

## IMPORTANT NOTICE

On October 1, 2007, the Planning and Zoning Department's fee schedule will change, and there will be a fee to process "written" zoning request forms. Listed below is a fee list for some of the services provided by the front-counter division located at 3300 N. Pace Blvd., Suite 300.

Administrative Variance for Commercial or Residential (setbacks, etc)	\$75
Site Inspection for the Sale of Alcoholic Beverages for On-premise Consumption (for bars, lounges, cafes, restaurants, etc)	\$75
Land Use Certificate for Fence Construction	\$40
Land Use Letter (verifies zoning and permitted uses on a particular parcel; also called a "rebuild" letter by mortgage companies)	\$25
Lot of Record Research (per hour; minimum)	\$25
Zoning Request Form (verifies zoning district, future land use category, flood zone, and any neighborhood and airfield/airport overlays); may be requested and received via fax or requested and received in-office  Note: Multiple zoning request forms (3+) are charged an additional \$25 processing fee (3 requests = \$75 + \$25 = \$100, 4 requests = \$100 + \$25 = \$125, etc.)	\$25

**Note:** The applicant MUST establish an escrow account with the Building Inspections Department to use the faxed zoning request method. Faxed requests will not be processed unless there is an escrow account with which to pay the fee. Instructions to set up an escrow account are included herein. An escrow account may be used for faxed or in-office requests.

**Note:** Check the address carefully before you send in a zoning request. If we receive an inquiry for property that is in the City of Pensacola, Santa Rosa County, or other jurisdiction, the processing fee will still be charged to cover administrative costs.

**Note:** You can verify the zoning yourself and print out a map of a particular parcel by clicking on the "Maps" link on the department's web page listed below. You may also check uses, densities, setbacks, future land use categories, etc., by scrolling down the page to "Code Excerpts":

[www.myescambia.com/departments/planning\\_zoning/default.php](http://www.myescambia.com/departments/planning_zoning/default.php)



**Planning and Zoning Department - Development Services (Front Counter)  
3300 N. Pace Blvd., Suite 300  
Pensacola, FL 32505**

**Establishing an Escrow Account:**

The following policies and procedures will be used for escrow accounts established with the Escambia County Planning and Zoning Department (PZD), as set up with the Building Inspections Department (BID). This includes the use of funds deposited into escrow accounts for payment of fees for administrative variances, land use certificates, land use letters, research, site inspections, and zoning verifications.

Overall Procedures: The PZD will receive by fax or from walk-in customers a request for zoning verification or land use letter; and from walk-in customers only, a request for administrative variance, zoning verification, land use letter, lot of record verification, land use certificate for fence, or sign and alcohol site inspections. For zoning verifications or land use letters, the document will be faxed back within 48 hours indicating the receipt number, fee amount, and the balance of the escrow account after the purchase. The 24-hour PZD fax line is 850-595-3557; however, requests will only be processed between 8:00 am and 2:00 pm, Monday through Friday, excluding holidays. Requests received after 2:00 pm will be dated the following business day.

Escrow Account: Each company who wishes to establish an escrow account with the PZD must provide all authorized signatures in the appropriate area on the escrow account application. All monies will be deposited and will be identified with the specific escrow account number. The account DOES NOT earn interest. A \$10 setup and processing fee is required to open the escrow account. For an applicant generally requesting a high number of zoning verifications, we recommend that you fund your escrow account at a sufficient level in order for us to process your request without any unnecessary delays. This account can be used as payment for requests applied for and issued through the faxed permit system or by walk-in requests. Changes in authorized agents can be made by completing a new application with updated signatures for all authorized agents. A \$10 fee will be assessed for changes in account information, as well as authorized agents, and will be deducted from the escrow account. All escrow account applications must be notarized and personally delivered or mailed (not faxed) to the Escambia County BID. A notary is available in the PZD office.

Payment of Fees: After an escrow account is established, requests may be faxed or issued to walk-ins on a request-by-request basis. The amount charged will be deducted from the escrow account as each request is processed and issued and the available balance will be printed on the receipt. **Once the balance of the escrow account is reduced below the cost of an individual request, no further requests will be issued until additional monies are deposited.** All charges and fees are set in accordance with the fee schedule adopted by resolution of the Escambia County Board of County Commissioners. Ongoing problems with a delinquent account will result in termination of the fax permit option.

ESCROW ACCOUNT APPLICATION

For Office Use Only
Escrow Account No.: _____
Date Established: _____

PLANNING AND ZONING DEPARTMENT  
ESCAMBIA COUNTY, FLORIDA

APPLICANT/COMPANY NAME: \_\_\_\_\_

COMPANY ADDRESS: \_\_\_\_\_  
Street Address

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

CONTACT NUMBERS: \_\_\_\_\_  
Phone \_\_\_\_\_ Fax \_\_\_\_\_

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*Must be signed by each authorized agent.*

AUTHORIZED SIGNATURES:

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

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*Must be completed and signed by Company Owner or Primary Applicant*

I, \_\_\_\_\_, agree to the terms and conditions herein, and agree to recognize my signature on a facsimile or the signature of a person I have authorized to be equally as legal and binding as the original signature for the usage of funds deposited into this escrow account.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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*Must be completed and signed by a Notary Public:*

STATE OF \_\_\_\_\_ COUNTY OF \_\_\_\_\_

The forgoing instrument was acknowledged before me this \_\_\_\_\_ day of, year of, \_\_\_\_\_ by,

\_\_\_\_\_  
Notary Signature

(Notary seal)

Notary Printed Name \_\_\_\_\_

My Commission Expires: \_\_\_\_\_ Commission No. \_\_\_\_\_

Personally known ( ), or produced identification ( ) ID Produced \_\_\_\_\_