

If you have a disability and the format of this document interferes with your ability to access some information, please contact us at (239) 444-6150 during regular business hours (8:00am-5:00pm, Monday-Friday), and we'll gladly assist.

CITY OF BONITA SPRINGS

Community Development Department

9220 Bonita Beach Road, Ste. 111

Bonita Springs, FL 34135

Phone: (239) 444-6150

email: permitting@cityofbonitaspringscd.org

ZONING VERIFICATION LETTER APPLICATION (2024)

OVERVIEW

A Zoning Verification Request verifies the current zoning and allowable uses within a district for a parcel of land located in the City of Bonita Springs. There are two types of Zoning Verification Letters available: Standard and Full Review.

1. Standard- Application Fee \$75.00

The Standard Zoning Verification Letter will provide the following information:

- The Future Land Use designation of the subject property
- The zoning district of the subject property
- A list of permitted uses within the zoning district (Chapter 4, Land Development Code)
- If the zoning is governed by a Zoning Ordinance, copies of those documents are included

2. Full Review- Application Fee \$200.00 (Provide cover letter with request)

The Full Zoning Verification Letter will provide the following information:

- The Future Land Use designation of the subject property
- The zoning district of the subject property
- A list of permitted uses within the zoning district (Chapter 4, Land Development Code)
- If the zoning is governed by a Zoning Ordinance, copies of those documents are included
- A history of prior zoning approvals by the City and comprehensive plan classifications
- If an existing or potential use is permitted under the existing Bonita Plan and existing zoning district. Requests that ask for multiple potential uses under existing or potential other future land use classifications will be charged for the additional research (anything taking staff more than the 1.5 hours allocated).

***** Requests for copies of full-size plans require additional copying fees *****

***** See the Administrative Code for potential other fees based on complexities of request *****

***** Please do not submit sample letters with desired format or content, as they will not be provided *****

OBTAINING A ZONING VERIFICATION LETTER

Please submit the following:

1. Completed Application (see page 2).
2. An application Fee per Parcel Identification Number AND/OR per a use inquiry (non-refundable).
 - a. **Please make checks payable to the City of Bonita Springs.**
3. Deliver or mail to:

City of Bonita Springs Community Development
9220 Bonita Beach Road, Suite 111
Bonita Springs, FL 34135

DID YOU REMEMBER TO?

- Verify that the property is located within the City limits
- Submit valid STRAP Number(s); printed clearly
- Include the appropriate application fee
- One (1) additional copy of application and all attachments

***** Please carefully read these instructions before signing and submitting this form *****

***** If there are errors or if the payment submitted is insufficient, your letter will be delayed significantly *****

Please allow 10 business days for completion of a standard review and 15 business days for a full review

PROJECT LOCATION

STRAP (Parcel ID) Number	Property Address/Location
STRAP (Parcel ID) Number	Property Address/Location

APPLICATION / RECIPIENT INFORMATION

Applicant Name, Title	Recipient Name, Title
Company	Company
Address	Address
City State Zip	City State Zip
Email Address	Email Address
Applicant Signature	Date

Please be advised that the zoning letter is based upon the available records furnished by the City of Bonita Springs and what was visible and accessible at the time of inspection. This report is based on the Land Development Code that is in effect on the date the letter was prepared. Code regulations could be subject to change. While every attempt has been made to ensure the accuracy or completeness, the subscriber to or user of this letter understands that the City of Bonita Springs disclaims any liability for any damages in connection with its use. In addition, this department assumes no responsibility for the cost of correcting any unreported conditions. Any changes or addendums to the letter will constitute a new request and will require a new fee to be paid.