

**VILLAGE OF BENZONIA**  
**LAND USE PERMIT FORM**

***Receipt of Application – Village Use Only***

Signature of Village Staff Receiving Application: \_\_\_\_\_ Date Received: \_\_\_\_\_  
Application # \_\_\_\_\_ Date Issued: \_\_\_\_\_ Date Expired: \_\_\_\_\_ 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

If **YES and the project is a Special Land Use, STOP**. You must submit a Special Land Use Permit Application.

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**

***Village of Benzonia***

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

## OWNER/APPLICANT INFORMATION

1. Project Location: \_\_\_\_\_  
*(address or directions to the site)*

2. Tax Number/Parcel No. 10- \_\_\_\_\_

3. Applicant Name \_\_\_\_\_

4. Address: \_\_\_\_\_

5. Contact Info: Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

6. Owner Name: \_\_\_\_\_

7. Address: \_\_\_\_\_

8. Contact Info: Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

9. General Contractor Information (if known): \_\_\_\_\_

10. Description of the Project (provide sketch/drawings as needed on attached page): \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

11. Category of Use (Circle)    *Residential*    *Commercial*    *Other:* \_\_\_\_\_

12. List each structure or Use Separately (provide sketch/drawings as needed on attached page(s):

Structure Or Use	Width	Length	Height	Total Sq Ft.	Fee (\$)
1.					
2.					
3.					
4.					

13. Setbacks: Front: \_\_\_\_\_ Rear: \_\_\_\_\_ Side: \_\_\_\_\_ Side: \_\_\_\_\_

14. Lot Size (Sq ft or Acre): \_\_\_\_\_

15. **RESIDENTIAL PROJECTS:** Total square footage of area to be disturbed \_\_\_\_\_ (Sq. Ft.)

- IF over 10,000 SF a tree permit application is REQUIRED (additional fee).
- IF a regulated tree is to be removed in the right-of-way, a tree permit application and a Request for Tree Removal Exemption is required. (no additional permit fee required)

16. **US-31 CORRIDOR PROJECTS:** For any **REDEVELOPMENT** project - provide a statement that indicates the percentage that new development is increasing the existing buildings or outdoor use area.

Proposed Building & Outdoor Use Area \_\_\_\_\_ / Ex. Building & Outdoor Use Area \_\_\_\_\_ = \_\_\_\_\_ %  
(Sq. Ft.) (Sq. Ft.)

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( ) check if additional sheets are attached.

**LIST ADDITIONAL DOCUMENTS PROVIDED:**

**AFFIDAVIT:** I agree the statements made above are true, and if found not to be true, any zoning permit that may be issued may be void. Further, I agree to comply with the conditions and regulations provided with any permit that may be issued. Further, I agree the permit that may be issued is with the understanding all applicable sections of the Village of Benzonia Zoning Ordinance will be complied with. Further, I agree to notify the zoning administrator of the Village of Benzonia for an inspection before the start of construction and when locations of proposed uses are marked on the ground. Further, I agree to give permission for officials of Village of Benzonia, Benzonia Township, the County, and the State of Michigan to enter the property subject to this permit application for purposes of inspection. Finally, I understand this is a zoning permit application (not a permit) and that a land use permit, if issued, conveys only land use rights, and does not include any representation or conveyance of rights in any other statute (County, State, Federal, or any administrative agency) such as but not limited to environmental (State/Federal water or wetland) permits, Health Code, building code, deed restriction or other property rights.

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

\_\_\_\_\_  
Date

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

**FOR VILLAGE USE**

Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Application: (circle)    Approved                      Denied

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

***Village of Benzonia***