



**CHARTER TOWNSHIP OF COMSTOCK**  
**ZONING VERIFICATION LETTER APPLICATION**

**Shipping:** 6138 King Hwy, Kalamazoo, MI 49048  
**Website:** [www.comstockmi.gov](http://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](http://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: **\$100.00/Per Application**

Check No.: \_\_\_\_\_

Cash/Credit Card Receipt No.: \_\_\_\_\_

Initials: \_\_\_\_\_

Copies to: Township File, Township Assessor