



CHARTER TOWNSHIP OF COMSTOCK
ZONING VERIFICATION LETTER APPLICATION

Shipping: 6138 King Hwy, Kalamazoo, MI 49048
Website: www.comstockmi.gov

Mailing: PO Box 449, Comstock, MI 49041-0449
Phone: (269) 381-2360 **Fax:** (269) 381-4328

ZONING VERIFICATION LETTER

A Zoning Verification Letter requested by submittal of this Application will consist only of information pertaining to Zoning or Municipal Ordinances as follows:

1. Verification of Zoning District/Classification (ex. "R-1A", Single Family District) and uses allowed therein.
2. Conformance Determination
 - a) if nonconforming lot is determined, if lot is legal nonconforming.
 - b) if nonconforming use is determined, if use is legal nonconforming.
 - c) if nonconformance cannot be determined.
3. Open Zoning Ordinance violations.
4. Open Municipal Ordinance violations.

All other information will require submittal of a separate FOIA Request Form to the Township Clerk. This form is available on our website at www.comstockmi.gov or at the Township office.

Submit a separate Application for each property for which Zoning Verification is requested.

PROJECT/PROPERTY LOCATION INFORMATION

Address (Street #)	Street Name	Parcel ID No.
Lot/Unit Number	Plat/Condominium Name	

DESCRIPTION OF CURRENT AND/OR INTENDED USE

APPLICANT INFORMATION

APPLICANT IS THE: Owner Lessee Optionee Contractor Other _____

Last Name First Name Telephone Number

Mailing Address Cell Number

City, State, Zip E-mail Address Facsimile Number

DEPARTMENT USE ONLY

Date Received: _____

Staff: _____

Planning & Zoning Official's Action on Application:

- Completed (see attached Zoning Verification Letter)
- Returned to Applicant – Incomplete Application
- Submitted to Township Clerk for further processing – Requires FOIA Form

Planning & Zoning Official: _____

Date: _____

Required Fee: \$50.00/Per Application

Check No.: _____

Cash/Credit Card Receipt No.: _____

Initials: _____

Copies to: Township File, Township Assessor