



Department of Planning and Economic Development
1000 Rochester Hills Dr.
Rochester Hills, MI 48309
(248) 656-4660

Zoning Verification/ Compliance Report Application

Request Type

Indicate the nature of your request (*Refer to the information provided on the following page for contents of each*)

Zoning Verification

Zoning Compliance

List any additional requested information not included in a standard verification or compliance response

Property Information

Parcel Address

Parcel Identification Number

Current Use(s) of Property

Parking Information (*If you are requesting a zoning compliance letter, refer to the attached minimum parking requirements table and provide the relevant information about the building and/or use. If this information is not provided, compliance with minimum parking requirements cannot be verified*)

Applicant Information

Name

Address

City

State

Zip

Phone

Email

Applicant's Signature

I understand that if it is determined that the application is not complete, the City shall immediately identify in writing what is needed to make the application complete.

I acknowledge that the City of Rochester Hills assumes no responsibility or liability for errors or omissions.

Applicant's Signature

Applicant's Printed Name

Date

Is the applicant the property owner?

If no, please describe the applicant's relationship to the property owner

OFFICE USE ONLY

Date Filed

File #

Date Completed



Zoning Verification/ Compliance Report Application Instructions

- Information Provided in a Zoning Verification/Compliance Report.** Please refer to the table below for a comparison of a zoning verification report and a zoning compliance report

Zoning Verification	Zoning Compliance
Document provided by the City to verify the current zoning of a site along with an indication of whether the current use is permitted	Document provided by the City that includes the information included in a zoning verification report, along with any information confirming whether or not the site and/or buildings on the property are in compliance with City codes and ordinances
Information provided: <ol style="list-style-type: none"> Current zoning designation of the property A determination if the current use identified on the application form is permitted in the zoning district List of all permitted uses and conditional land uses in the zoning district 	Information provided: <ol style="list-style-type: none"> All information provided with a zoning verification report Known building and fire code violations (<i>see disclaimer below</i>) Variances (<i>if any</i>) granted to the site Conditions of site plan or conditional land use approval (<i>if any</i>) applicable to the site Status of compliance with zoning ordinance setback and parking requirements for the use listed on the application form (<i>see disclaimer below regarding other zoning requirements</i>)

- Application Process.** You may submit all required documents online. [Click here](#) to apply for a Planning, Zoning or Engineering Process online.
- Fees.** Established fees as follows must be provided before the application can be processed. Checks should be made payable to the City of Rochester Hills.

Zoning Verification	\$50 per parcel
Zoning Compliance	\$300 per parcel
Additional information <i>(if requested by applicant)</i>	\$75 per hour of staff time to gather the information + any applicable reproduction costs An estimate of additional costs will be provided to the applicant for approval prior to any work being completed by the City

- Code Violation Disclaimer.** While the zoning compliance report will identify any known code violations, the City cannot certify that there are no building or fire code violations without a special inspection of the property, which is outside of the scope of a zoning compliance report. The City can complete such an inspection on an hourly-fee basis.
- Zoning Ordinance Requirements.** Except for setbacks and parking, in most instances the City can not determine compliance with zoning standards (such as landscaping, lighting, etc.). Compliance with many zoning requirements is dependent on use-specific standards, and many sites are legally non-conforming due to changes to zoning standards over the years. Legal non-conformities may or may not need to be brought into compliance due to use changes or site development/redevelopment activities, depending on the nature of the activity. The City will identify non-compliance when possible, but cannot certify that the site is compliant with zoning standards other than setbacks and parking.
- Questions or Clarifications.** Please contact the Department of Planning and Economic Development at the contact information above for questions or clarifications.