

HOMESTEAD TOWNSHIP

BENZIE County

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

PARCEL CODE _____ - _____ - _____		
LAND USE PERMIT # _____		
Received _____	Issued _____	
Fee \$ _____	Paid _____	Ck # _____

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

Application can be emailed, mailed or dropped off:
HOMESTEAD TOWNSHIP
 PO BOX 315
 11508 HONOR HWY
 HONOR, MI 49640
Homesteadzoning@gmail.com

We will review and respond within 10 business days.

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 _____

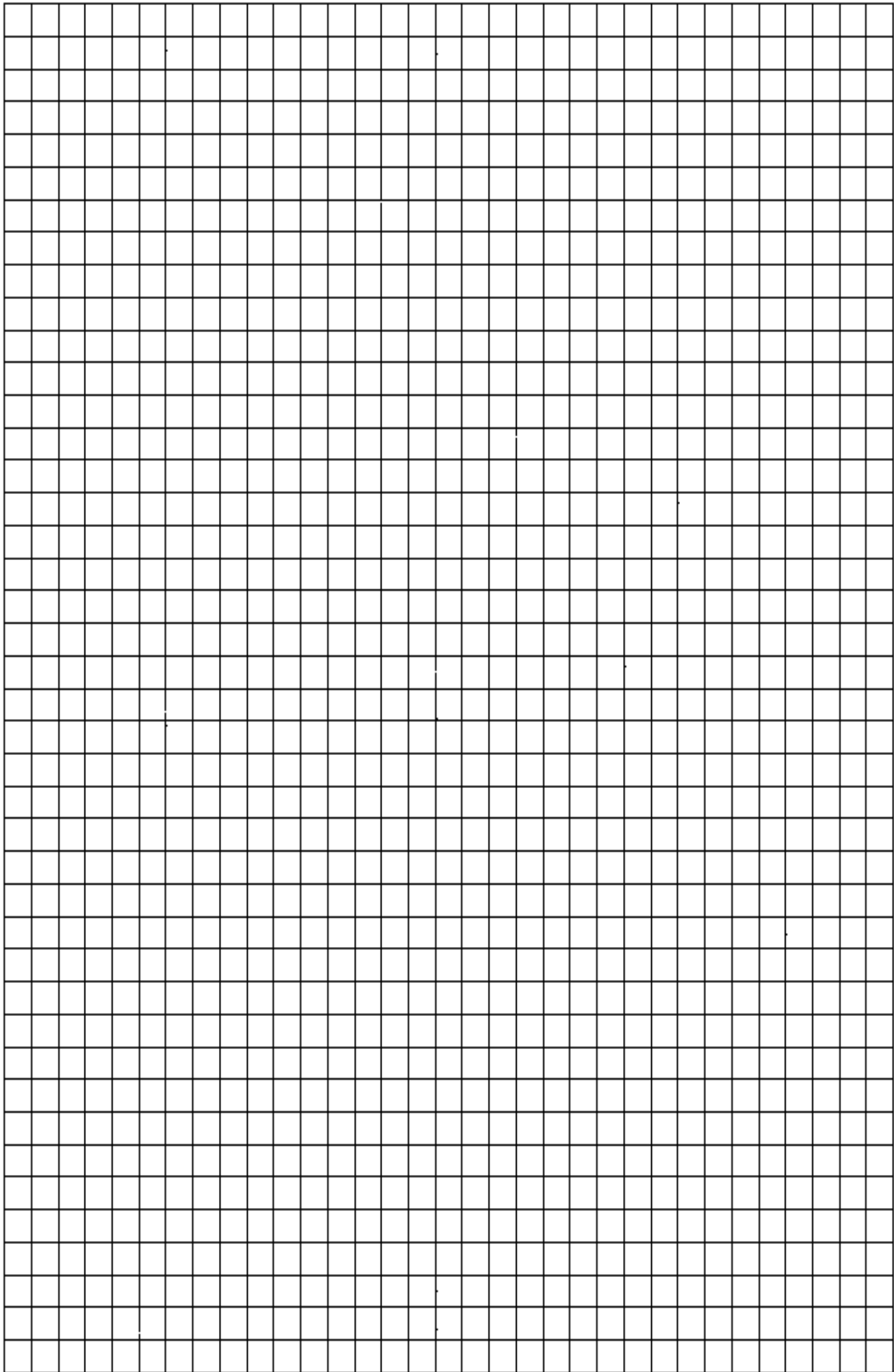
Distance from side line _____ and side line _____

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 **HOMESTEAD 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 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 [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 homesteadzoning@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. Applications will be reviewed and responded to within 10 business days.

Zoning Ordinance, Land Use Application, forms and fees:
Homestead Township forms and documents [Documents and Forms - Homestead Township](#)