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## Your Local Road Professionals

February 12, 2021

RE: Change in permit application processing

Good afternoon,

Effective April 1, 2021 Benzie County Road Commission will be implementing the following changes to our permitting process:

All permit applications, whether submitted electronically (by email), or by fax, or regular mail will be held until the applicable permit fee has been received. As an added convenience, we are pleased to announce that we now have the ability to accept credit card payments, either in-person or over the phone.

We would also be willing to consider establishing an escrow account for those contractors who submit a large number of applications to us. The deposited funds would be applied against the permit applications submitted, with each permit showing the residual remaining escrow balance so that the applicant can track the remaining balance.

Because we are offering three ways to pay, invoices will no longer be issued by the Benzie County Road Commission. For utility permits that have a variable permit fee, a Road Commission staff member will be contacting the permit applicant to report the specific fee and make arrangement for how the application is to be paid for. Again, the application will be held until the payment has been received.

While we realize this is a change for many of you, we are implementing this as a means of simplifying the process and eliminate having to issue and track permit invoices.

Please feel free to contact me if there are any questions regarding this new process.

Thanks,

Joel T. Nedow – Finance Manager/Secretary to the Board  
Benzie County Road Commission