

Town of Melbourne Beach

**COMMUNITY CENTER — FINANCE DEPARTMENT
509 Ocean Avenue • Melbourne Beach, FL 32951**

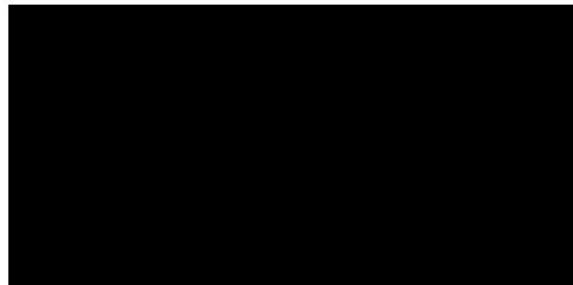
OFFICIAL INVOICE

Invoice #: 3450737552150

Issue Date: September 18, 2025

Due Date: Due Upon Receipt

BILL TO:



Description of Charges		
Line Item	Description	Amount (USD)

1	Application Review & Processing Fee	\$2,800.00
2	Zoning & Compliance Assessment	\$700.00
3	Legal & Administration Fees	\$600.00
4	Public Notification & Documentation	\$700.00
Total Amount Due		\$4,800.00

Remittance Instructions

Wire Transfer Instructions: Provided upon request.
Important: A signed copy of this invoice and the bank wire payment receipt must be returned for confirmation and official recordation. Payments will not be recorded as received until both documents are submitted.

Required Next Steps (For Finalizing Application Approval)

- 1. Reply to this email/invoice request to receive wire transfer instructions.**
- 2. Complete the wire transfer per the instructions issued.**
- 3. Email back (a) the signed copy of this invoice and (b) the wire payment receipt for confirmation and audit.**

All correspondence and payment documentation must be transmitted via email for ease of auditing.

Official Use / Accounting

Payment Received By: _____

Date Received: _____

Receipt #: _____

Account Code: _____

Authorized Signature: _____

Legal & Audit Notices

This invoice is issued by the Town of Melbourne Beach in accordance with municipal fee schedules and applicable local regulations. Failure to remit payment will delay issuance of the final approval for the referenced Planning & Zoning application. This invoice and payment records are subject to public records laws and municipal auditing requirements.



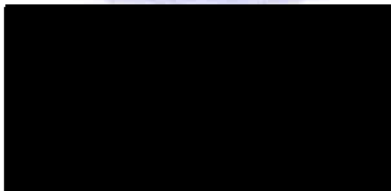
TOWN OF MELBOURNE BEACH
Planning & Zoning Commission
509 Ocean Avenue, Melbourne Beach, FL 32951

INVOICE

Invoice Number: 3450737552150

Due Date: Due Upon Receipt

Billed To:



Project Description

Planning & Zoning Review for Second-Story Addition and New Paver Driveway

Property Address: [REDACTED]

Parcel Number: [REDACTED]

Invoice Breakdown

Description	Amount (USD)
Application Review & Processing Fee	\$1,800.00
Zoning & Compliance Assessment	\$700.00
Legal & Administration Fees	\$600.00
Public Notification & Documentation	\$700.00

Total Amount Due	\$3,800.00

Remittance Instructions

- **Payment Method:** Wire Transfer (Instructions provided upon request)
- **Action Required:**
 1. Reply to this email to request secure wire instructions.

2. Complete the wire transfer for the full invoice amount.

3. Return both:

- A **signed copy** of this invoice

- A **copy of your wire payment receipt** to this email for processing and confirmation.

E All communication must be conducted via email to ensure full audit compliance and secure recordkeeping.

Thank you for your prompt attention to this payment.

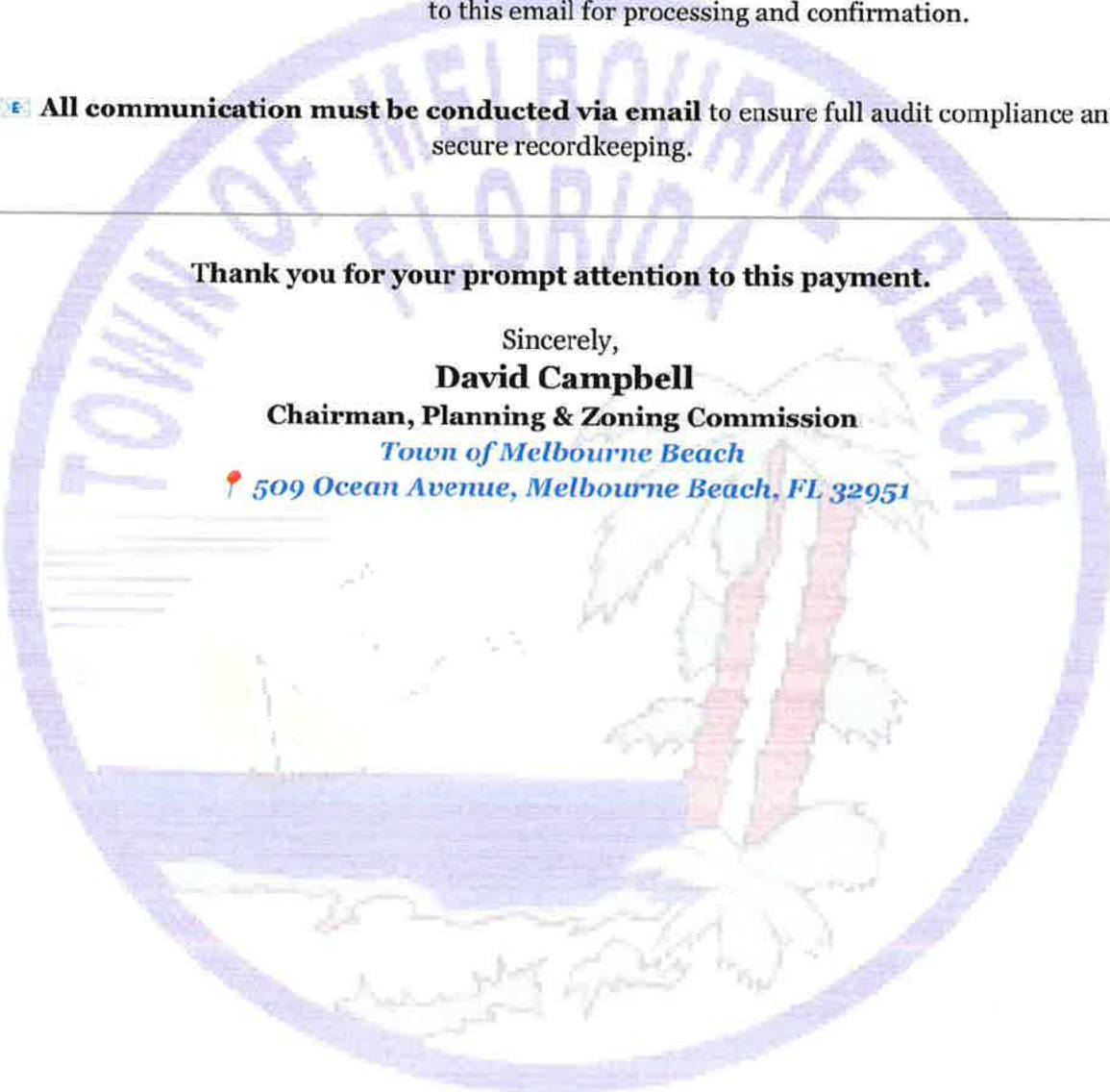
Sincerely,

David Campbell

Chairman, Planning & Zoning Commission

Town of Melbourne Beach

509 Ocean Avenue, Melbourne Beach, FL 32951





Melbourne Beach, Florida

PAYMENT INSTRUCTION

ISSUED BY:

**Town of Melbourne Beach
Planning & Zoning Board
507 Ocean Avenue
Melbourne Beach, FL 32951**

TO:

Name: [REDACTED]

Email: [REDACTED]

Address: [REDACTED]

Phone: [REDACTED]



Invoice Information:

- Invoice Number: #2765563
- Invoice Date: 08-01-2025
- Amount Due: \$4,950.00 USD
- Due Date: Upon Receipt
- Payment Method: Wire Transfer

Breakdown of Application Approval Fee:

Application Submission Fee: \$1200.00
Zoning Review Fee: \$1050.00
Environmental Impact Assessment Fee: \$800.00
Administrative Processing Fee: \$1000.00
Final Review and Approval Fee: \$900.00
Total Amount Due: \$4,950.00 USD

Payment Instructions:

Please sign and return this invoice, along with the wire payment receipt, to the provided email address for confirmation.

Wire Transfer Details:

To be issued on request.

Please contact us via email for additional wire transfer information if needed.

Confirmation Details:



• Signature: _____

• Date of Wire Payment: _____

**Town of Melbourne Beach
Planning & Zoning Board
507 Ocean Avenue
Melbourne Beach, FL 32951**