Request for Zoning Confirmation

**Processing Fee $89.00 Per Parcel**

Checks made payable to Tax Collector

Please provide the following information to receive a zoning confirmation letter:

1. Real Estate Number, known as the tax parcel ID number (failure to provide this information will delay request.)
2. Address of the parcel in question.
3. To whom the letter needs to be address.
4. Where the letter needs to be sent, or if you would like to pick it up then please provide a contact number.
5. Any other zoning questions you may have related to the specific parcel.
6. Receipt of payment from the Duval County Tax Collector, $89.00 per parcel to be researched, will be mailed to you with your zoning letter.
7. Please be aware that I do not answer Building, Fire Marshall or code violation questions.

Requests are taken only by U.S. Mail, express deliver, or hand delivery to:

Zoning Section
Ed Ball Building, 2nd Floor
214 N Hogan Street
Jacksonville, FL 32202

All letters are written with consideration of the current applicable laws which are subject to change by City Council.

Response to this request could take up to 15 business days and in some situations longer. We receive a high volume of requests and work to ensure the accuracy of each letter.

You may address your letter to:

Brenda Charles, Zoning Supervisor
Zoning Section
Ed Ball Building, 2nd Floor
214 N Hogan Street
Jacksonville, Florida 32202
bcharles@coj.net