

**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: \_\_\_\_\_

2. Owner (if different): \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

3. Property Information: Address: \_\_\_\_\_ Parcel # \_\_\_\_\_

BASE Zoning District: \_\_\_\_\_ Lot Dimensions \_\_\_\_\_ # of Acres/SF: \_\_\_\_\_

Overlay District (if Applicable): \_\_\_\_\_

4. Legal Description of Property: \_\_\_\_\_

\_\_\_\_\_

5. Present Use of Property: \_\_\_\_\_ 6. Proposed Use of Property: \_\_\_\_\_

7. Proposed Project and Brief Description: \_\_\_\_\_

\_\_\_\_\_

8. Project Completion Schedule/Phasing: \_\_\_\_\_

\_\_\_\_\_

9. List Number of Attached Pages/Forms: \_\_\_\_\_

***Village of Benzonia***

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## 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.**

**SLU 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 the 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 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.
- 8. Provide documentation to show that the project meets the Environmental Provisions and Tree Protection Ordinance (2020-03/Article XVI)
- 9. If applicable, provide additional documentation to show the project meets specific standards from the Steep Slope Protection Overlay Ordinance (202-04).
- 10. If applicable, provide additional documentation to show that the project meets the specific standards from the US-31 Corridor Overlay Ordinance (2020-05), attach supplemental checklist.

### ***Village of Benzonia***

**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 9.14) 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 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): ***Refer to current Village Fee Schedule***

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I understand the Village 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

***Village of Benzonia***

**C. FOR VILLAGE USE**

**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: \_\_\_\_\_

1b. Date that Application Was Accepted as Complete: \_\_\_\_\_

2. Does Application Comply with Zoning Ordinance Section 9.19 – Special Land Use Requirements AND any required OVERLAYS: (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: \_\_\_\_\_

**Village of Benzonia**

## D. SUPPLEMENTAL CHECKLISTS

**US-31 CORRIDOR OVERLAY 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. Refer to US-31 Corridor Overlay Ordinance 2020-05

1. Application and Site Plans are included per the SLU Application Checklist.
2. For redevelopment projects only - statement with backup data/financial data to show the percentage being redeveloped.
3. Nature of business, proposed use, name of proposed business, and developer is clearly indicated on the application and site plans.
4. Building Elevations to show materials and dimensions.
  - a. Provide information on plans to show compliance with Architectural Standards.
  - b. Provide information on the plans to show compliance with Building Materials including %'s.
5. Documentation to meet the Environmental Provisions and Tree Protection Ordinance (2020-03/Article XVI)
6. A separate Landscape Plan is included, including:
  - a. locations, plant sizes and species.
  - b. Planting details and specifications.
  - c. Tree removal and replacement data per the Environmental Provisions.
  - d. Irrigation
  - e. Plan addresses: street trees, front yard, parking lot, building foundation, detention areas, area requirements, irrigation and screening requirements.
  - f. 1-yr guarantee included on all plant materials
7. Necessary documentation from MDOT or others as related to driveway/site access/R.O.W., etc. per Section 7.D 'Driveways and Parking'.
8. Intended 'use' of development on application. If mixed, list % of each type.
9. Provide underlying zoning and appropriate sub-district on the plans. Provide total square footage of development, setbacks/R.O.W. info, proposed setbacks, proposed projections into setback, proposed height, area coverage in SF for: lot coverage, building coverage, and open space.
10. For multi-family: submit total number of proposed units and septic evaluation from Health Dept.
11. Indicate if there will be a drive-through or outdoor seating.
12. Indicate proposed pedestrian connections and required facilities on the plans
13. Indicate parking lot on the plan to show compliance, include loading and any service areas.
14. Indicate site signage. Show proposed layout, dimensions, materials and lighting.
15. Indicate site lighting, show proposed levels, fixtures, heights, etc. to indicate compliance.
16. Address utilities, mechanical equipment and trash enclosures.
17. If fencing or walls are included, indicate compliance with section 8.3 Fencing and Walls.
18. If streetscape components are included in the design, indicate they meet Section 9.
19. If the project includes sustainable design elements they should be indicated.
20. Provide documentation to show the estimated cost of site improvements, Break out costs as described in the Environmental Provisions to include unit costs for plant materials (by type) – costs should include installation and warranty.
21. Maintenance Agreement – signed and dated statement to be on file with the Village.

### *Village of Benzonia*