

SECTION 12.B.0 CONFIRMATION LETTER REQUEST

Section 12.B.01 Introduction

A confirmation letter request provides the opportunity to request specific information regarding county policies, ordinances, standards, opportunities and constraints which may be applicable to a specific site, parcel, or proposed development before the applicant has invested substantial design time or become committed to particular design solutions. **The confirmation letter is for informational purposes only and does not confer any approval or waive any requirements that may be applied to any subsequent applications.**

Confirmation letter requests may be submitted by e-mail or hard-copy to the Planning and Zoning Division of the Growth Management Department.

Physical Address: 4040 Lewis Speedway, St. Augustine, FL 32084

Phone: (904) 209-0675

Fax: (904) 209-0743

E-Mail: plandept@sjcfl.us

The fee for a confirmation letter request is \$58/hour with a 2-hour minimum payable online or at the Permit Center. Payment is due at the time of request. If minimum payment has already been made and additional research is required to fulfill the confirmation letter request, the requestor will be contacted and additional payment will be required before fulfilling the request.

Zoning verification letters for jurisdictional agencies (FDEP, SJRWMD, etc.) may be requested following the same procedure outlined above. See Fee Schedule for associated fee.

Section 12.B.02 Review Process

After payment has been received, confirmation letter requests are routed for a fifteen (15) business day review. However, additional time up to thirty (30) business days may be required to complete the confirmation letter depending on complexity of the request, research required, and/or number of departments consulted.

Once the confirmation letter has been completed it will be e-mailed to the person noted as "person to receive comments" on the confirmation letter request form.