



City of Coral Gables  
Development Services Department  
Planning and Zoning Division

## Request for Zoning Verification Letter

In order to process a request for a zoning verification letter for a specific site in the City of Coral Gables, the following information is required:

1. A survey of the property in question and all contiguous lots or parcels of land owned by the same property owner. The survey must be signed and sealed by a land surveyor registered and licensed to do business in the State of Florida. The survey must include the following:
  - a. All lot lines and property lines shall be shown and labeled accordingly.
  - b. All improvements shall be shown (i.e. building(s), walls, fences, driveways, pools, sewage systems, etc.).
  - c. Complete legal description.
  - d. Net lot area(s).
  - e. Survey shall be current (within 5 years of the current year). Survey provided shall reflect the current conditions at the site to date.
2. A letter must accompany the survey stating the specific request (i.e. "I would like to verify the zoning designation of the following property: [insert address(es) and folio number(s)]").
3. Applicant shall provide the following:
  - a. Applicant's contact information: name, mailing address, phone number and/or e-mail address.
  - b. All known addresses and folio numbers for the subject property.
  - c. Copy of Declaration of Restrictive Covenant, Unity of Title, or any other legal document which applies to the property. If none exists, then provide a notarized letter indicating that a search was conducted and that no legally binding documents exist that apply to the property.
4. Administrative review processing fee: \$305.00 (Make checks payable to: "City of Coral Gables").
5. Requests for Zoning Verification Letters should be addressed to:

City of Coral Gables Development Services Department  
Planning and Zoning Division  
427 Biltmore Way, Suite 201  
Coral Gables, FL 33134
6. The complete Coral Gables Zoning Code and Zoning Maps can be found online at: [www.coralgables.com](http://www.coralgables.com). For clarification or questions regarding this information please contact:

Scot Bolyard, Principal Planner  
Phone#: (305) 460-5212  
Email: [sbolyard@coralgables.com](mailto:sbolyard@coralgables.com)

Note: Incomplete submittals will not be processed and may be returned to the sender.