ZONING VERIFICATION LETTER REQUEST INSTRUCTIONS

Rev: 2 | **Revision Date:** 08/03/2026 | **I.D. Number:** E-ZON-07

What Is a Zoning Verification Letter?

The purpose of a zoning letter is to verify the current zoning for the properties located in the City of Fort Lauderdale. A copy of permitted uses, and a map of the abutting zoning district(s) will be provided aside from the Zoning letter (example zoning verification letter is attached). **Please Note: Additional review may be required by Planning, Engineering, CAO, etc., prior to the issuance of a Zoning Verification Letter, which may cause a delay to the standard/expedited processing times below.**

Processing Options & Fees (per folio number)

- Standard Processing: Up to 21 business days $318
- Expedited Processing: 7–14 business days – $477

What You'll Need Before Applying

- Folio number (lookup at bcpa.net or quick access QR code)
- Applicant name & contact information
- Payment method

How to Apply Online – LauderBuild (Accela)

1. Go to https://aca-prod.accela.com/FTL (quick access QR code below)
2. Sign in or create an account
3. Select "New Application"
4. Choose Urban Design and Planning → Planning-Zoning
5. Select "Zoning Verification Letter"
6. Enter Folio Number (Do not enter Legal Description- auto populates)
7. Submit payment

How You'll Receive Your Letter

Your Zoning Verification Letter will be emailed to your Accela account email.

Need Assistance?

If further assistance is needed, please **Email us: zoning@fortlauderdale.gov or call 954-828-6520 (listen for prompts).**

Quick Access QR Codes

Accela

Broward County Property Appraisal (BCPA)

Please Note: Payments by credit or PIN-less debit incur a 2.75% processor fee

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COASTAL CONSTRUCTION CONTROL LINE- CCCL- NON-OBJECTION REQUEST INSTRUCTIONS.

Rev: 2 | **Revision Date:** 08/03/2026 | **I.D. Number:** E-ZON-03

What Is a CCCL- NON-OBJECTION LETTER?

A CCCL–Non-Objection Letter is an official verification issued by the Zoning Division confirming that a proposed project does not violate local zoning setback requirements for properties located seaward of Florida's Coastal Construction Control Line (CCCL). **Please Note: Additional review may be required by Planning, Engineering, CAO, etc., prior to the issuance of a CCCL- NON-OBJECTION LETTER, which may cause a delay to the standard processing times below.**

What You'll Need Before Applying

1. Digitally signed and sealed Survey
2. Digitally signed and sealed Plans
3. Pay $318 Fee (via LauderBuild)

How to Apply Online – LauderBuild (Accela)

1. Visit: https://aca-prod.accela.com/FTL
2. Login to your account or register an account.
3. Click on the "Apply" tab.
4. Select Urban Design and Planning > Planning-Zoning.
5. Select Zoning Verification Letter- Non-Objection.
6. Complete entire online application.
7. Upload a digitally signed and sealed Survey and Plans.
8. Pay $200 fee.

Other Requirements/Information:

- Staff will review your request. Additional information and/or documentation may be requested/required before or after your request has been submitted.
- Please allow at least 6-8 weeks for this request to be completed.
- The approval and/or issuance of a Non-Objection Zoning letter is not guaranteed; the $200 fee is non-refundable.
- If an approval to issue the non-objection zoning letter is granted, the remaining balance in the amount of $118 will be invoiced and must be paid prior to the issuance of the non-objection zoning letter.

***Please Note: This Checklist is not intended to be all-inclusive. Due to changes in codes, regulations, and ordinances, other requirements may apply.**

If further assistance is needed, please contact Burt Ford at bford@fortlauderdale.gov or James Hollingsworth at jhollingsworth@fortlauderdale.gov.

Quick Access QR Codes

Accela

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