

# Request for Zoning Confirmation Letter

**\*\*Processing Fee \$89.00 Per Parcel\*\***

The process below is to be followed for any request for a Zoning Confirmation Letter.

- A. The letter is to be typed. Handwritten letters will not be accepted.
- B. The letter is to be addressed to:

**Robin Mullaly, Zoning Supervisor**  
**Zoning Section**  
**Ed Ball Building, 2<sup>nd</sup> Floor**  
**214 Hogan Street**  
**Jacksonville, Florida 32202**  
[RMullaly@coj.net](mailto:RMullaly@coj.net)

- C. Please provide the following information, numbered per the items below:
  - 1. Real Estate Number, known as the tax parcel ID number (failure to provide this information will delay request.)
  - 2. Valid Email Address to send invoice & letter once completed.
  - 3. Address of the parcel in question
  - 4. To whom the letter needs to be addressed
  - 5. Where the letter needs to be sent, **PLEASE provide an email address.**
  - 6. The specific zoning questions you have related to this parcel.

D. Requests are taken only by US Mail, express delivery, or personal hand delivery or email. The address is:

**Zoning Section**  
**Ed Ball Building, 2<sup>nd</sup> Floor**  
**214 North Hogan Street**  
**Jacksonville, Jacksonville, FL 32202**

- E. Upon receipt of a letter request an invoice will be generated and emailed to you. You may pay in person at the Tax Collector office located in the Ed Ball Building, 2<sup>nd</sup> Floor - 214 North Hogan Street or by calling 904-255-8384. Once you have paid your invoice you must EMAIL your receipt including RE# and address back to me at [RMullaly@coj.net](mailto:RMullaly@coj.net) & [Zoning@coj.net](mailto:Zoning@coj.net). Your letter will be processed upon receiving the receipt of payment.
- F. Please be aware that the Zoning Department does not answer any questions regarding Building, Fire Marshall or Code violations.
- G. All letters are written with consideration of the current applicable laws, which are subject to change by City Council.
- H. Response to this request (either sent via mail or hand delivered) 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.