

**VILLAGE OF BENZONIA**  
**LAND USE PERMIT APPLICATION**  
Zoning Administrator

**Receipt of Application – Village Use Only**

Signature of Village Staff Receiving Application: \_\_\_\_\_ Date Received: \_\_\_\_\_  
Application/Case # \_\_\_\_\_ Zoning District: \_\_\_\_\_ Application Fee:\$ \_\_\_\_\_ Paid By: \_\_\_\_\_

**PRE-APPLICATION CHECKLIST & INFORMATION**

**Environmental Provisions:** *Refer to Environment and Low Impact Design (Article 5):*

Will your project require a regulated tree over 6" DBH to be removed? (circle): Yes No

If **YES** – Attach complete and attach the tree removal permit application with this application.  
(forest management and public right-of-way exemptions do not require an additional fee)

If **NO** – Attach a 'no tree affidavit' form with this application. (no additional fee)

**Steep Slope Protection:** *Refer to Steep Slope Overlay (Section 3.08):*

1. Are there slopes 15% or greater on the parcel where the project is located? (circle): Yes No

*If YES, and the project is a PERMITTED use, submit additional documentation to indicate slopes 15% or greater. Included? (circle) Yes No*

2. If the project includes a retaining wall, does it meet Steep Slope Overlay (Section 3.08) and necessary supporting documents are included with this application? (circle): Yes No

**US-31 Corridor Overlay:** *Refer to US-31 Corridor Overlay (Section 3.09):*

1. Does your project front the US-31 Corridor? (circle): Yes No

*If YES – Schedule a pre-application conference with the ZA and attach any additional required documentation.*

**Summary of Fees:** *Refer to current Village Fee Schedule*

**NOTE: The Zoning Administrator may refuse to issue a Zoning Permit to a person who is responsible for an unresolved violation of this Ordinance at the requested location, or another location within the jurisdiction of this Ordinance, until such time as the violation is satisfactorily corrected.**

**A. OWNER/APPLICANT INFORMATION**

**Village of Benzonia**

PO Box 223, 1276 Michigan Ave. Benzonia, MI 49616 • **ph.** 231.882.9981 • **email.** [clerk@villagebenzonia.com](mailto:clerk@villagebenzonia.com)  
Zoning Administrator, Sara Kirk | [email. zoning@villagebenzonia.com](mailto:zoning@villagebenzonia.com) | page 1

***PLEASE NOTE: All questions must be answered completely. Incomplete application will be returned to applicant. If additional space is needed, number and attach additional sheets. The total number of attached sheets are \_\_\_\_\_.***

1. Applicant: Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Email: \_\_\_\_\_  
Applicant's Interest in Property: \_\_\_\_\_
3. Owner: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Email: \_\_\_\_\_
4. Property Information: Address: \_\_\_\_\_ Parcel # \_\_\_\_\_  
Zoning District: \_\_\_\_\_ Lot Dimensions \_\_\_\_\_ # of Acres: \_\_\_\_\_
5. Legal Description of Property: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
6. Present Use of Property: \_\_\_\_\_
7. Proposed Project and Brief Description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
8. Project Completion Schedule/Phasing: \_\_\_\_\_

## **B. APPLICATION CHECKLIST & PROCEDURES**

***Refer to Village of Benzonia Zoning Ordinance: Article 4, Section 4.25 for specific requirements for PUD's pertaining to this application.***

**APPLICATION CHECKLIST: The following information must be completed, you must place a check mark next to each line item. If you think anything is not applicable, you must provide explanation.**

1. This application, fully completed, signed and dated.
2. Statement of supporting evidence showing compliance with Article 4, Section 4.25, "Planned Unit Developments"
3. Site plan not more than 36"x24", at not more than 50 scale to the inch. Confirm number of copies with the zoning administrator. Variations in scale allowed on request.
4. Prepared by a licensed professional (provide contact info).
5. Site Plan in accordance with Article 6, Section 6.06
  - a) Legal description, plat name, lot numbers, property lines including angles, dimensions, and reference to a point on a recorded plat.

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- b) Property owner and applicant names, addresses, and phone numbers.
  - c) Preparer's name and address.
  - d) Scale, north arrow date, and location map.
  - e) Name, location, and width of streets, alleys, sidewalks, drives easements, and utilities.
  - f) Show all existing natural features, including trees, on-site and within (50) feet, with an indication as to which will be retained and which removed or altered by earth changes.
  - g) Zoning classification of site and surrounding properties.
  - h) Required setback lines, R.O.W. lines and any variance to be requested.
  - i) Proposed building use, shape, dimensions, locations, lot area, floor coverage, lot coverage percentage, building height, building elevations, hours of operation, and number of employees.
  - j) Existing buildings and improvements on and adjacent to the subject parcel within fifty (50) feet.
  - k) Existing and proposed grades and drainage systems and structures with topographic contours at intervals not exceeding two (2) feet vertical. Show bench mark location and location of site retained water with calculations.
  - l) Required number, proposed number and location of parking spaces, maneuvering lanes, driveways, loading areas, and their dimensions and proposed points of access to the site from public streets and alleys. Minimum parking space as required in Article 4
  - m) Proposed location of walkways, landscaped areas recreational areas, open space, screen walls and greenbelts.
  - n) Written documentation prepared by a registered civil engineer indicating that the peak rate of Stormwater runoff after development will not exceed the peak rate of Stormwater runoff occurring before development of a twenty-five (25) year frequency and twenty-four (24) hour duration.)
  - o) The location and size of all existing and proposed trash receptacles and proposed method of screening.
  - p) The location, height area of illumination, and fixture details of all exiting and proposed lighting. All lighting shall be oriented to have minimal impact of adjacent properties.
  - q) The size, height, location, and illumination of all exiting and proposed signs.
6. Standards for Residential Projects: Site plans for residential projects (multiple family developments and manufactured home parks) shall include the following additional information:
- a) Floor area of dwelling units.
  - b) Total number of units proposed per building.
  - c) Density calculations.
  - d) Areas to be used for open space and recreation.
  - e) Carport/garage locations.
  - f) Schematic plans and elevations of all structures exceeding five thousand (5,000) square feet of total floor area must be included.
  - g) Show areas of disturbance with building envelopes to meet tree permit requirements.
7. Written Impact Assessment
- a) A written description of the environmental characteristics of the site, must address all items found in Section 6.07 "Impact Assessments".
8. Provide additional documentation to show that the project meets the specific standards from the Section(s) for the appropriate proposed land uses and activities as specified in Article 4.25, specifically section d, Application materials.
9. If signage is to be included, documentation is required to provide compliance with Article 4, Section 4.20 "Signs" or Article 3, Section 3.09, "US-31 Corridor Overlay (iff applicable) with an additional Land Use Application for signage approval and associated fee (per current fee schedule).

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**TYPICAL PROCEDURE SUMMARY:**

1. Pr-Application Meeting/Discussions with Zoning Administrator are encouraged to clarify the process and discuss potential issues with the proposed project.
2. Applicant also encouraged to reach out to neighboring property owners to resolve any potential conflicts before it comes to the Planning Commission.
3. Applicant completes application with required site plan and number of copies, and submits required fees.
4. Staff review of Application (not less than 7 days) Once application is determined to be complete and contain all required information, a public notice will be sent out (per Section 9.15 Permit Procedures and 12.5 PUD Procedures) not less than 15 days before the application will be considered at the next planning commission meeting/public hearing.

*The notice shall indicate any owner of assessed property or any occupant of any structure located within 300 feet of the property involved in the Notice has the right to request that the Planning Commission hold the public hearing on the application and/or to participate in the scheduled Public Hearing even though their assessed property or structure is not located within the zoning jurisdiction of the Village. Written notices also given to property owners within 300 feet of the property.*

5. After proper notice the Planning Commission will conduct a public hearing. The applicant or Representative must be present.
6. Plannign Comission to review and consider all applications, plans, and recommendations for issuance of a final decision for the PUD permit. Written decision issued directing the PUD Permit be approved, denied or approved with conditions. If required the site plan must be amended.
8. Planning Commission directs Zoning Administrator to issue a PUD permit, valid for one year.
- 9 If Approved with Conditions, site plan to be amended, approved by the ZA and filed with the Village Clerk within 30 days of the Planning Commission decision. Applicant shall also file required notices with the Register of Deeds and provide a copy to the Village Clerk within 30 days of the Board Decision.

Summary of Fees (Planned Unit Development Permit -PUD as of 2025):  
Site Plan Review & PUD Application - \$750  
Public Hearing – Planning Commission - \$400 (escrow)

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I understand the County Planning Commission may consult with an attorney, a professional engineer, a professional planner, or a professional surveyor concerning compliance *and such costs will be charged to me in addition to the permit fee.*

I understand that a COMPLETE application and FEE must be submitted before a hearing will be scheduled. If Approved with Conditions, I understand that I will forward requested documentation to the Zoning Administrator, Planning Commission and/or Village Board within \_\_\_\_\_ months for review at another meeting attesting to the relative progress of the additional conditions of approval.

I hereby certify that I am the owner of the proposed property or have enclosed a document certifying that I am acting as the owner's agent, and that all information set forth or attached hereto is truthful.

\_\_\_\_\_  
Owner or Applicant Printed Name

\_\_\_\_\_  
Date

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**C. FOR VILLAGE USE**

Owner or Applicant Signed Name \_\_\_\_\_

**Receipt of Application**

Signature of Village Staff Receiving Application: \_\_\_\_\_ Date Received: \_\_\_\_\_

Case # \_\_\_\_\_ Application Fee:\$ \_\_\_\_\_ Paid By: \_\_\_\_\_

**Zoning Administrator Review**

1. Does Application Comply with Zoning Ordinance and Application Checklist: (circle) YES NO

1a. If No: Request for More Information or Clarity Made on this Date: \_\_\_\_\_

2. Does Application Comply with Zoning Ordinance Section 9.14 related to PUD's and Article XII:

(circle) YES NO

2a. Non-Compliance Items: \_\_\_\_\_

3. Once Completed: Notice for Public Hearing in Newspaper Publication - Date Requested: \_\_\_\_\_ ZA to

Present Application to Planning Commission at Public Hearing on this Date: \_\_\_\_\_

**Planning Commission Review/Hearing**

Planning Commission Action: (circle one) *Approved* *Denied* *Approved with Conditions*

Conditions of Approval: \_\_\_\_\_

Zoning Administrator (signature): \_\_\_\_\_ Date: \_\_\_\_\_

Effective Date of Final Approval: \_\_\_\_\_

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