



Planning Commission

Permit application instructions on reverse side

Application to meet with the Planning Commission
 Site plan approval, Special Land Use, Rezoning, Subdivisions

Benton Charter Twp.
1725 Territorial
Benton Harbor, MI
49022
 Tel: (269) 925-0616
 Fax: (269) 925-7134

DEPARTMENT OF BUILDING, INSPECTION, AND ZONING

Application shall be submitted at the Township Hall with all supporting documentation. When received, this application will be forwarded to the Zoning Official. The zoning official will review the application to see if it is complete. His determination may require additional supporting documentation. All noticing and legal guidelines begin after determining all items are in place for consideration.

Zoning of Property at time of application:	Property ID #: 11-03-	Completion of app is necessary to schedule hearing.	
Circle one: Site plan approval: Special (land) use permit application Rezoning Other:	Size of property: (if applicable)	Date application received:	Application fee: \$200
Township Zoning Official acceptance (date):	Zoning at time of application:	Date application is Completed:	Paid receipt number:

I. PROPERTY ADDRESS: Bldg Dept should attach county sheet to app: please **ATTACH LEGAL OWNERSHIP AFFIDAVIT** (or purchase agreement).

Address of property in question: PROVIDE LEGAL DESCRIPTION	Is a drawing available for this project? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not required
Name and Address of owner with phone number please:	

II. APPLICANT INFORMATION:

Check one below: <input type="checkbox"/> Owner <input type="checkbox"/> Other	Name of Applicant:	Title:	Interest in property: Owner or Land Contract, purchaser:
Address (St No. and Name) of applicant:	City	State	Zip Code
Telephone number:	Cell number:	Fax number:	

III. ACTION REQUESTED: or Circle one: Site plan approval; Special use permit; Rezoning; PUD; Home occupation permit or?

Please state action requested: Use the space below and the reverse side of this form if necessary. Pictures and site plan may be required. If special use application, identify the special use of the property in detail:

IV. PRIOR ZONING ACTION

What action has been requested for this property previously?	What was the result of that action?
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V. IMPACT ON ADJACENT PROPERTIES

What impact will the action have upon adjacent properties and neighborhood?

What steps will be taken to mitigate that impact?

VI. SIGNATURE. Please sign 2x, here and below.

The undersigned acknowledges that if a request is granted or other decision favorable to the undersigned is rendered upon this application, said decision does not relieve the undersigned from compliance with all other provisions of applicable Township Ordinances, and the undersigned affirms that the answer and statements herein contained and the information Herewith submitted are in all respects true and correct, to the best of his/her knowledge.

Signature of Applicant	Date
X	

VII. ALLOWANCE TO ENTER PROPERTY: Please sign 2x, here and above.

I grant permission for Benton Charter Township employees and or agents to enter my property for the purpose to gather site information relative to the above request.

Signature of Applicant	Date
X	

Before completing this application, please request a meeting with the zoning official to be sure that your application is complete. **You should submit supporting documentation with your application. The Benton Charter Township ordinance is available to guide you (at the municode.com website). A meeting with the zoning official will streamline the completion of an application.**

Meeting with the Planning Commission is required when wanting to use your property in a way not usually allowed by ordinance (special land use permit), when building a commercial structure (site plan review), when rezoning property, when developing property into a subdivision or Planned Unit Development, or when seeking a Home Occupation allowance.

Additional information may be required. Please complete necessary information such as phone, cell phone, and fax information to make it easier to reach you. Other information may be required (per ordinance requirements):

- 1. A site plan is required by ordinance for special use permits, site plan approval and for any zoning action which the Planning Commission may require one. This should clearly identify the intended use and relationship of land and buildings.**
- 2. Structure drawings and / or elevations may also be required (by ordinance or by the Planning Commission)**
- 3. Additional permits from the Road Commission, Health Department, DEQ, or other agency.**
- 4. Building permits when starting work.**
- 5. Provide proof of ownership or purchase agreement showing your legal interest in the property.**
- 6. A statement and other evidence or proof by the applicant of present and future compliance with the standards required for approval as outlined in the ordinance.**
- 7. A check made out to Benton Charter Township in the amount of \$200 for fee to defray expenses for the public hearing and legal notices.**

Action requested: if you wish, consider the services of an attorney. Only your request written on this form will be acted on. No other request may be considered. Please carefully word what it is you wish the Commission to do.

Your application is not considered complete until the zoning official reviews your application and supporting documentation and accepts it as complete; he will sign this application at that time. All legal time guidelines for public notice start after review and begins on the date signature by the zoning official is completed.

The applicant should plan to attend the Township Planning Commission meeting, the public hearing and the Township Board meeting to answer any questions which may arise. The decision may not be considered in your absence.

Thank you for your application, which initiates Township action toward a public hearing and ultimately consideration by the Benton Charter Township Board of Trustees. We look forward to serving you. Call any time you have questions.