



Land Use and Zoning Verification Letters

From time to time Clay County residents may need written confirmation of the zoning and land use. If a resident requires a formal written notice they will need to provide the following:

1. A letter from the owner of the parcel requesting the zoning information.
2. Real Estate Number; known as the tax parcel ID number.
3. Address of the parcel in question.
4. To whom the letter needs to be addressed and their contact information.
5. Check or Cash for the \$25.00 fee.

Requests are taken only by U.S. Mail, express delivery, to P.O. Box 367, Green Cove Springs, FL 32043 or hand delivery to the zoning counter at 477 Houston Street, Green Cove Springs, FL 32043. Payment may be made with cash or check. If using a check please make it payable to **CCBOCC**.

Be advised that the zoning & land use confirmation does not constitute that the property may be built upon. Zoning & land use confirmation is for what is the property's current land use category and zoning district.

You may address your letter to:

Chad A. Williams
Zoning Chief
Division of Planning & Zoning
P.O. Box 367
Green Cove Springs, Florida 32043

Please allow 7 to 10 business days for a response