Use the application form provided.
- Make sure that the property is located within the jurisdiction of Escambia County prior to requesting a letter.
- Fee is \$25.00 per parcel; Make check payable to Escambia County
- Send check & completed request to:

**Escambia County
Development Services
Bureau – Front Counter**
3363 West Park Place
Pensacola, Florida 32505

For More Information
Contact
Phone: (850) 595-3475

OVERVIEW

What is a Land Use Letter?

A Land Use Letter is a document provided by the County to verify the current zoning and the permitted use on the particular piece of property.

How do I obtain a Land Use Letter?

You may submit this Land Use Letter Request Form by fax or mail. The fee is \$25.00 per parcel. Make check payable to Escambia County and mail to address below, call 850-595-3475 to pay with Visa or MasterCard over the phone or use an established escrow account*.

Escambia County Development Services Bureau
Front Counter
3363 West Park Place
Pensacola, Florida 32505

State your request or specify the desired development activity:

Note: Please see the instructions for establishing an escrow account on our website or at 3300 N Pace Blvd, Suite 300 office. If your company generally submits a high number of these type requests, it may be more convenient for you to establish an escrow account with which to pay for them.



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DID YOU REMEMBER TO?

Verify the property is within County limits?

Submit valid parcel identification number?

Include a check for \$25.00 per parcel?

Provide a federal express account number if you wish to have the letter sent by overnight mail to its recipient?

PLEASE MAKE SURE TO READ THESE INSTRUCTIONS COMPLETELY BEFORE SIGNING AND SUBMITTING THIS FORM.

PROJECT LOCATION

Parcel Identification Number (Example: 12-3S-45-6789-012-345)

Property Address/Location

APPLICANT/ RECIPIENT INFORMATION

Applicant Name, Title	Letter Recipient Name, Title
Company	Company
Street Address	Street Address
City State Zip	City State Zip
Telephone Number	Telephone Number
Fax Number	Fax Number
E-Mail Address	E-Mail Address

Escrow Account Number (if applicable): _____

Note: For copies of flood elevation certificates or certificates of occupancy (only available from mid-90s to current) or for information regarding building code violations, you must contact the Building Inspections Department at (850) 595-3550.

Attention: The Land Use Letter provided to you relates to zoning and permitted uses for the specified property and is provided for information purposes ONLY. **It does not imply or confer development rights for any desired use or activity on the specified parcel.** A Development Review Process could be required for any proposed development. Requestor, by your signature you verify that you have read and understand, and accept, this disclaimer.

SIGNATURE: **X**

DATE: