



Charter Township of Garfield

Grand Traverse County

3848 VETERANS DRIVE
TRAVERSE CITY, MICHIGAN 49684
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REQUEST FOR ZONING VERIFICATION LETTER (PLEASE PRINT CLEARLY OR TYPE IN BLUE OR BLACK INK)

Explanation

A zoning compliance letter is a statement from the Zoning Department that identifies and describes the zoning requirements regarding a property and may include the following information:

- The current zoning the subject property.
- Confirmation of any legislative, quasi-legislative, or administrative approvals on the subject property (i.e.: PUD, SUP, site plan review, site condominium, land use permits)
- Legal status of existing site improvements, if known (conforming, legal, non-conforming, etc.)
- Any active/open zoning or other ordinance violations, if known.
- Confirmation of any approved variances on the subject property.

Requests for copies of certificate(s) of occupancy, land use permits, site plans, minutes, or other documentation pertaining to the subject property are handled separately through a Freedom of Information Act (FOIA) Request.

Process

Staff will reply in writing, based on the available information on record. The reply will be sent to all the persons listed below. Please submit the service fee listing in the Zoning Department fee schedule which is currently \$50.00 and provide the following information. Please allow up to 15 business days for processing of your request.

1. Person requesting the letter:

Name: _____

Address: _____

Phone: _____ Fax: _____ Email: _____

2. Person(s) to whom the letter should be sent (if different than person requesting):

Name: _____

Address: _____

Phone: _____ Fax: _____ Email: _____

3. Current property owner:

Name: _____

Address: _____

Phone: _____ Fax: _____ Email: _____

4. Subject Property Information:

Property Address(es): _____

Parcel ID #: 28-05- _____

Subdivision Name: _____ Lot #: _____

5. Zoning Information Requested (Please list below or on attached sheet(s):

LEGAL DISCLAIMER: Please be advised that a zoning compliance letter is based only on information available in the Township's records and represents the status of the subject property as of the day the letter is issued. Any subsequent changes to the subject property or changes that occurred with no record obtained in the Township's files are not reflected. The Charter Township of Garfield assumes no liability for errors and omissions.