



**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:

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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: