ZONING VERIFICATION REQUEST

ST. JOSEPH COUNTY/SOUTH BEND BUILDING DEPARTMENT

APPLICANT INFORMATION DATE:

APPLICANT: _____ **ORG/BUSINESS:** _____

PHONE: _____ **EMAIL:** _____

ADDRESS: _____ _____ _____ _____

Address City State Zip

PROPERTY INFORMATION

ADDRESS

	Parcel ID	Address	City	Zip	Township
1					
2					
3					

If you are requesting zoning verification for multiple adjacent properties owned by the same person/organization list each parcel. If more than 3 parcels attach a list of the remaining parcels. The properties must all have the same zoning, and same use. Each new zone or use requires a separate application.

INFORMATION REQUESTED

- ☐ Zoning Verification
- ☐ Confirmation that current use is permitted — What is the current use? _____ — $30
- ☐ Adjacent Zoning
- ☐ Conformance
- ☐ Violations
- ☐ Variances and Special Use/Exceptions Approvals
- ☐ Certificate of Occupancy
- ☐ Rebuild Confirmation
- ☐ Other Information — Describe _____

- *We can only confirm if there are/are not conformance issues on file. Stating that there are none on file is not confirmation that the property is in conformance. For this type of confirmation you need to apply for a rebuild letter separate from this application.*
- *We can only confirm if there are/are not violations on file. Stating that there are none on file is not confirmation that the property is not in violation.*
- *We can only confirm if there are/are not approved variances, special uses/exception for the property.*
- *We can only confirm if there are/are not Certificates of Occupancy on file.*
- *We can only state that if the structure(s) were destroyed they could be rebuilt to the development standards in the current ordinance. For confirmation that the existing structures can be rebuilt as they exist you will have to submit a separate application for a rebuild letter.*

$50

- *Information requested as "other" may fall under information that we can only provide through an alternative application.*

- *For copies of existing documents you will need to make an APRA request separate from this application. For more information go to the link below.* *http://www.southbendin.gov/residents/content/access-public-records-apra-0*

Mail or drop off application and fees to the address below. Make checks payable to "St. Joseph County/South Bend Building Department".

ATTN: ZONING & BUSINESS SERVICES ADMINISTRATOR
125 LAFAYETTE BLVD, STE100
SOUTH BEND, IN 46601

APPLICATION CHECKLIST

1. ☐ Application
2. ☐ Property information for parcels that could not fit on application
3. ☐ Fees. Either $30 or $50.