



Charter Township of Garfield

Grand Traverse County

3848 VETERANS DRIVE ♦ TRAVERSE CITY, MICHIGAN 49684

Phone: (231) 941-1620 ♦ Fax: (231) 941-1588 TDD #922-4412

Email: mgreen@garfield-twp.com ♦ Website: www.garfield-twp.com

ZONING VERIFICATION LETTER REQUEST

(PLEASE PRINT CLEARLY OR TYPE IN BLUE OR BLACK INK)

APPLICANT:

Applicant Name, Title

Company

Street Address

City

State

Zip

Telephone Number

E-Mail Address

Applicant Signature

LETTER RECIPIENT:

(if different) Letter Recipient Name, Title

Company

Street Address

City

State

Zip

Telephone Number

E-Mail Address

Date

PROJECT LOCATION:

Parcel Identification Number

Property Address/Location

Proposed Use

Checklist:

Verify that the property is within the Township.

Submit valid parcel identification number (PIN), printed clearly.

Review the standard letter format provided on opposite page.

Include application fee:
\$50 per parcel ID

NOTE: Please read these instructions completely before signing and submitting this form. If there are errors, or if payment is insufficient, your letter may be significantly delayed.

OVERVIEW:

What is a Zoning Verification Letter?

A Zoning Verification Letter is a document provided by the Township to verify the current zoning of a particular piece of property, and the types of uses that are allowed in that zoning district.

What type of information is provided in a Zoning Verification Letter?

The Zoning Verification Letter will contain the following information:

- The zoning district that applies to the property.
- The future land use designation of the subject property as part of the Garfield Township Master Plan (GTMP).
- Any specific GTMP sub-area policies that apply to the subject property.
- if requested, a list of permitted uses in the zoning district in Ordinance 68, Article 3, Table 3-4 Use Chart.

In addition, the letter can indicate whether one proposed use is allowed by the zoning district of the subject property.

SAMPLE LETTER:

Mr./Ms. _____:

In response to your letter requesting zoning verification of the above mentioned property, please be advised of the following:

- The subject property is zoned _____, and is subject to the use and development standards of that zoning district.
- The subject property has a _____ Future Land Use designation. Subarea policy/policies _____ apply to the subject property.
- The _____ zoning classification is/is not consistent with the _____ Future Land Use designation.

If you have any questions or concerns, please contact the Garfield Township Planning Division at 231-941-1620.

The Zoning Administrator is not authorized to address whether existing development on the subject property conforms to current code requirements.

The Zoning Verification Letter will be provided **only** in the standard format approved by Garfield Township (see sample below).

How do I obtain a Zoning Verification Letter?

Complete the application form in full and submit with the required non-refundable application fee(s) of **\$50 per Parcel Identification Number (PIN) to:**

Charter Township of Garfield
Attn: Zoning Administrator
3848 Veterans Drive
Traverse City, MI 49684

Make check payable to "Garfield Township"

Helpful Hints

- Make sure that the property is located within Garfield Township prior to requesting a letter.
- Submit the request at least 10 days before the letter is needed.
- Provide a copy of the legal description of the subject property to your request for zoning verification.
- Use the application form provided.