

CERTIFIED ZONING LETTER

1. Submit letter of authorization from property owner to obtain a certified zoning letter for subject property. **Requests will not be processed until letter of authorization has been received.**
2. Submit \$80.00 fee payable to City of Oviedo. **Requests will not be processed until fee has been received.**
3. The Certified Zoning Letter will not verify compliance with development regulations, parking, or certify legal non-conforming status.
4. Copies of Certificates of Occupancy (CO) will not be included with the Certified Zoning Letter. To obtain a CO, contact the Building Services Division at 407-971-5761.
5. The Certified Zoning Letter will not verify building or code violations. To obtain this information, contact Building Services Division at 407-971-5761 or Code Enforcement Division at 407-971-5781.
6. This form must be complete to process your request. Please allow 5 to 10 working days to complete the request.

Name:	Date:
Address:	
Phone:	Fax:
Email:	
I would like to receive the requested Certified Zoning Letter via (check one)	
<input type="checkbox"/> U.S. Mail <input type="checkbox"/> Fax <input type="checkbox"/> Email	
If Certified Zoning Letter is going to different address than above, send to:	
Name:	
Address:	
Phone:	Fax:
Email:	
Subject Property Address:	
Subject Property Parcel ID#	
Intended Use of Subject Property:	
<p>This verification relates to zoning for the specified property and is provided for information purposes only. This form DOES NOT imply or confer development rights for any desired use or activity on the specified parcel. Prior to the issuance of any permits, the applicant must submit a complete application to the City and must comply with all other applicable State & Local Regulations.</p>	
Requestor's Signature:	



City of Oviedo Authorization to Act as Applicant

An authorized applicant is defined as:

- The property owner of record; or
- An agent of said property owner (power of attorney to represent and bind the property owner must be submitted with the application); or
- Contract purchase (a copy of a fully executed sales contract must be submitted with the application containing a clause or clauses allowing an application to be filed).

I, _____, the owner of record for the
following described property (Tax/Parcel ID Number) _____
hereby designate _____ to act as my authorized
agent for the filing of the attached application(s) for: _____

and make binding statements and commitments regarding the request(s). I certify that I
have examined the attached application(s) and that all statements and diagrams submitted
are true and accurate to the best of my knowledge. Further, I understand that this
application, attachments, and fees become part of the Official Records of Seminole County,
Florida and may not be returnable.

Date

Property Owner's Signature

Property Owner's Printed Name

STATE OF FLORIDA
COUNTY OF _____

SWORN TO AND SUBSCRIBED before me, an officer duly authorized in the State of
Florida to take acknowledgments, appeared _____
(property owner), ☐ by means of physical presence or ☐ online notarization; and ☐ who is
personally known to me or ☐ who has produced _____ as identification,
and who executed the foregoing instrument and sworn an oath on this _____ day of
_____, 20____.

Notary Public