



## ZONING VERIFICATION APPLICATION

### APPLICATION CHECKLIST

- Completed and Signed Application.**
- Application Fee.**
- Nature of the Zoning Verification Request.** This must clear and concise of what is being requested for staff to fulfill the request.
- Completed Application Checklist.**



# CITY OF PONTIAC

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Mayor Tim Grelmel

## Zoning Verification Request

Email Completed Form to [Planning@pontiac.mi.us](mailto:Planning@pontiac.mi.us)  
(ALL FIELDS ARE REQUIRED, INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED)

Name: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Property Information:**  Commercial  Residential

Property Address: \_\_\_\_\_

Tax Account Number(s): \_\_\_\_\_ *Find your Property Tax ID online*

Parcel(s): \_\_\_\_\_

Current Use: \_\_\_\_\_ Proposed Use: \_\_\_\_\_

**Requested information:** *(Check all that apply)*

- Zoning category                       Permitted Uses                       Development/Site Plan(s)
- Adjacent property zoning               Historic District                       Overlay Districts
- Rebuild Structure                       Variances, Special Exceptions, Zoning Conditions

Other: \_\_\_\_\_

**Choose a payment option:** *The cost for a zoning verification/buildable lot letter is \$200.00 per address/parcel. Additional fees apply to copies of plan(s) and document(s). You will be notified of total amount due and payment must be made prior to assignment.*

- Cash *(must be in person)*               Check *(payable to City of Pontiac)*               Credit Card

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*The turnaround time for all requests varies depending on the research requirement.*