

VILLAGE OF BENZONIA
APPLICATION – SPECIAL LAND USE PERMIT

Receipt of Application – Village Use Only

Signature of Village Staff Receiving Application: _____ Date Received: _____
Case # _____ Application Fee:\$ _____ Paid By: _____

A. OWNER/APPLICANT INFORMATION

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: _____

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PO Box 223, 1276 Michigan Ave. Benzonia, MI 49616 • **ph.** 231.882.9981 • **email.** zoning.villageofbenzonia@gmail.com

B. APPLICATION CHECKLIST & PROCEDURES

Refer to Village of Benzonia Zoning Ordinance: Article IX, SECTIONS 9.14, 9.15, 9.16, 9.17, 9.18, 9.19 AND Article XI for specific requirements 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 Section 9.19
3. Site plan not more than 36"x24", at not more than 50 scale to the inch. A minimum of 2 copies must be provided, additional copies must be provided upon request. Variations in scale allowed on request.
4. Prepared by a licensed professional (provide contact info).
5. Site Plan in accordance with Section 9.17
 - a) Legal description, plat name, lot #'s, property lines including angles, dimensions, and reference point on a recorded plat.
 - b) Property Owner and Applicant Name, Addresses and Contact Information.
 - c) Preparers Name and Address and Contact Information.
 - 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 with-in 50 ft of the site, with an indication of which shall be retained and which shall be removed and/or altered by earth movement.
 - g) Zoning Classification of site and surrounding properties.
 - h) Required setbacks, R.O.W. lines and any requested variances.
 - i) Proposed building use, shape, dimensions, location, lot area, floor coverage, lot coverage percentage, building height and building elevations.
 - j) Existing building and improvements on and adjacent to eh subject parcel within 50 feet.
 - k) Existing and proposed grades, and drainage systems (per section 9.19, item K)
 - l) Parking information (per section 9.19, item L and Article XIV)
 - m) Proposed location of walkways, landscaped areas, recreational areas, open space, screen walls and greenbelts.
 - n) Written documentation prepared by a registered civil engineer per section 9.19, item N)
 - o) Any additional information that may be required to establish compliance with the ordinance.
6. Written Impact Assessment
 - a) A written description of the environmental characteristics of the site.
7. 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 XI.

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.

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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 9.14) 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. Planning Commission to report decisions, and summary of public comments to the Village Board. With written recommendations for the application to be approved, denied or approved with conditions.
7. Village Board to review and consider all application, plans, and recommendations for issuance of a final decision for the Special Land Use permit. Written decision issued directing the the Special Land Use Permit be approved, denied or approved with conditions. If required the site plan must be amended.
8. Village Board directs Zoning Administrator to issue a special use 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 Village Board 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 (Special Land Use Permit -SLUP):

Site Plan Review - \$200

SLUP Application - \$300

Public Hearing – Planning Commission - \$500 (escrowed - \$300 base fee)

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

Owner or Applicant Signed Name

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C. FOR VILLAGE USE

Receipt of Application

Signature of Village Staff Receiving Application: _____ Date Received: _____

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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 9.19 – Special Land Use Requirements: (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: _____

Village Board Approval

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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