

You **MUST** answer all questions and include all attachments, this will be returned to you.

Bring or mail to: HOMESTEAD TOWNSHIP

FOR OFFICE USE ONLY	
<b>Permit Numbers:</b>	
Health Department	
Driveway	
Soil Erosion	
Application Approved by: _____	
Date _____	

**PARCEL CODE** \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

**LAND USE PERMIT #** \_\_\_\_\_

**Received** \_\_\_\_\_ **Issued** \_\_\_\_\_

**Fee \$** \_\_\_\_\_ **Paid** \_\_\_\_\_ **Ck #** \_\_\_\_\_

**HOMESTEAD TOWNSHIP  
BENZIE County**

**AREA MUST BE STAKED FOR SET BACK INSPECTION**

Have you staked both the property lines and the building site? \_\_\_\_\_ Date Inspected: \_\_\_\_\_

**APPLICATION FOR LAND USE PERMIT**

Permits are **VALID FOR ONE YEAR** from date of issue

**OWNER** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**ADDRESS** \_\_\_\_\_ **PHONE:** \_\_\_\_\_ **EMAIL:** \_\_\_\_\_

**PROJECT ADDRESS** \_\_\_\_\_ **ZONED:** \_\_\_\_\_

**GENERAL CONTRACTOR** \_\_\_\_\_ **PHONE:** \_\_\_\_\_ **EMAIL:** \_\_\_\_\_

**CONTRACTOR ADDRESS** \_\_\_\_\_ **LICENSE #** \_\_\_\_\_

**PROPOSED LAND USE** Residential \_\_\_\_\_ Commercial \_\_\_\_\_ Industrial \_\_\_\_\_ Agriculture \_\_\_\_\_

**SITE PLAN REQUIRED DRAWN TO SCALE** (*Either professional or drawn on back of application*)

PROPOSED LOCATION ON PARCEL: OVERALL STRUCTURAL DIMENSIONS:

Width \_\_\_\_\_ Length \_\_\_\_\_ Height \_\_\_\_\_ # Stories \_\_\_\_\_

**SETBACKS:** Distance from road side property line \_\_\_\_\_ Rear line \_\_\_\_\_

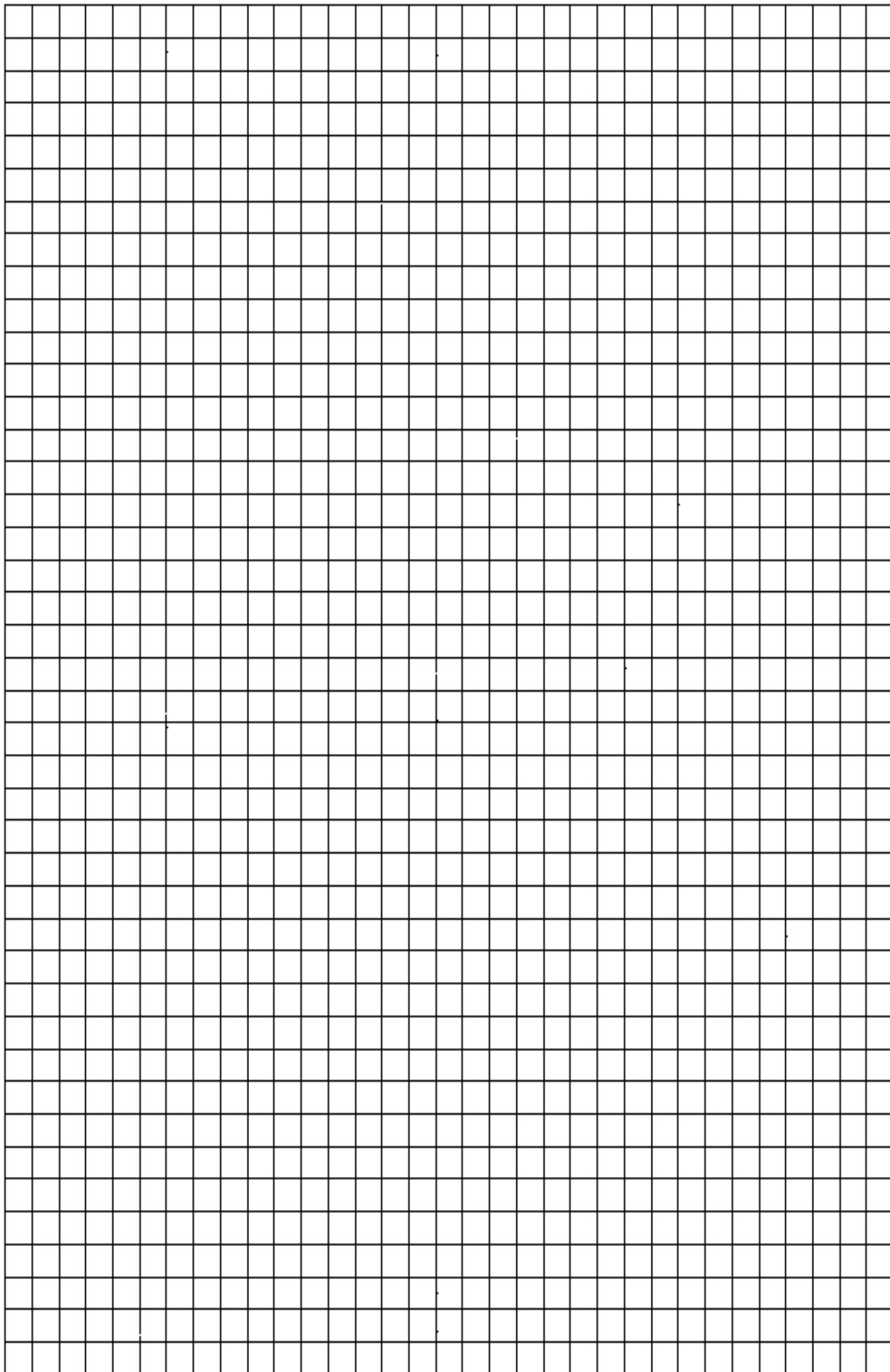
Distance from side line \_\_\_\_\_ and side line \_\_\_\_\_

**TYPE OF CONSTRUCTION - BLUE PRINTS REQUIRED**

_____	House	_____	Wood Frame	_____	Block Basement
_____	Garage	_____	Post Frame	_____	Wood Basement
_____	Deck	_____	Block	_____	Poured Wall Basement
_____	Shed	_____	Poured Wall	_____	Block Crawl
_____	Mobile Home HUD	_____	Pre-Fab	_____	Wood Crawl
_____	Mfg. Home HUD	_____	Structural Steel	_____	Poured Wall Crawl
_____	Office	_____	Other Explain	_____	Slab
_____	Warehouse	_____		_____	Other Explain
_____	Shop	_____		_____	
_____	Other Explain	_____		_____	

*IN GRANTING OF A PERMIT FOR CONSTRUCTION, ALL APPLICABLE ORDINANCES SHALL BE COMPLIED WITH. THE TOWNSHIP OF HOMESTEAD SHALL NOT BE LIABLE FOR ANY DAMAGES RESULTING THEREFROM.. IN SIGNING THIS APPLICATION, YOU ARE PERMITTING A REPRESENTATIVE OF CLEARWATER TOWNSHIP TO DO ON SITE INSPECTIONS.*

**OWNER MUST SIGN** \_\_\_\_\_ Phone: \_\_\_\_\_ Date: \_\_\_\_\_



## LAND USE PERMIT CHECKLIST

The following must be submitted to the Township to begin processing a Land Use Permit application. **After all of the required documents have been received**, the Zoning Administrator will begin to process the request either to issue or deny the permit. The application fee is collected by the Treasurer at the time of the issuance of the approved permit itself by the Zoning Department. Our zoning ordinance, sample site plan, land use permit application and setback information can be found on our website.

Homestead Township [Documents and Forms - Homestead Township](#)

1.  Tax Identification number of the property along with the house number and street. Proof of ownership (closing statement or deed) may be required. Your Tax ID # is on your tax bill, or can be found here at county equalization: [Benzie County, MI](#)

2.  Benzie County Health Department Permit – for well and septic  
[bldhd@bldhd.org](mailto:bldhd@bldhd.org) or click here [Environmental Services | Benzie-Leelanau District Health Department](#)

3.  Benzie County Driveway Permit – for new driveway if on a county road [Permits & Applications — Benzie County Road Commission](#)

4.  Benzie County Soil Erosion Permit if the structure is commercial use/property, within 500 feet of a lake, stream; or excavating one (1) or more acres of land (231)882-9673 or [building@benzieco.gov](mailto:building@benzieco.gov) [Permits & Applications — Benzie County Road Commission](#)

5.  Complete site plan drawn to scale **with all items listed below**.

Show Scale  Lot Lines  Buildings  Include North Arrow  
 Distances between new structure and existing buildings  
 Distances (setbacks) to lot lines from each corner of proposed structure  
 Distances measured from furthest overhang, not wall  
 Driveway must be indicated

If private road, distance to any other driveway must be included, regardless the side of the road.

6.  Survey Sketch Site Report. Required for verification on projects utilizing minimum allowed setbacks, non-conforming lots and/or those issued a variance. This site plan is sealed by a surveyor to indicate property lines, setbacks, structures and any known easements.

7.  Complete set of blueprints. All new buildings / additions must have dimensional drawings. This includes elevations and floor plans with dimensions/measurements.

8.  Land Use permit application form filled out completely and signed by owner (all fields).

9.  Property must be staked for inspection (property lines and proposed structure).

10.  Payment of fees. Additional Resources:  
EGLE – Environment, Great Lakes & Energy – *Formerly DEQ* (231) 775-3960

All information can be emailed to the Zoning Department [mrconsultingzoning@gmail.com](mailto:mrconsultingzoning@gmail.com) or dropped off to the township office in the drop box at Homestead Township Hall

11508 Honor Highway (US-31)  
P.O. Box 315  
Honor, MI 49640

Email is the fastest way to contact the Zoning Department. Your application will be processed in the queue in order, once all required documents are received. It is preferred to have all information submitted at once, so that documents are connected to the right application. The Zoning Department meets by appointment only and does not hold regular office hours at this time.

Zoning Ordinance, Land Use Application, forms and fees:

Homestead Township forms and documents [Documents and Forms - Homestead Township](#)