

# Planning & Zoning Department

## Zoning Verification Letter



Just as their name implies, **Zoning Verification Letters** provide information about a property' zoning designation, as well as information related to development potential and compliance with current zoning ordinances. These letters are often requested by mortgage lenders, appraisers, or potential buyers as a way to verify certain information. As of September 1, 2007 there is a **\$25 fee** for each **Zoning Verification Letter**. This fee is used to offset the staff time involved in gathering and preparing the necessary information. The following is a general list of information that is included with each letter:

- Current zoning designation.
- List of uses permitted by right.
- Status of any nonconforming uses.
- Master Plan designation.
- Zoning of adjacent properties.
- Status of zoning violations.

The letters **do not include** information related to building permits or Certificates of Occupancy; for this information contact the Township Building Department. Please contact the Engineering Department for information related to the provision of public water and sewer.

**To request a Zoning Verification Letter**, please provide the following information via fax (616-698-2490) or [email](#):

- Address of property (other identifying information such as the property owner, tax ID# or legal description is also welcome).
- Your contact information (name, address, phone#, fax #, email).
- If the letter is to be **addressed** to another, that party's name, address, phone# and fax#.
- If the letter is to be **sent** to another, that party's name, address, phone# and fax#

Most letters will be completed within 1-2 business days. The letter will be faxed (if a fax # is provided) and a hard copy mailed (1st class) to the party the requestor asks it to be sent to. An invoice will be included with the mailed hard copy. Once the **Zoning Verification Letter** is received, please send a check to:

Gaines Charter Township  
Attn: Megan Sharp  
8555 Kalamazoo Avenue SE  
Caledonia, MI 49316

**Please make the check payable to "Gaines Charter Township".**

### **Additional information**

If you do not require a signed letter from the Township, you can look up the current zoning of a property using [BS&A Software Internet Services](#).

Copies of all **Planned Unit Developments** (PUDs), including approved site plans and development regulations, are available at the Township Planning & Zoning Department.