

Date filed: _____
Property: _____

FOR OFFICE USE ONLY: Building / Planning Department		
Zoning District:	<input type="checkbox"/> Approved	<input type="checkbox"/> Not Approved
Additional requirements		
<input type="checkbox"/> Site Plan Review	<input type="checkbox"/> Special Land Use	<input type="checkbox"/> Variance
Comments		
Staff name	Review date	

# Zoning Verification Application

The Zoning Verification application is the first step to open a business. Submit this application to the Planning Department team at the Building Department counter at City Hall or via e-mail: [planningandzoning@eastpointecity.org](mailto:planningandzoning@eastpointecity.org). Note, if you move forward with a Business License and Certificate of Compliance Application, you must show proof of property ownership or approval by the property owner.

Applicant Information	
Name	
Phone	E-mail
Property Information	
Address	Parcel ID #
Current use (what business occupied the building previously?)	
Proposed use (what type of business activity are you engaging in?)	
Number of employees (on largest shift)	Hours and days of operation
Total occupancy at one time	Number of parking spaces provided
Description of any proposed renovations or improvements	
Is there a dumpster enclosure on the property? <u>See ordinance Section 50-236.</u>	
Is there a masonry wall between commercial and residential property? <u>See ordinance Section 50-231.</u>	
Is there screening between parking lots, alleys, and public right-of-ways? <u>See ordinance Section 50-234.</u>	

Signature	
I hereby attest that the above information is accurate and complete. I am authorized to and grant permission to the City of Eastpointe to access the subject property for the purposes of preparing staff reports and/or evaluating this application. I understand that all building, electrical, plumbing and fire codes must be met prior to occupancy. I agree to comply with all provisions of the City Code and State Law.	
Applicant Signature:	Date:
Print Name:	