

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. Weldon Township [Weldon Township Government - Documents and Forms](#)

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 mrconsultingzoning@gmail.com or dropped off to the township office in the drop box at 14731 Thompson Ave, P.O. Box 570 Thompsonville, MI 49683. 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:

[Weldon Township Government - Documents and Forms](#)