

CONCEPTUAL REVIEW MEETINGS

Pre – Application Meeting

Prior to submitting a Zoning Permit Application, Zoning Board of Appeals Application, or any other permit, prospective applicants are encouraged to meet with the Zoning Administrator for a conceptual review of the project. Meetings may be in person, virtual or via phone.

The Zoning Administrator, alone or in conjunction with the Planning Commission Chair, full Planning Commission, and/or Village President, shall have the authority to conduct a pre-application meeting with the applicant/developer to assist them in understanding the site plan review process and other Ordinance requirements and to provide insight as to what portions of their proposed development may be of special concern to the Planning Commission.

These meetings are free of charge and provide an opportunity for an informal consultation of the project with Village staff to identify any barriers and opportunities prior to applicants investing substantial time and resources into a formal site plan draft and review. To schedule a conceptual review meeting, please call the Village office (231)882.9981, or reach out via e-mail to the zoning administrator.

Sara Kirk, Zoning Administrator. email: zoning.villageofbenzonia@gmail.com

At the meeting, Village staff will cover the following:

- Location
- Existing and proposed use.
- Preliminary sketches/site plans (hand draw are sufficient)
- Surrounding Land Uses. The Village encourages you to reach out to neighbors in advance to resolve any potential conflicts ahead of the Planning Commission involvement.

Village staff will review; proposed use for general conformance with existing zoning, provide initial feedback on design (if applicable), identify the correct process (site plan review, special land use, variance and so forth) and walk the applicant through what to expect, and answer any additional questions you may have pertaining to development in the Village of Benzonia.

The Planning Commission meets the third Thursday each month.

Any application requiring planning commission review must be submitted at least 30 days before a planning commission meeting. This does not guarantee there will be enough time for a public hearing (if required). If public notices are required for a hearing, they must be sent/published no later than 15 days in advance of a public hearing.

BUILDING CODES AND PERMITS *(click for website)*

The County Building Codes & Safety Enforcement Department is responsible for administration and enforcement of the state code or codes, in Benzie County and Springdale Township in Manistee County, with regards to inspections pertaining to new construction, existing buildings, accessory structures, remodels, electrical, mechanical, plumbing, demolition and maintenance of existing buildings.

When completing a development project in the Village that requires a building permit, you will **FIRST** need an approved **LAND USE PERMIT** from the Village to proceed with a building permit from the County.