



1725 Territorial Road  
Benton Harbor, MI  
49022

Tel: (269) 925-7284

**DEPARTMENT OF BUILDING, PLANNING, AND ZONING**

DATE: \_\_\_\_\_

**PROPERTY INFORMATION**

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

Parcel Number: \_\_\_\_\_

Zoning District: \_\_\_\_\_

Current Use: \_\_\_\_\_

Proposed Use: \_\_\_\_\_

Reason for Request: \_\_\_\_\_

**(Check one or more)**

- |   |   |
|---|---|
| <input type="checkbox"/> Zoning Verification                          | <input type="checkbox"/> Zoning Compliance Review   |
| <input type="checkbox"/> Setback / Lot Size / Building Height Inquiry | <input type="checkbox"/> Permitted Uses Information |
| <input type="checkbox"/> Special Land Use Eligibility Review          | <input type="checkbox"/> Rezoning Inquiry           |
| <input type="checkbox"/> Variance Inquiry (ZBA)                       | <input type="checkbox"/> Other: _____               |

**REQUESTOR INFORMATION**

Name: \_\_\_\_\_

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

City / State / ZIP: \_\_\_\_\_

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

Cell: \_\_\_\_\_

Landline: \_\_\_\_\_

Return response by:  Email  Mail  Pick-up

**OFFICE USE ONLY**

- |  |  |
|--|--|
| <input type="checkbox"/> Permitted                       | <input type="checkbox"/> Special Land Use Required |
| <input type="checkbox"/> Variance Required               | <input type="checkbox"/> Not Permitted             |
| <input type="checkbox"/> Additional Information Required | <input type="checkbox"/> Check File                |

Comments: \_\_\_\_\_

Completed By: \_\_\_\_\_ Date Completed: \_\_\_\_\_

*Incomplete Forms will not be processed.  
Completed Forms will be processed within 10 days of receipt.*

Email completed Form to [dscalf@bentonchartertownship-mi.gov](mailto:dscalf@bentonchartertownship-mi.gov) AND [eashmead@bentonchartertownship-mi.gov](mailto:eashmead@bentonchartertownship-mi.gov)