



Palm Beach County Zoning Division
2300 N. Jog Road
West Palm Beach, Florida 33411
Phone: (561) 233-5200

REQUEST FOR ZONING CONFIRMATION
VESTED USE

Property owners may request a Zoning Confirmation of a Vested Use through submittal of this form. Submit this signed and notarized Request for Zoning Confirmation with the Pre-Application Review (PAR) Request and a letter requesting Zoning Confirmation of a Vested Use through the online portal. Following staff review, the Zoning Division will issue a Referral number and invoice for the submittal of full documentation, including Form 2, Affidavit of Completeness and Accuracy. Email questions to PZB-ZoningIntake@pbc.gov . See [GeoNav](#) for yellow items.

Part 1 – General Information			
Application Name		Date	
Control No./Name		Control Acres	
Address or Location			
PCNs			
Owner Name			
Agent/Applicant			
Email		Phone	
A. Request Summary			
Application Summary			
B. Documentation			
Examples of Documentation	<div>Documents from the following list may be considered to prove vested status. Submit all available documentation.</div> <div>PZB Records<ul style="list-style-type: none">• Building permit records• Resolutions or land development regulations• Prior Zoning approvals (concurrency, special exception, etc.)</div> <div>Business Records indicating Company Name and Address<ul style="list-style-type: none">• Utility bill payment records, including those that indicate turn-on/turn-off dates.• Purchase orders and/or invoices from suppliers• Delivery records and/or receipts (supplier, vendor, vehicles)• Vendor delivery records• Sales records and/or vehicle lease agreements from location• Rent/lease payment statement and/or rental insurance• Photos with date• Copy of dated newspaper advertisements and/or phone book listing</div> <div>Federal, State, or Local Licenses<ul style="list-style-type: none">• Tax payments, returns, and records• Income statements• Business Tax Receipts and Occupational licenses• Sales tax and/or payroll records• DMV registration records</div>		