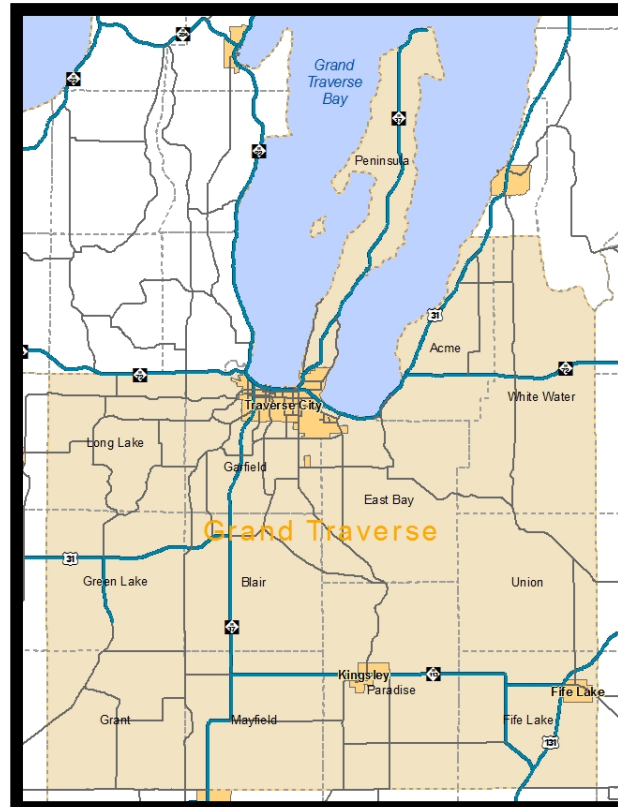


Guide to Permitting and Zoning

Grand Traverse County



2012



Created and Produced by:
Northwest Michigan Council of Governments, Traverse City Area Chamber of Commerce
and
Grand Traverse County Planning & Development Department

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SECTION I – General Information

Introduction

In the construction industry time is money and delays associated with permitting and approvals add to the cost of projects. The permitting and zoning process can be cumbersome, frustrating and time consuming for those not familiar with the road map and nuances of the processes for each municipality and governmental agency. The creation of the *Guide to Permitting and Zoning* (Guide) for Grand Traverse County is the result and collaboration of stakeholders in Northwest Lower Michigan to assist individuals and businesses involved with construction and development projects.

Purpose

The primary goals of the Guide are to both act as a **quick reference** as well as **educate** individuals, seasoned contractors, and developers with the know-how needed to access critical information in the approval process prior to applying for permits or undertaking a project within a county or municipality. The applicant or contractor should always contact the local Zoning Administrator, plan reviewer, or permit agent of the various agencies prior to beginning a project.

The Guide is not intended to be a “Do-It-Yourself” tool. Each project is different and following the flowcharts included in the Guide does not guarantee that a permit or approval will be issued at the end of the process. Applicants and Contractors are encouraged to seek the assistance of local professionals who have experience in dealing with the requirements of permits and approvals.

An understanding of the permitting and approval process will improve the efficiency of the process for both the private and public sector, in return creating a more successful project from the onset. More introductory information on the planning and zoning process is available in the New Designs For Growth *A Citizen’s Guide to Planning & Zoning*, which can be found at: www.nwm.org/citizensguide-planning

New Designs for Growth

"Development needs to go somewhere or it just goes everywhere and looks like anywhere"

-Quote from the NDFG Development Guidebook

Scenic views, spectacular bays, inviting lakes and streams, miles of shoreline, year-round recreational options, clean air, small town friendliness and overall quality of life...these are some of the many attributes stimulating rapid growth in the Northwestern lower Michigan region. The vision of New Designs for Growth is to address this development expansion and help the region prosper in a way that protects the natural resources, scenic beauty, rural landscape and unique character of each community within the area.

As a model grassroots effort, which began in 1992 at the Traverse City Area Chamber of Commerce, New Designs for Growth (NDFG) has been a guiding force that has helped shape commercial and residential developments. As a collaborative team of community volunteers, advocates, planning and design professionals, developers and governmental representatives, the initiative continues to help shape the future of this region. NDFG is administered by the Northwest Michigan Council of Governments.

Following the Traverse City Area Chamber of Commerce's goal to "preserve and enhance the quality of natural resources and environments as the basis of a healthy economy," New Designs for Growth goals are:

- Protect the natural and rural landscape character of the region
- Demonstrate how development can complement the natural landscape, farmland and scenic views
- Provide better alternatives for conventional development practices
- Reduce visual pollution
- Encourage good design beyond legal restrictions and minimum standards
- Promote renovation of existing substandard sites to reduce their negative impacts
- Promote preservation and improvement of historical and cultural resources
- Encourage the preservation and enhancement of hamlets, villages, and neighborhoods
- Promote more effective communication of design principles

New Designs for Growth goals dovetail perfectly with the statewide initiatives that are set forth through the Michigan Land Use Leadership Council's Ten Tenets for Smart Growth.

Building upon a fourteen year history, the New Designs for Growth Development Guidebook reflects the latest trends and best management practices in designing sustainable communities and regions. It includes guiding principles in accordance with Michigan Land Use Leadership Council and Smart Growth policies, as well as research from a wide range of stakeholders. It contains specific examples of development practices that preserve and protect valuable land resources, while at the same time promoting economic strength and viability. The New Designs for Growth Development Guidebook is available in print and CD versions through contacting the Northwest Michigan Council of Governments Department of Planning and Community Development (www.nwm.org/planning/regional-planning/regional-planning-staff.html).

Related Links:

New Designs for Growth

www.newdesignsforgrowth.com/

Northwest Michigan council of Governments

www.nwm.org/

New Designs for Growth Development Guidebook

www.newdesignsforgrowth.com/pages/guidebook/introduction/

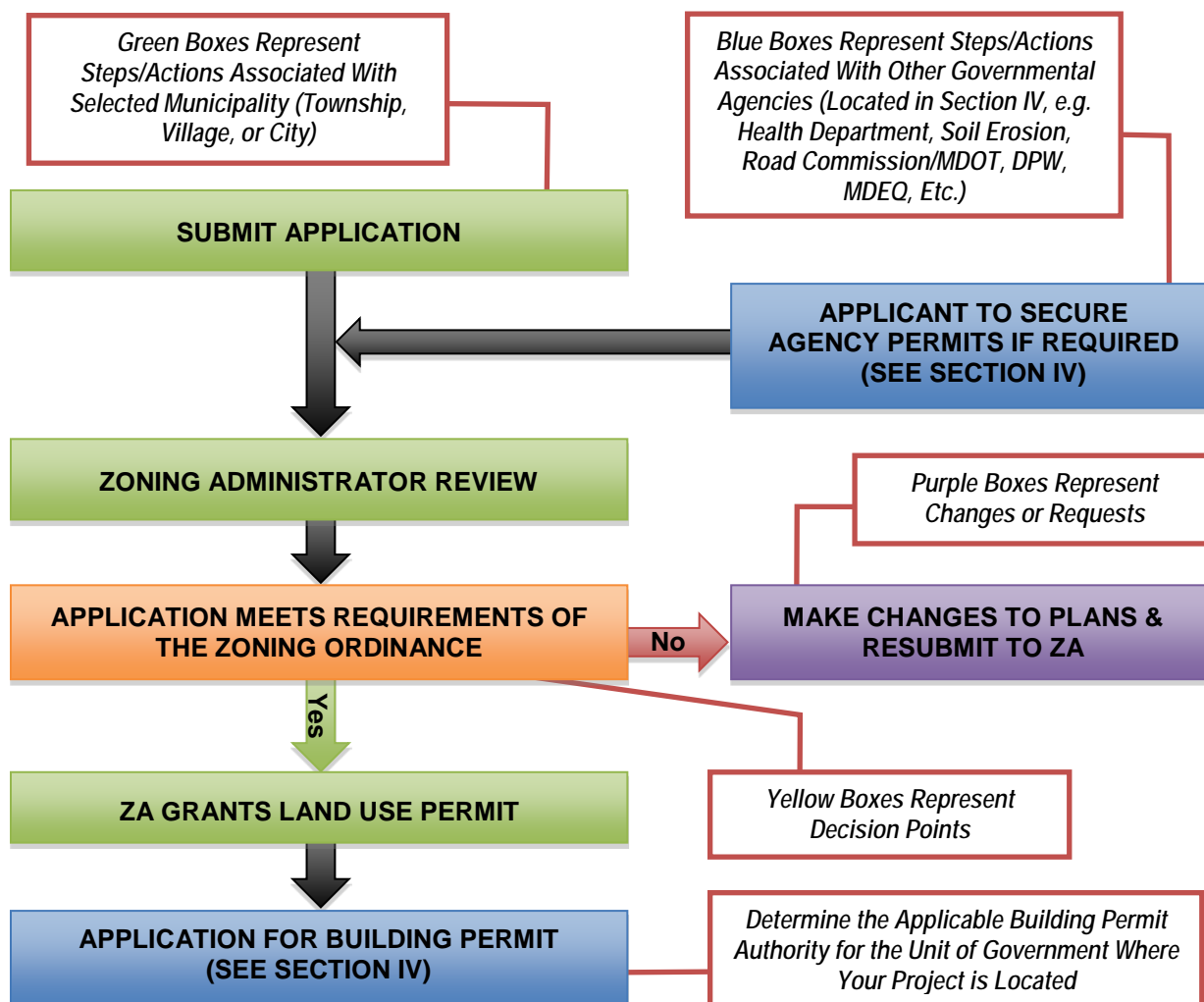
New Designs for Growth – A Citizen’s Guide to Planning & Zoning in Northwest Michigan

www.nwm.org/citizensguide-planning

How to Use This Guide

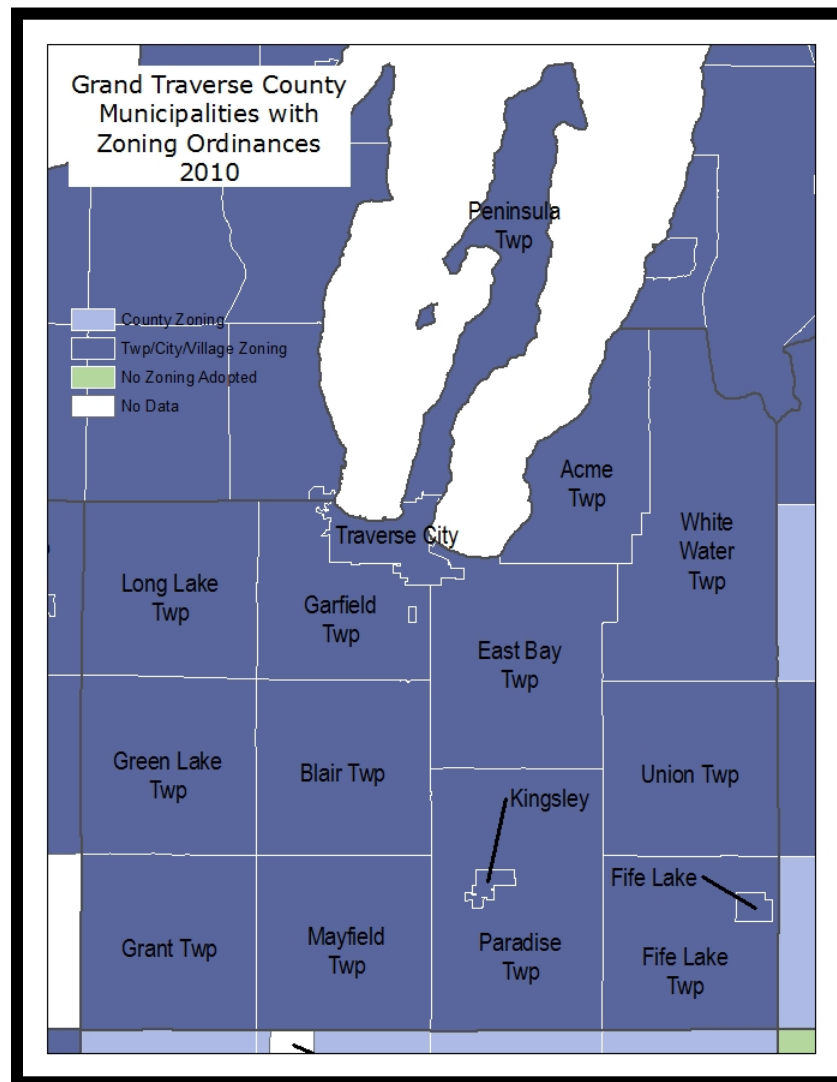
Flowchart Legend

The flowchart legend is provided to understand the color coding of flowcharts that may be contained under a specific unit of government’s listing in this guide. It also provides generic examples of the types of steps that may be contained in various land use permit processes. However, it is not intended to represent a specific unit of government’s permitting process. If the specific unit of government you are interested in does not contain a permitting process flowchart, please contact the zoning administrator for specific application process information.



*NOTE – The flowcharts included in this guide are for educational purposes on the general process (i.e. permitted uses) and following them does not guarantee a permit or approval. Please use contact information provided for each municipality included in this document for specific permitting direction.

Grand Traverse County Governmental Units



As you can see from the zoning map shown above, there are 2 incorporated villages, 1 city, and 13 townships that are zoned in Grand Traverse County. County, city, village, and township websites containing government contacts, zoning ordinances, master plans and more can be found at: www.newdesignsforgrowth.com/pages/smartgrowthresources/northwestlowermichiganmunicipalplanningresources/.

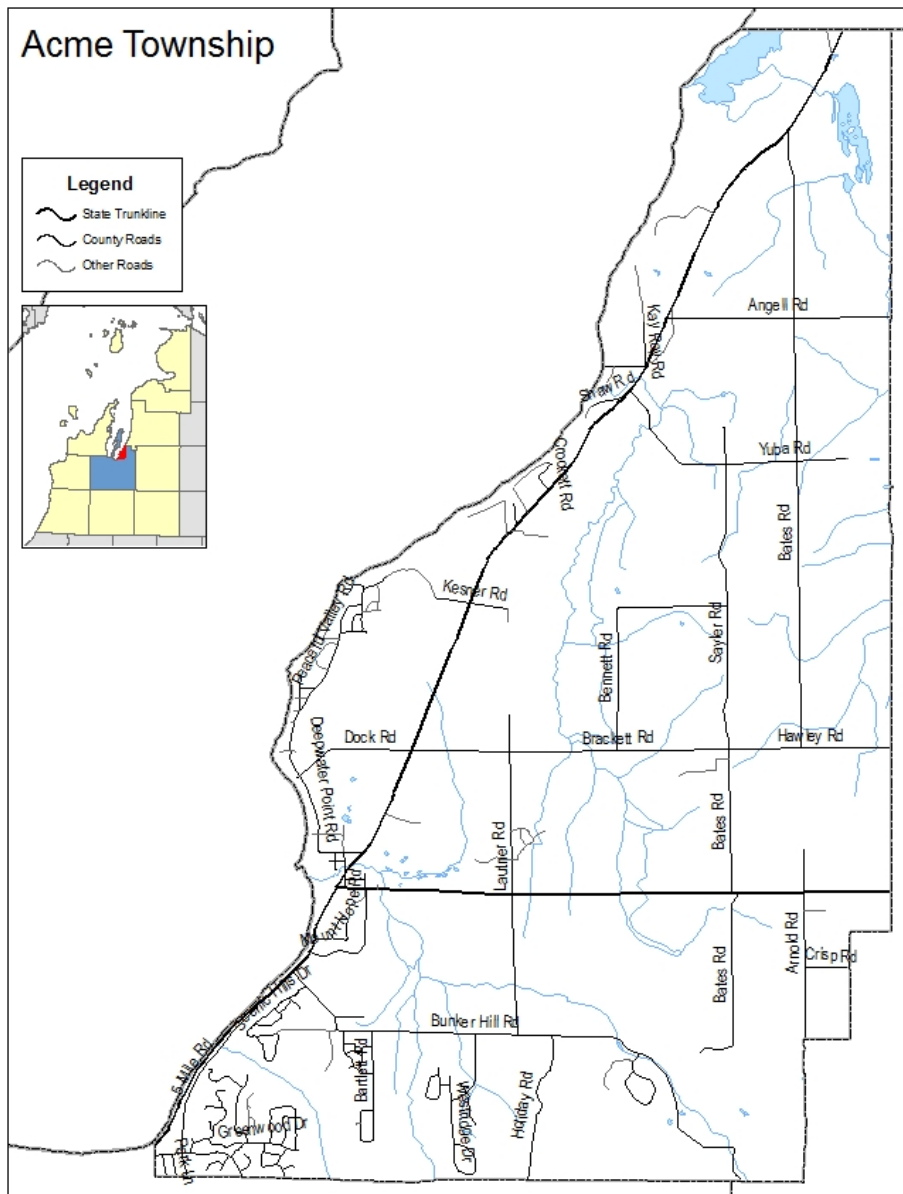
SECTION II – Township Permitting & Zoning Process

Acme Township

Township Office	6042 Acme Road Acme, Michigan 49610 231.938.1350 phone 231.938.1510 fax acme@netonecom.net
Office Hours	Monday through Friday 8:00 a.m. to 5:00 p.m.
Website	www.acmetownship.org
Supervisor	Wayne Kladder (Term expires November 2012) 231.938.1350 phone supervisor@acmetownship.org
Manager	Sharon Vreeland 231.938.1350 phone svreeland@acmetownship.org
Zoning Administrator	Nikki Lennox 231.938.1350 phone ext 16 nlennox@acmetownship.org
Documents	Zoning Ordinance & Master Plan (see linked page below for latest Ordinance and Master Plan) www.acmetownship.org/planningzoning.htm Land Use Permit Application www.acmetownship.org/planningzoning_files/LUP.pdf Special Use Permit Application www.acmetownship.org/planningzoning_files/SUP%20Application.pdf Variance Application www.acmetownship.org/planningzoning_files/ZBA%20Application%20Application.pdf Rezoning Application www.acmetownship.org/planningzoning_files/Rezoning%20Application.pdf Sign Permit Application www.acmetownship.org/planningzoning_files/Sign%20Application.pdf

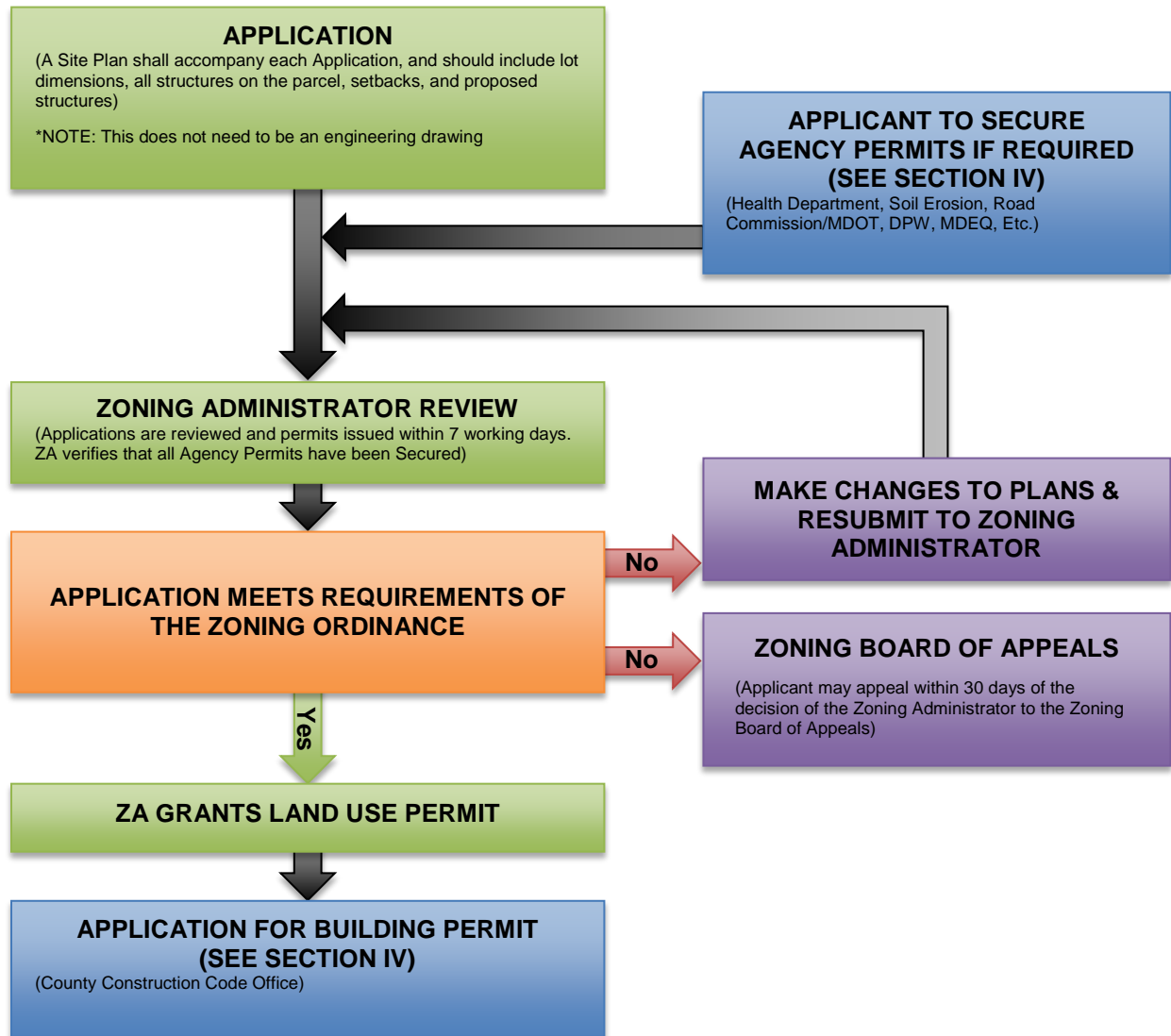
This guide to permitting and zoning was completed through the best efforts of staff working with local officials to determine jurisdiction-specific policy and processes associated with development. If the information contained herein needs to be updated or expanded, please contact the Northwest Michigan Council of Governments at 231.929.5000.

Acme Township Map



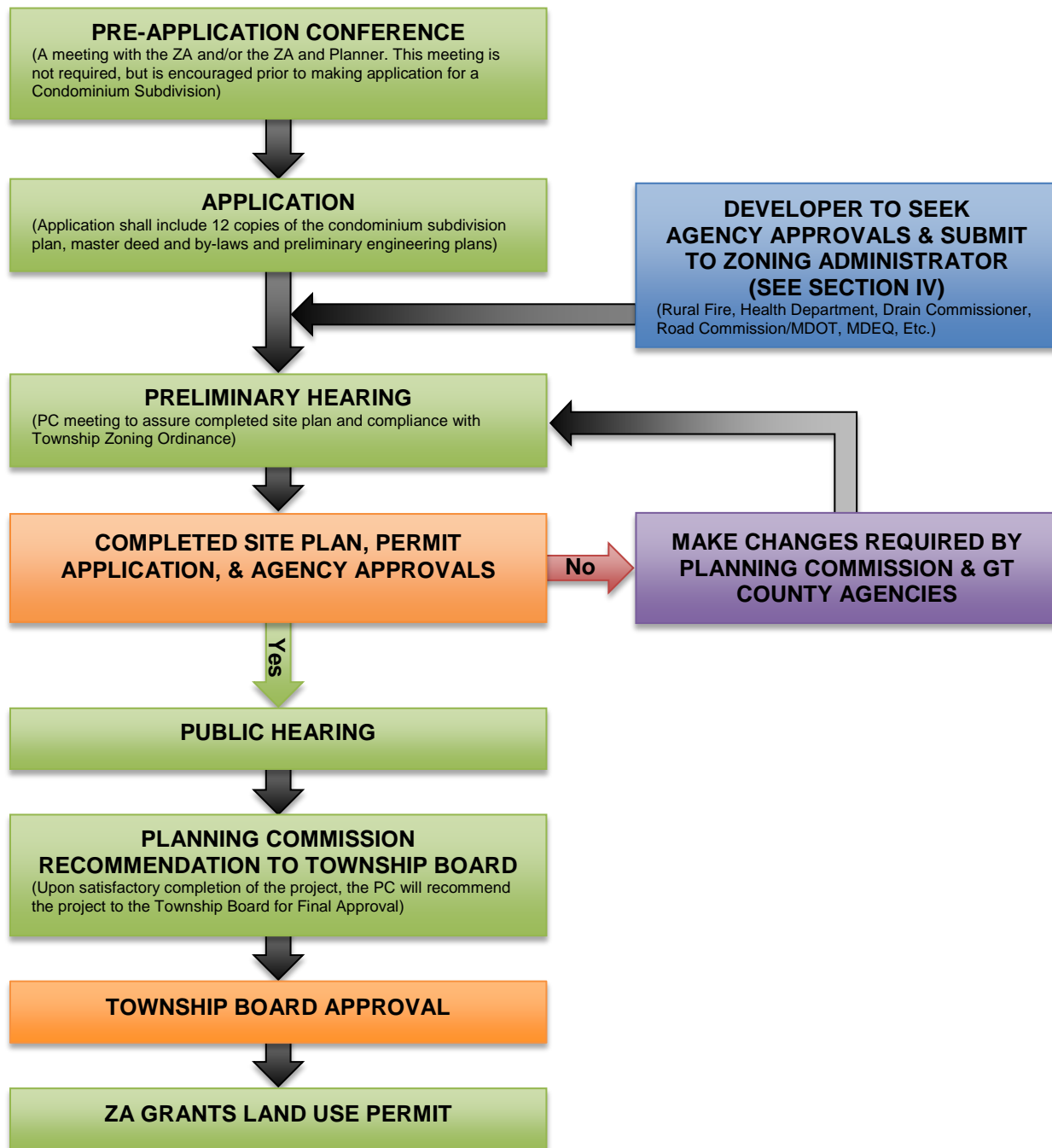
Acme Township Land Use Permits Review Flowchart

For Single Family and Accessory Structures



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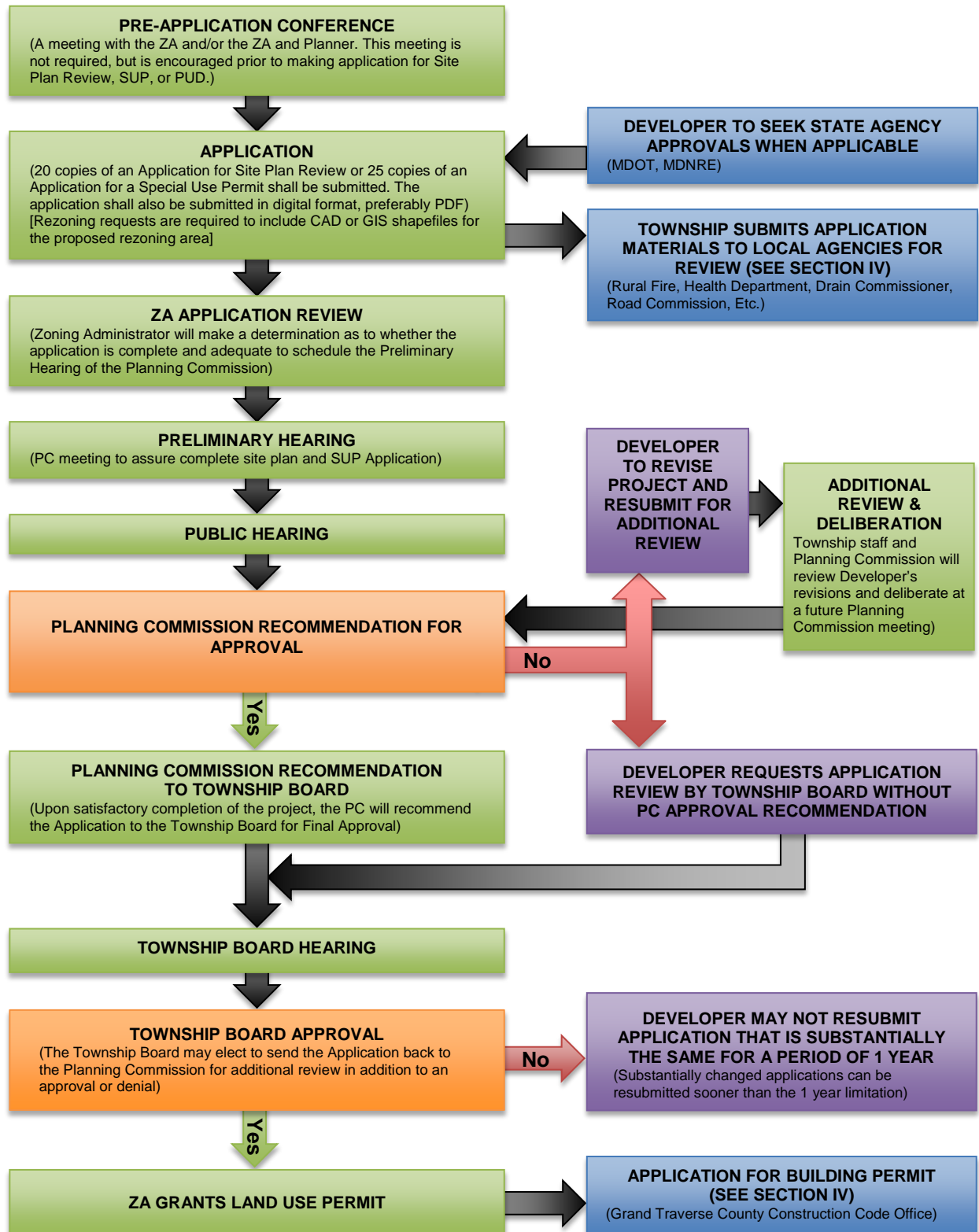
Acme Township Condominium Subdivisions Review Flowchart



*NOTE – The flowcharts included in this guide are for educational purposes on the general process and following them does not guarantee a permit or approval. Please use contact information provided for each municipality included in this document for specific permitting direction.

Acme Township Special Use Permit & PUD Review Flowchart

For Residential and Commercial Projects



Blair Township

Township Office	2121 County Road 633 Grawn, Michigan 49637 231.276.9263 phone 231.276.5111 fax
Office Hours	Tues – Fri: 7:30 a.m. – 6:00 p.m.
Website	www.blairtownship.org
Supervisor	Patrick Pahl 231.276.9263 phone (ext. 3) phone supervisor@blairtownship.org Office Hours: Tuesday through Friday from 7:30 a.m. to 6:00 p.m.
Planning & Zoning Administrator	Dylan Sullivan 231.276.9263 phone (ext. 4) phone zoning@blairtownship.org Office Hours: Tuesday through Friday from 7:30 a.m. to 6:00 p.m.
Documents	Zoning Ordinance: www.blairtownship.org/Planning-Zoning/Zoning/Zoning_Ordinance/zoning_ordinance.html Land Use Map: www.blairtownship.org/Planning-Zoning/zoning_map_March_2011.pdf Master Plan: www.blairtownship.org/Planning-Zoning/BLAIR_TOWNSHIP_MASTER_PLAN_-_final_12-4-09_2.pdf Land Use Permit Application: www.blairtownship.org/Planning-Zoning/Land_Use_Application_05_08.pdf Sign Permit Application http://www.blairtownship.org/Planning-Zoning/web_sign_permit_May_2007.pdf Site Plan Review Application www.blairtownship.org/Planning-Zoning/Application_for_Site_Plan_Review_3_15_2011.pdf Special Use Permit/Site Plan Review Application www.blairtownship.org/Planning-Zoning/Application_for_Special_Use_3_15_11.pdf Zoning Board of Appeals Application www.blairtownship.org/Planning-Zoning/ZBA_APP_3_15_11.pdf

(continued)

Blair Township (continued)

Documents

Administrative Review Application

www.blairtownship.org/Planning-Zoning/APP_FOR_ADMIN_REV.pdf

Parcel Division Application

www.blairtownship.org/Planning-Zoning/Land_Division/land_division.html

Fee Schedule

www.blairtownship.org/Planning-Zoning/2012_Fee_schedule_current.pdf

From the Zoning Administrator:

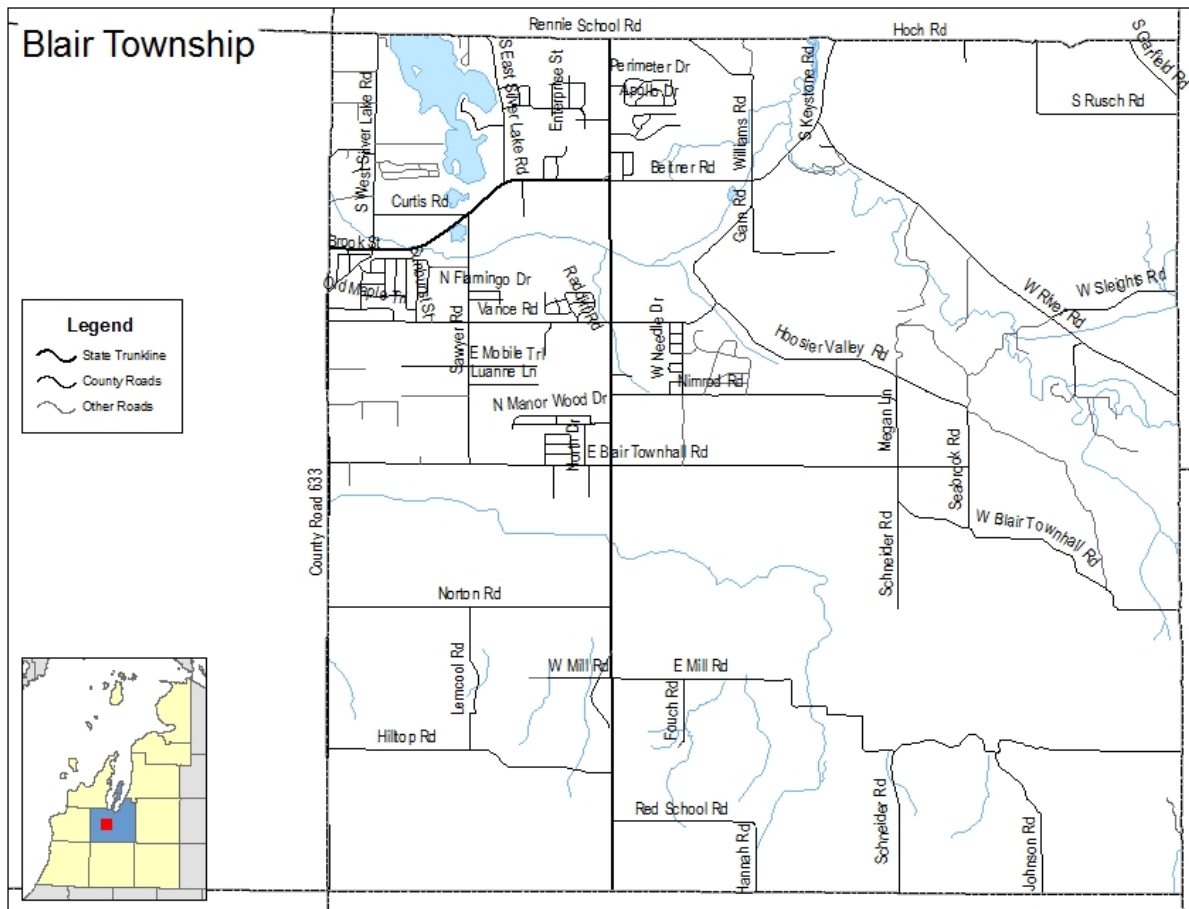
In Blair Township, we would like to encourage growth and try to make it an easy process. If there are any questions feel free to stop by the office and we can guide you in the right direction. It is highly recommended that a pre-application meeting with the Zoning Administrator be made early on in the development process. This allows for the Zoning Administrator and developer to resolve any issues early on and help to prevent delays later.

To help you in the process here are a few things to watch out for. All of the applications must be signed by the owner of the property. This includes, but not limited to, land use permit applications, water permit applications, administrative review applications, site plan review and special use applications. The developer/builder may get a letter from the property owner authorizing the contractor to sign permit applications for them. This is helpful if the property owner does not live in the area. Also make sure that applications are filled out completely. If they are not, the process may be delayed.

Since Blair Township has a water and sewer system in much of the commercial district, it is important to get a water and sewer permit. These permits must be submitted before a land use permit is granted. Water permits can be obtained at the Township Offices and the sewer permit can be obtained at the Grand Traverse County DPW. We also require a Fire Department Site Plan Review before issuing all commercial land use permits. Please contact the fire department to see what is necessary.

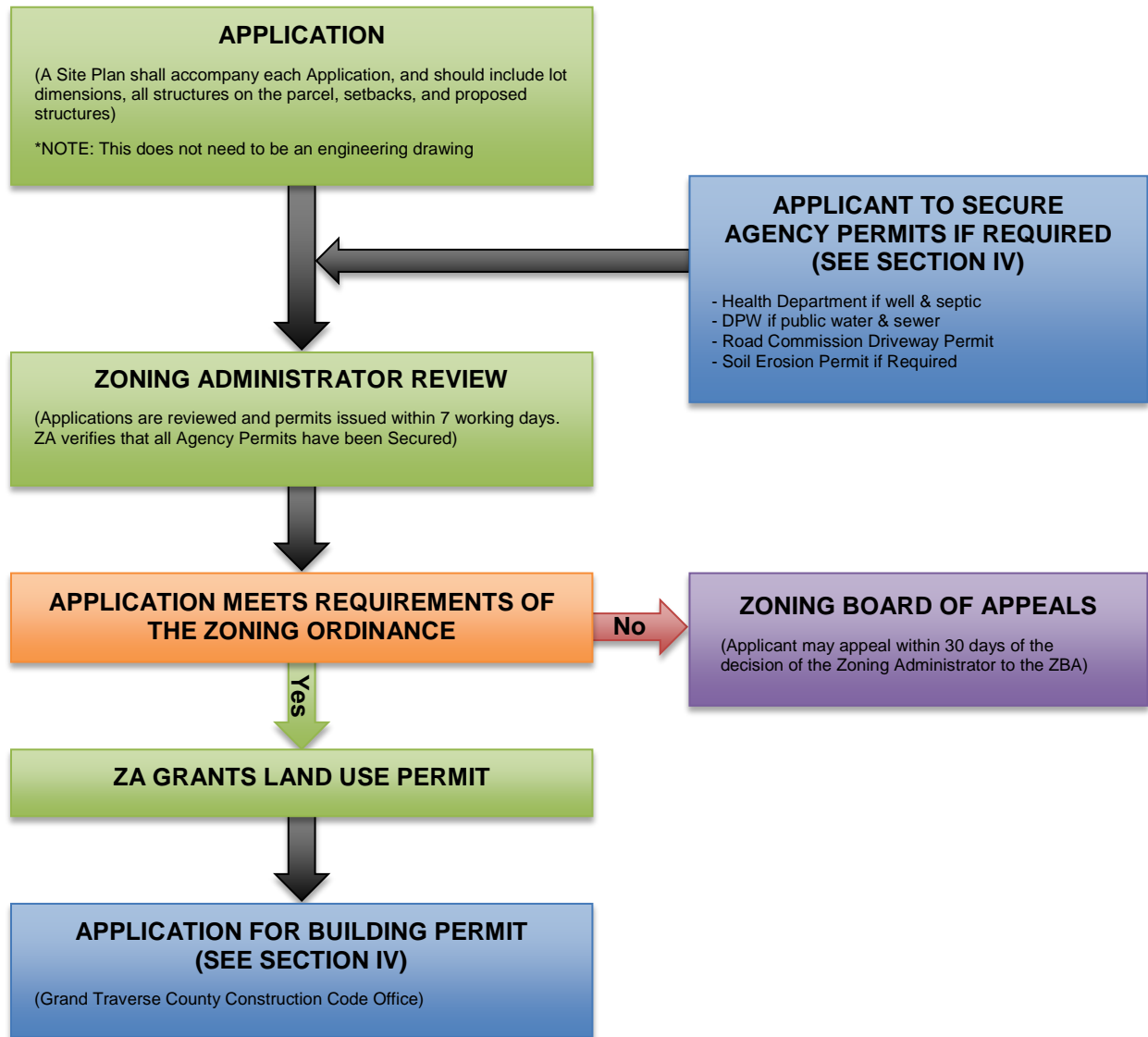
This guide to permitting and zoning was completed through the best efforts of staff working with local officials to determine jurisdiction-specific policy and processes associated with development. If the information contained herein needs to be updated or expanded, please contact the Northwest Michigan Council of Governments at 231.929.5000.

Blair Township Map



Blair Township Land Use Permits Flowchart

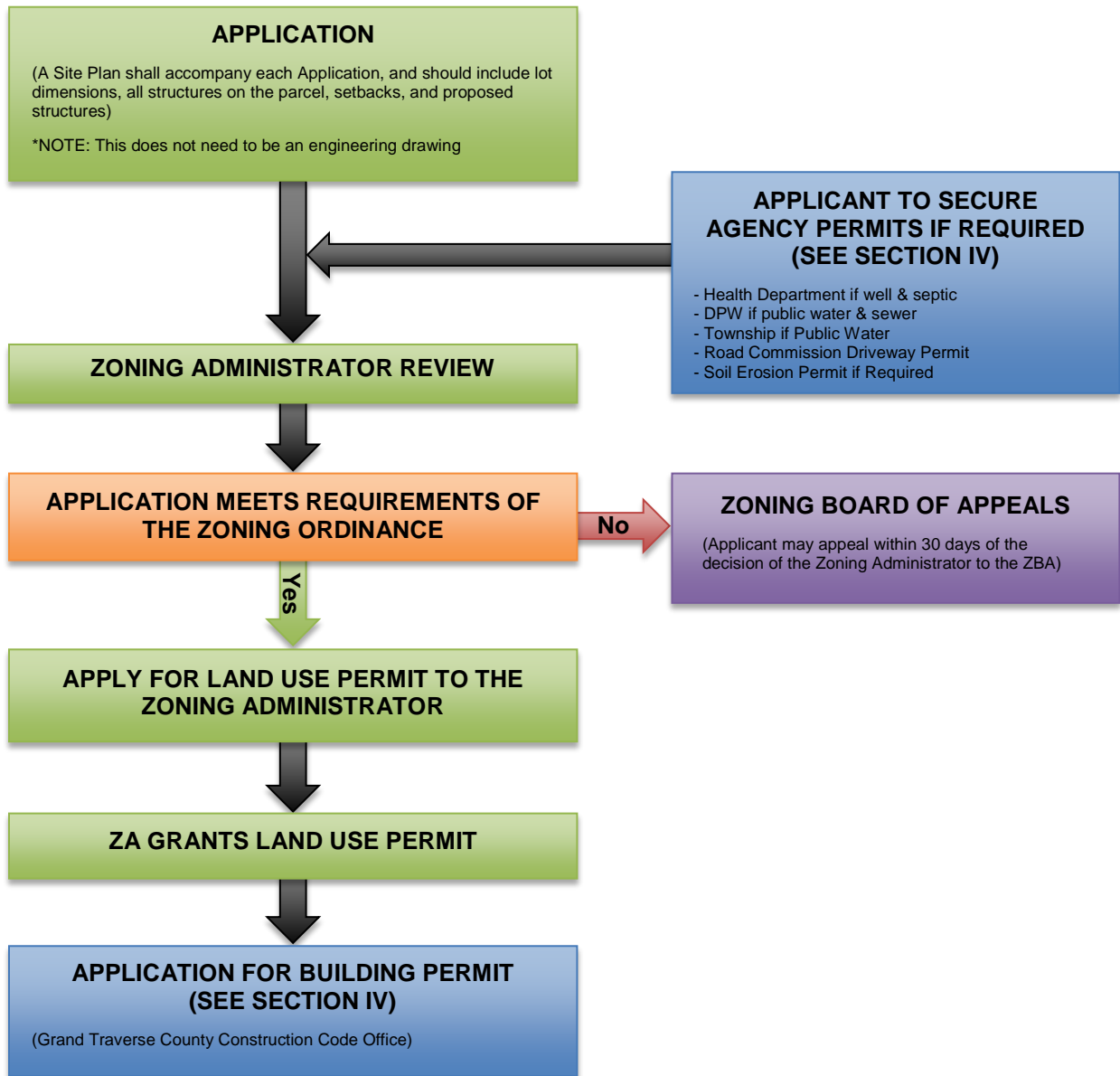
For Single Family, Duplexes, and Accessory Structures



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Blair Township Site Plan Review Flowchart

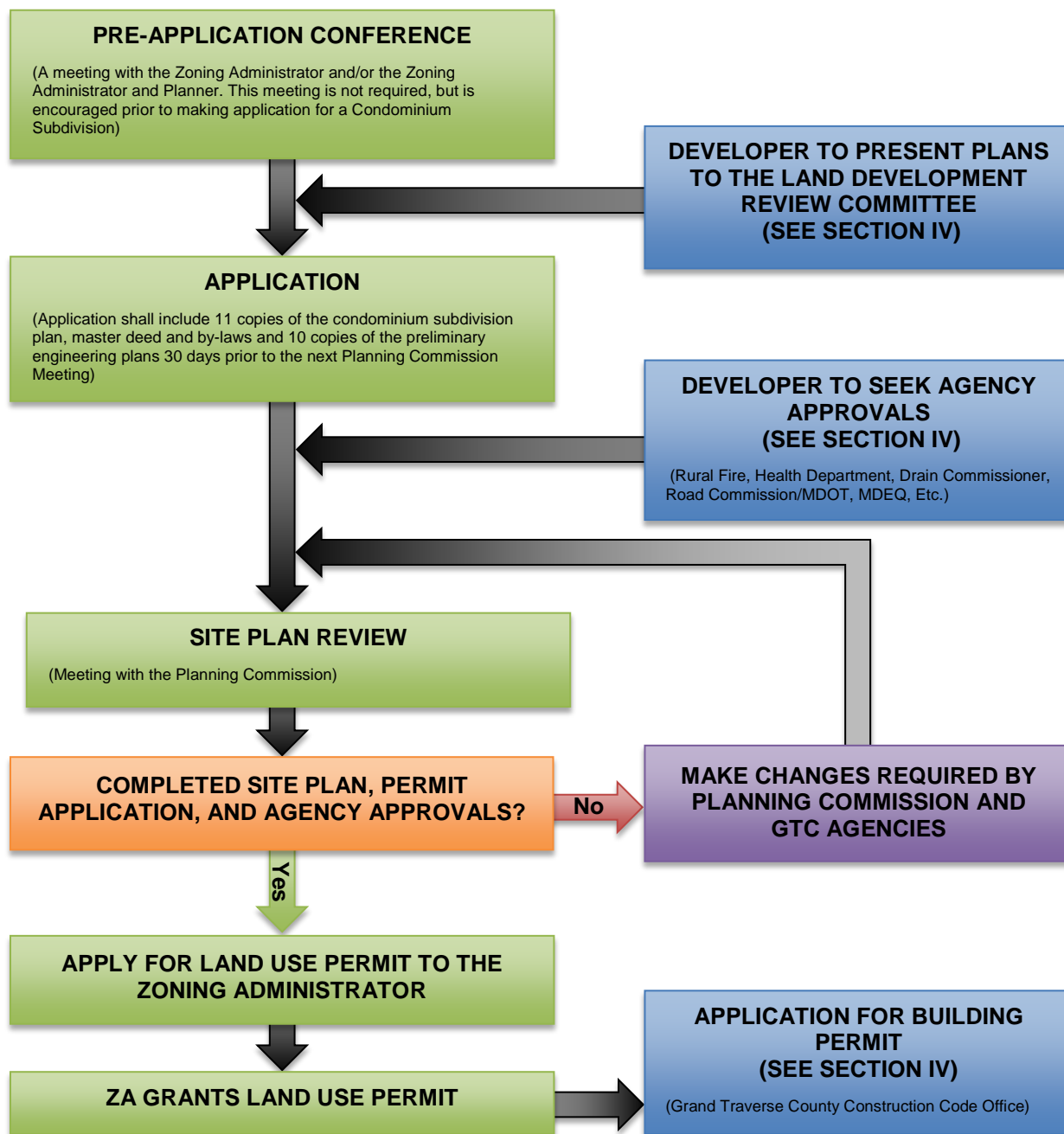
Administrative Review



*NOTE – The flowcharts included in this guide are for educational purposes on the general process and following them does not guarantee a permit or approval. Please use contact information provided for each municipality included in this document for specific permitting direction.

Blair Township Site Plan Review Flowchart

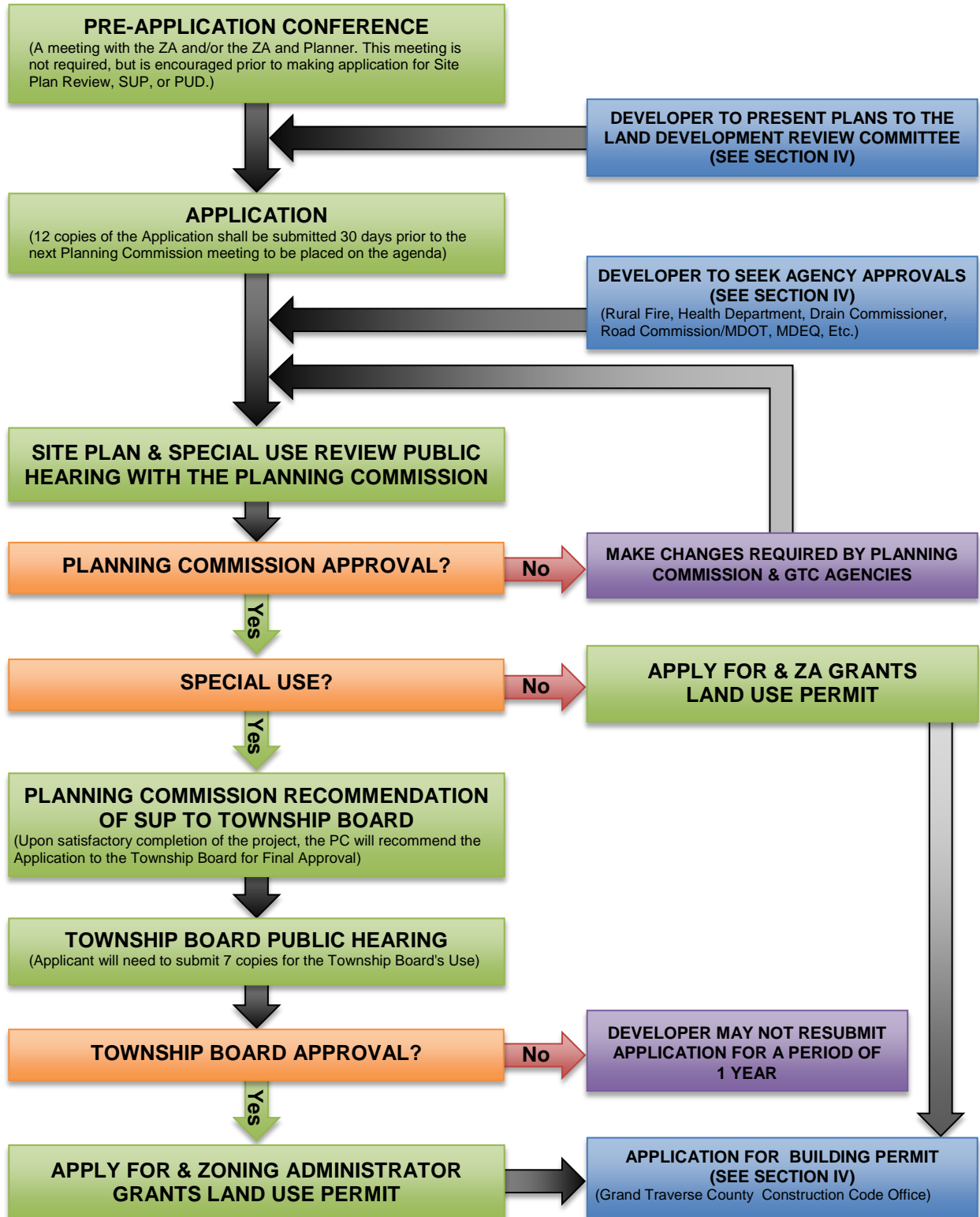
For Condominium Subdivisions



*NOTE – The flowcharts included in this guide are for educational purposes on the general process and following them does not guarantee a permit or approval. Please use contact information provided for each municipality included in this document for specific permitting direction.

Blair Township Special Land Use & PUD Review Flowchart

For Residential and Commercial Projects

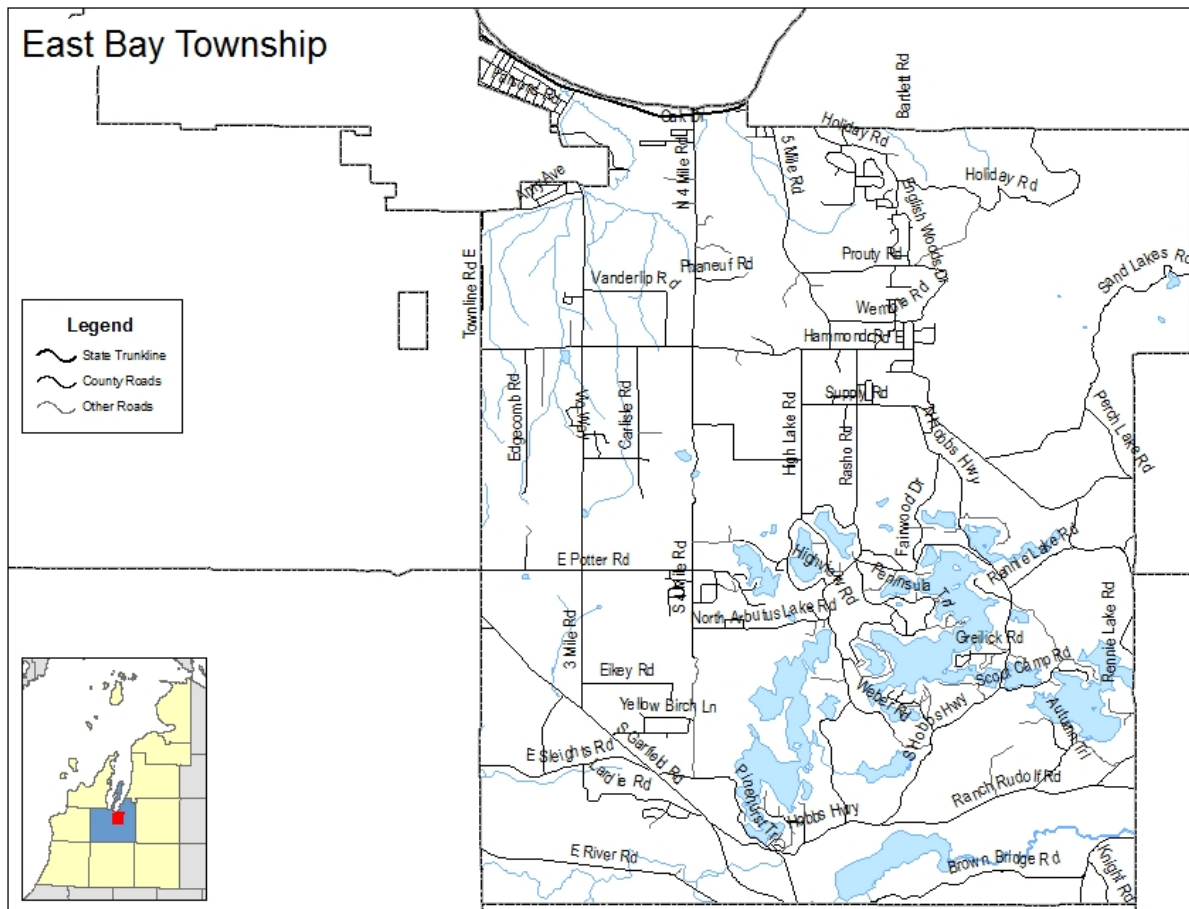


East Bay Charter Township

Township Office	1965 North Three Mile Road Traverse City, Michigan 49696 231.947.8647 Phone 231.922.2094 Fax
Office Hours	Monday – Thursday, 7:00 a.m. – 5:30 p.m.
Website	www.eastbaytwp.org
Supervisor	Glen Lile 231.947.8647 (ext. 105) phone glile@eastbaytwp.org
Planner	Jay Kilpatrick from Williams & Works 800.224.1590 kilpatrick@williams-works.com
Zoning Administrator	Leslie Couturier CZA 231.947.8681 lcouturier@eastbaytwp.org
Documents	Zoning Ordinance http://www.eastbaytwp.org/ordinance.asp Requirement for Land Use Permits Application, Special Land Use Permits Application, Site Plan Review Application, Planned Unit Development Application, Variance Application, Land Division, and the Schedule of Fees documents can be found at: http://www.eastbaytwp.org/permits.asp
Note:	This page updated in September 2012 under direction of Leslie Couturier, Zoning Administrator.

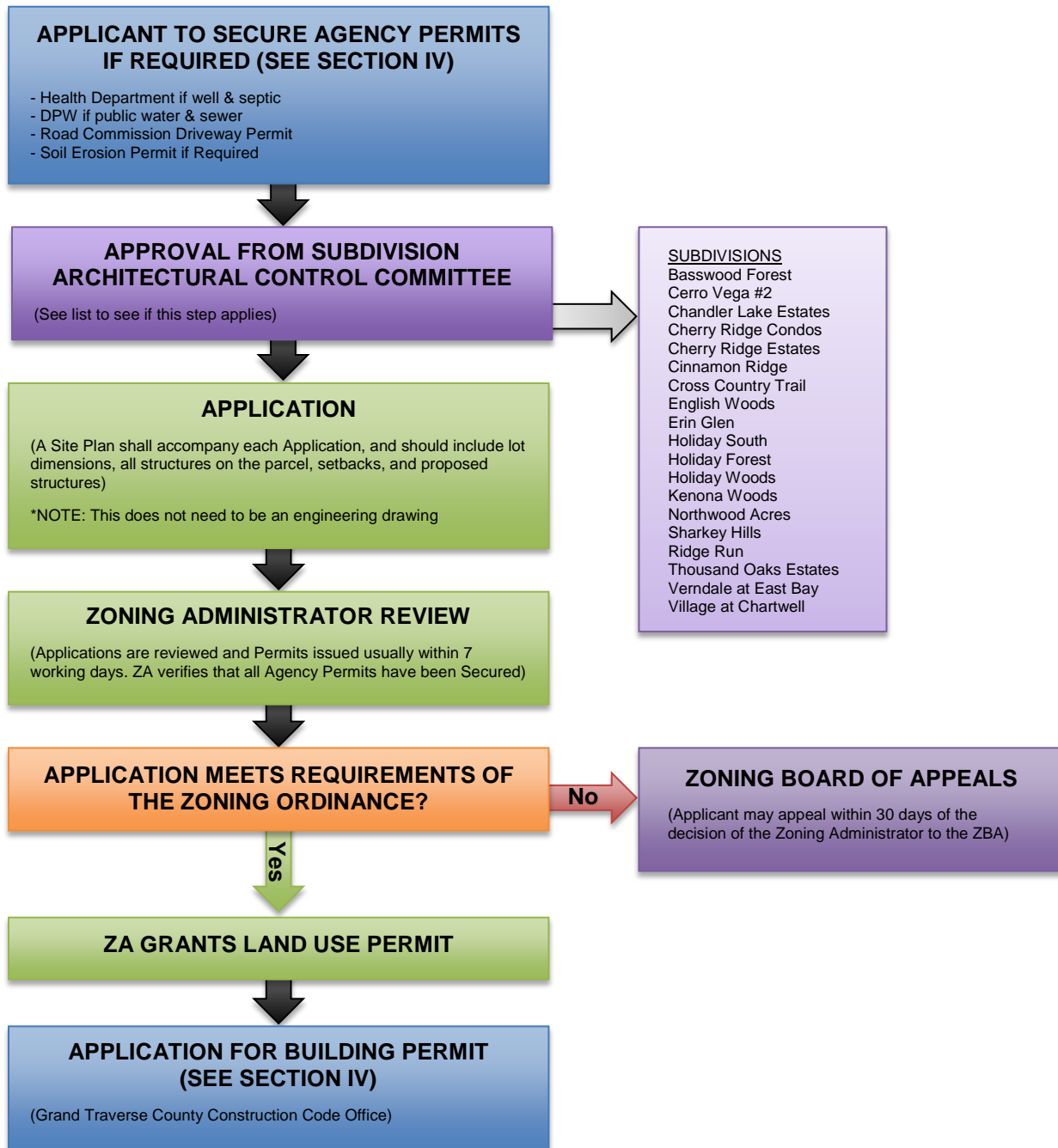
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East Bay Township Map



East Bay Township Land Use Permits Review Flowchart

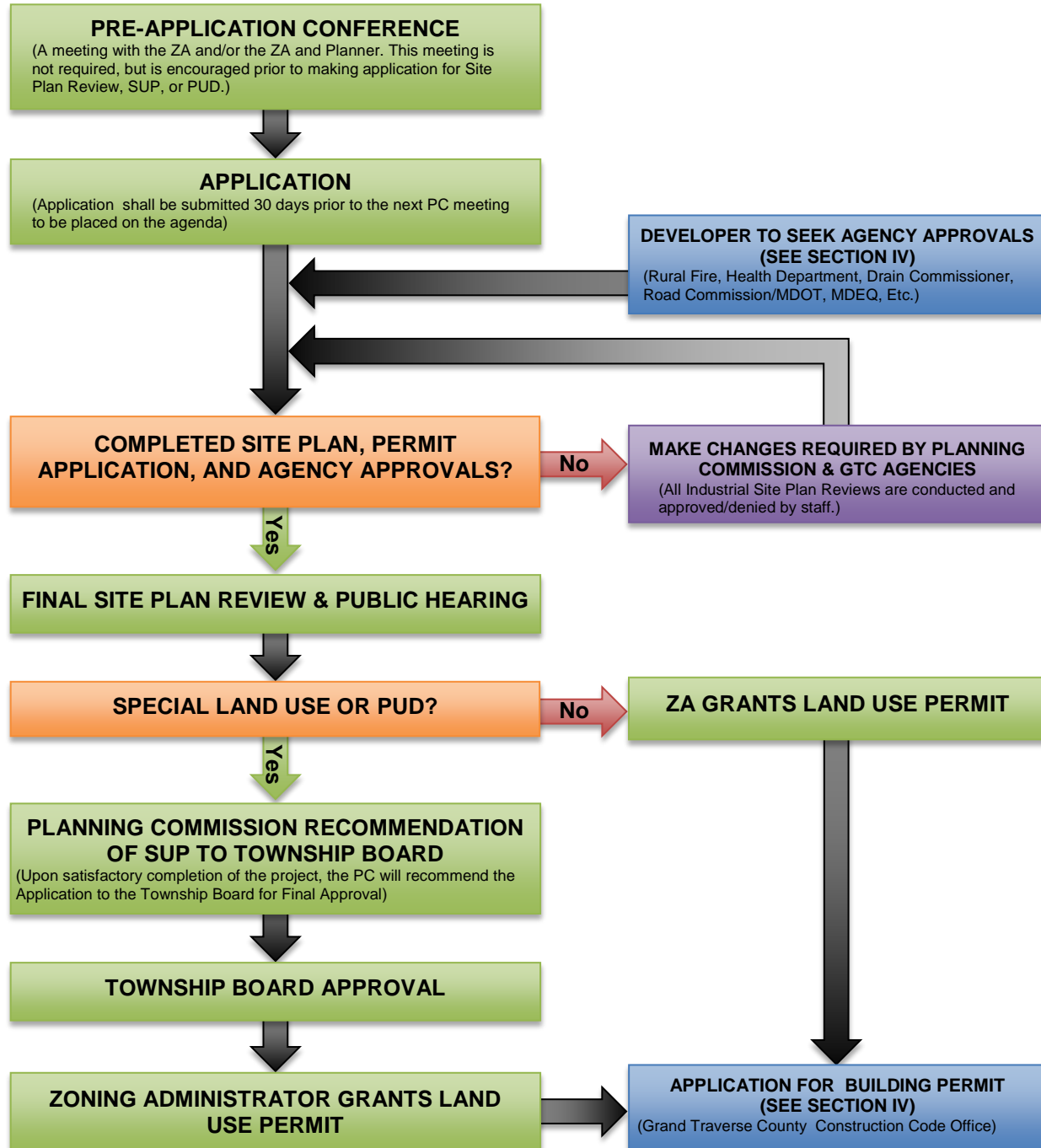
For Single Family, Duplexes, and Accessory Structures



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East Bay Township Site Plan Review & Special Land Use Permit Flowchart

For Residential, Commercial and PUD Developments



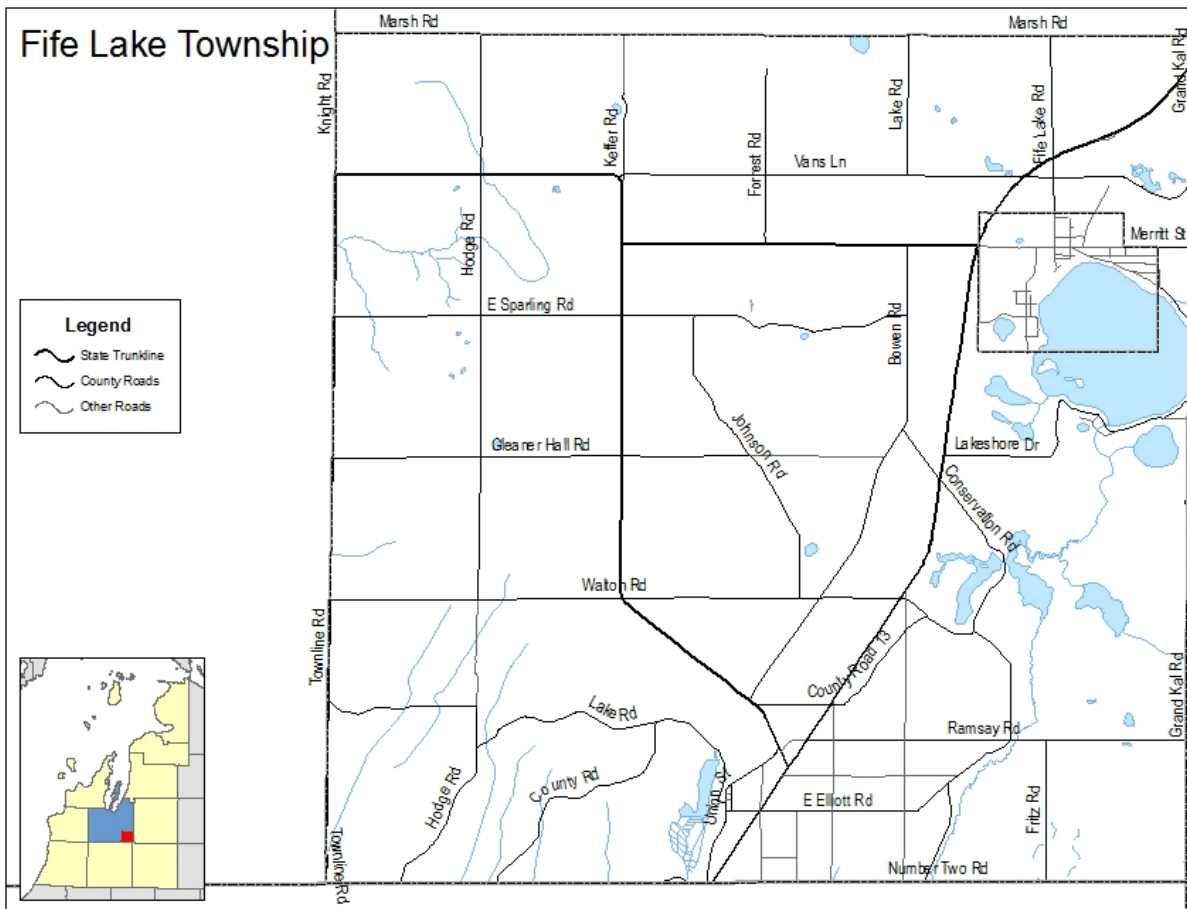
*NOTE – The flowcharts included in this guide are for educational purposes on the general process and following them does not guarantee a permit or approval. Please use contact information provided for each municipality included in this document for specific permitting direction.

Fife Lake Township

Township Office	134 Morgan Street P.O. Box 87 Fife Lake, Michigan 49633 231.879.3963 phone 231.879.3146 fax
Office Hours	Mon & Wed: 9:00 a.m. – Noon, Tues & Thurs: 10:00 a.m. – 2:00 p.m. or other times by appointment
Website	fifelaketwp.com
Supervisor	Fred Joles 231.879.3963 phone fltsupervisor@gmail.com
Planning & Zoning Administrator	Mack Erickson 231.879.3963 phone 231.564.2202 cell fltblandzoning@gmail.com Office Hours: Mondays and Wednesdays: 10:00 a.m. to 11:30 a.m. or by appointment
Documents	Zoning Ordinance http://fifelaketwp.com/zoning.html Master Plan http://fifelaketwp.com/master.html Zoning Application http://fifelaketwp.com/documents/Zoning_Application.pdf Land Division Application http://fifelaketwp.com/documents/Land_Division_Application.pdf
Note:	All permit applications and the fee schedules are available at the Township Office.

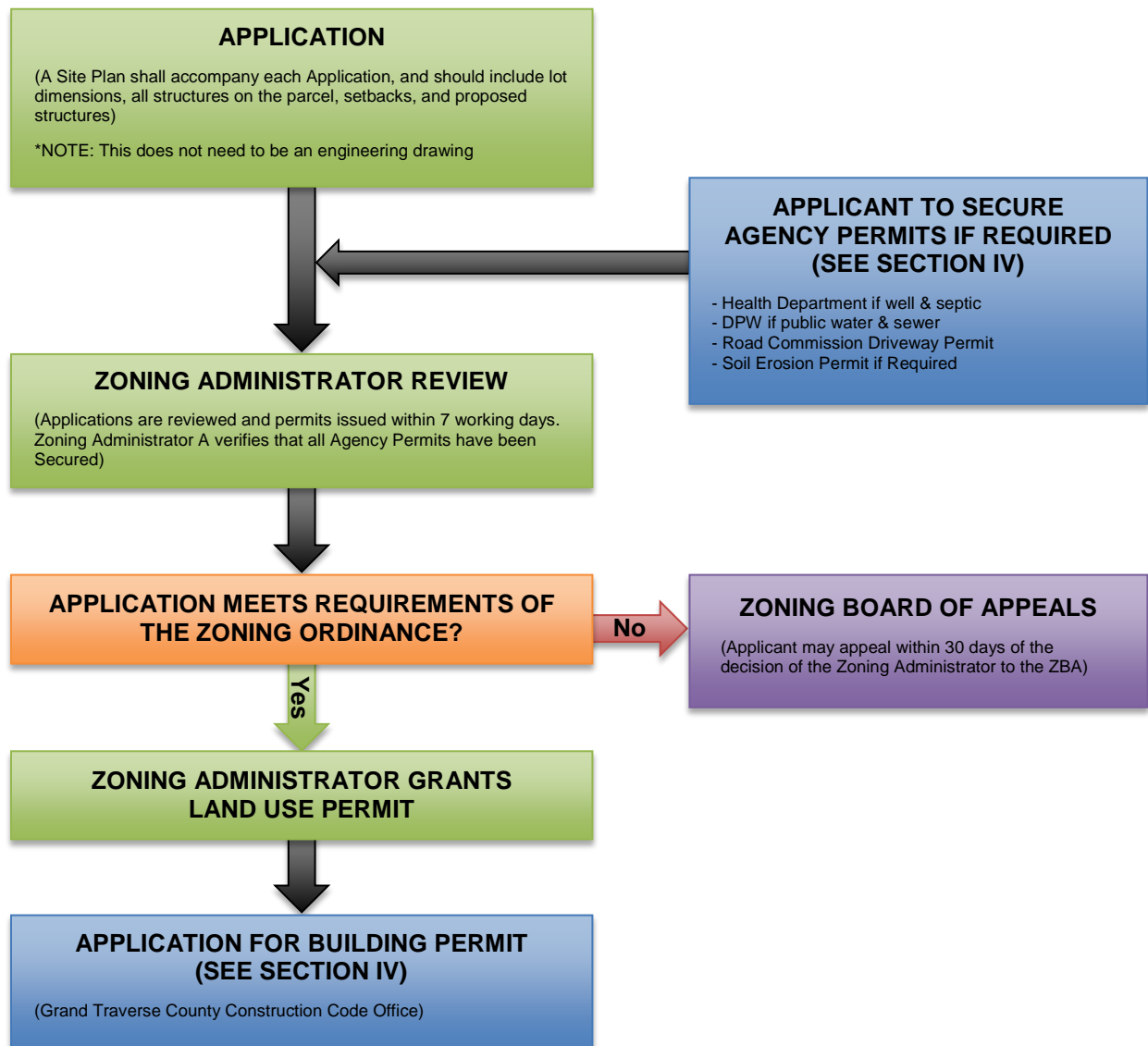
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Fife Lake Township Map



Fife Lake Township Land Use Permits Review Flowchart

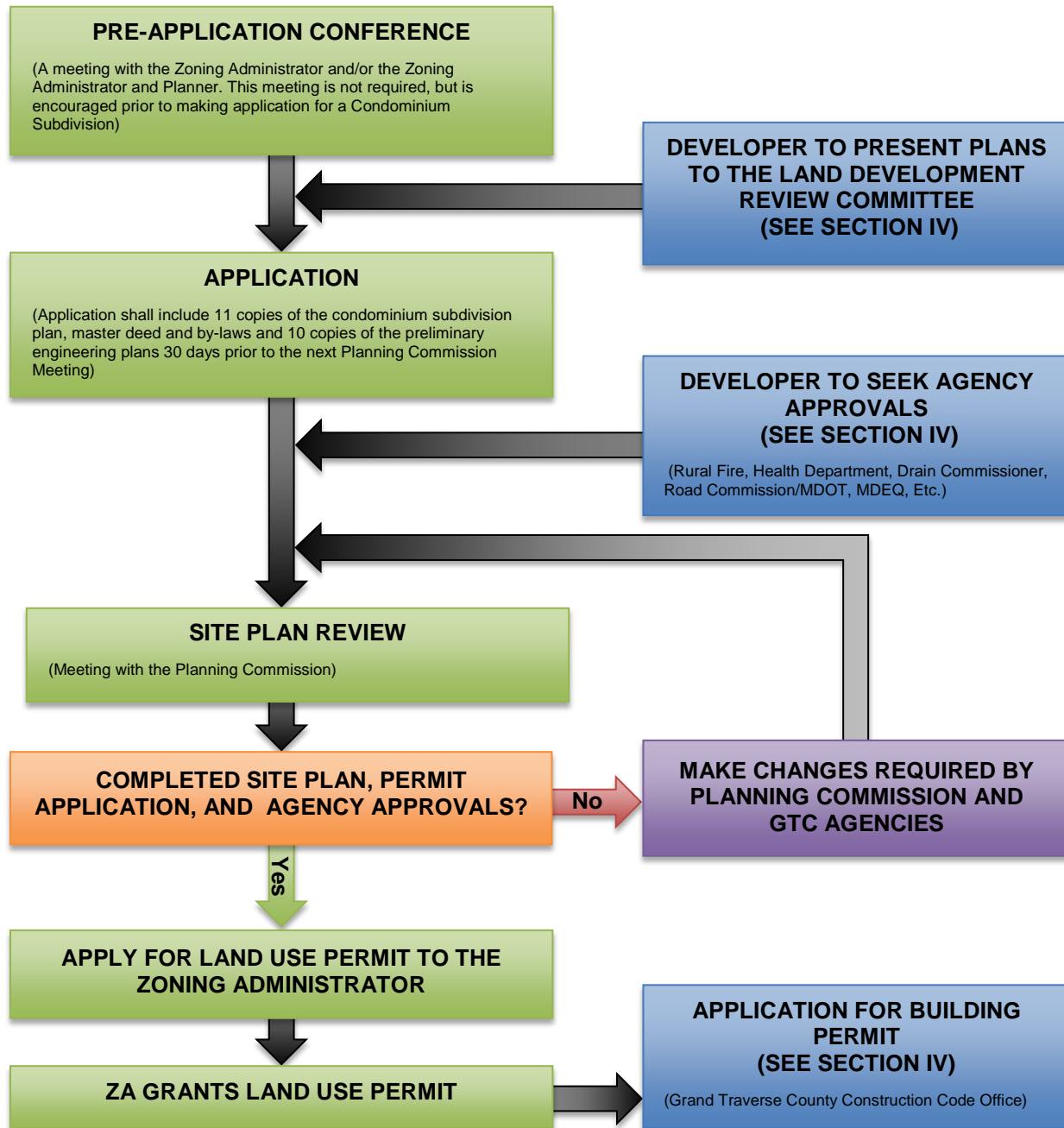
For Single Family and Accessory Structures



*NOTE – The flowcharts included in this guide are for educational purposes on the general process and following them does not guarantee a permit or approval. Please use contact information provided for each municipality included in this document for specific permitting direction.

Fife Lake Township Site Plan Review Flowchart

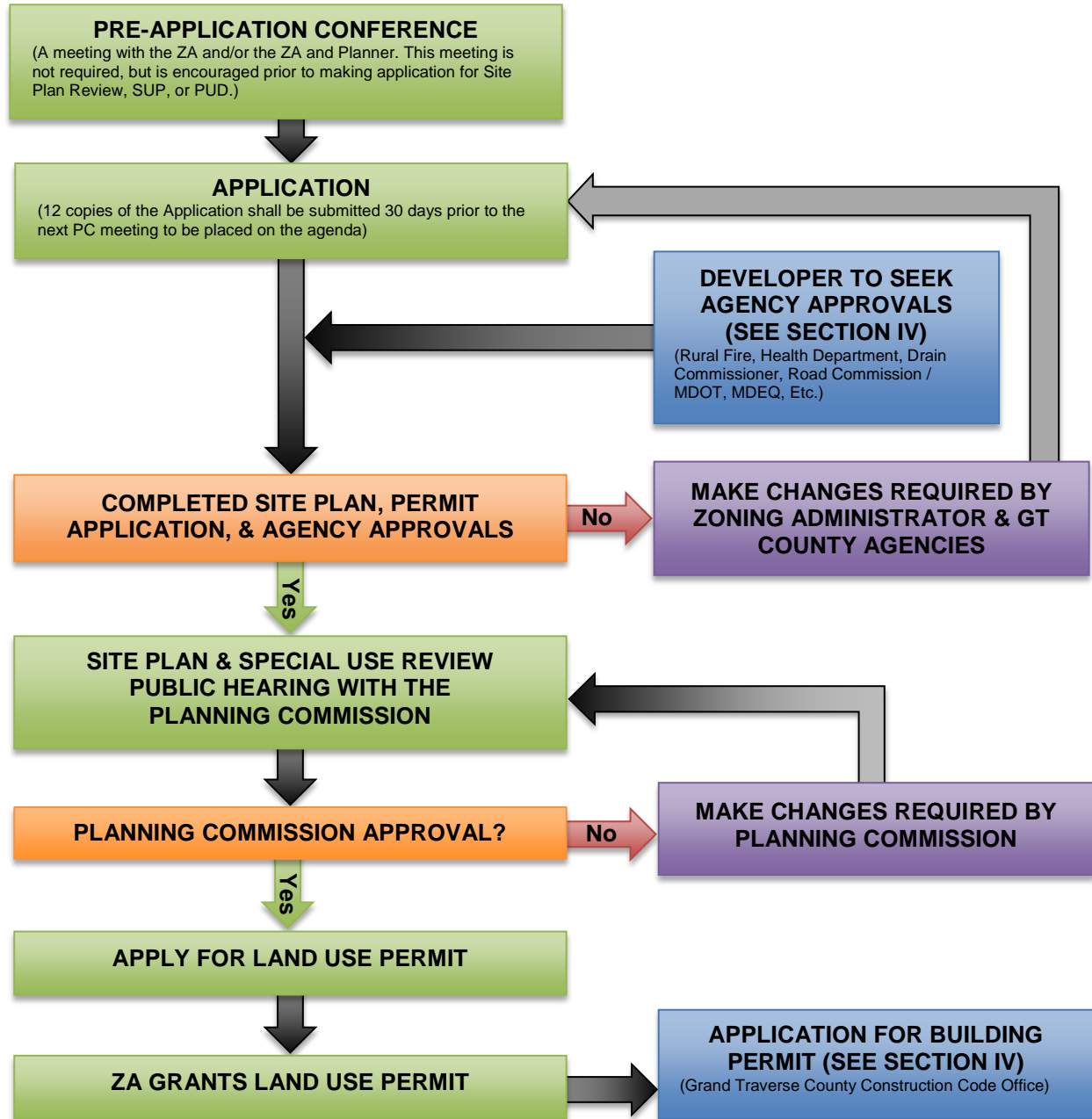
For Condominium Subdivisions



*NOTE – The flowcharts included in this guide are for educational purposes on the general process and following them does not guarantee a permit or approval. Please use contact information provided for each municipality included in this document for specific permitting direction.

Fife Lake Township Special Land Use & Planned Unit Developments Flowchart

For Residential and Commercial Projects



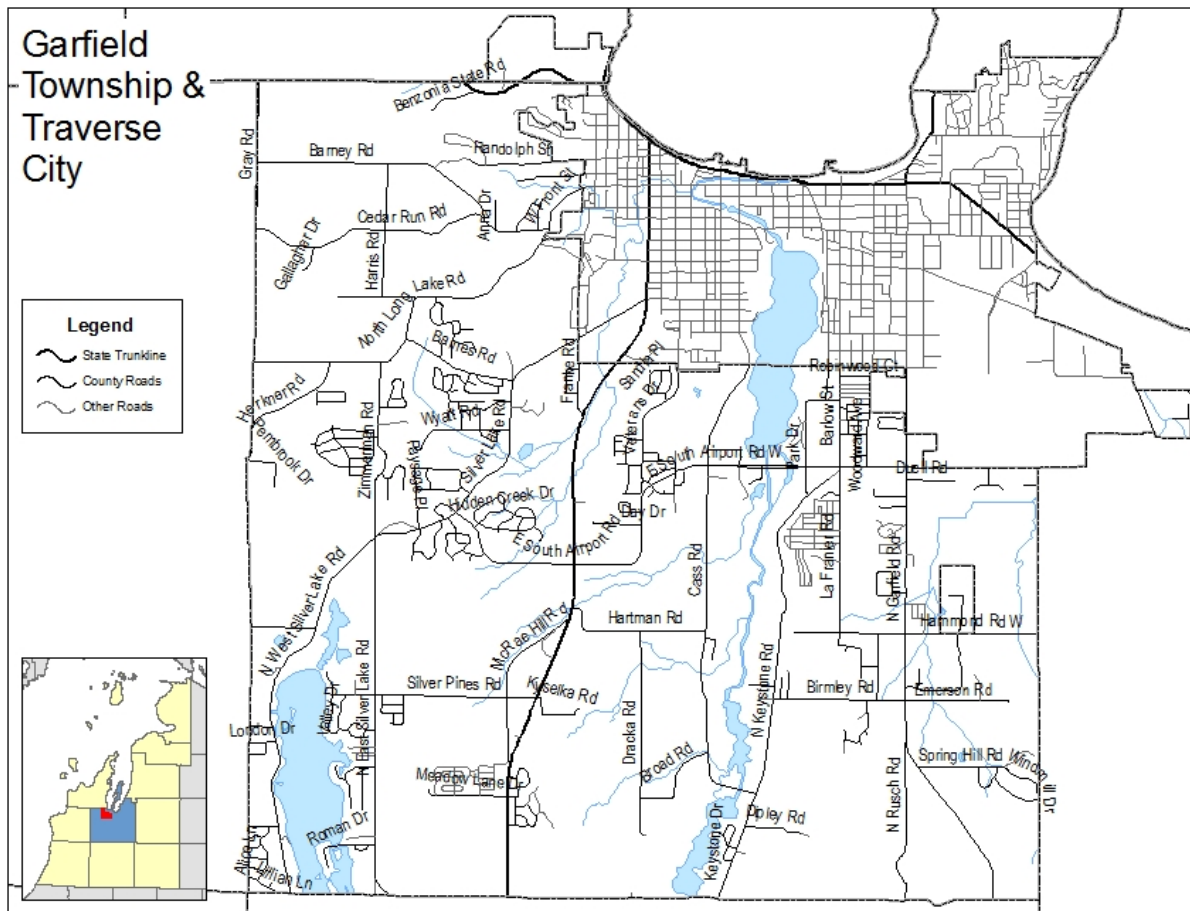
*NOTE – The flowcharts included in this guide are for educational purposes on the general process and following them does not guarantee a permit or approval. Please use contact information provided for each municipality included in this document for specific permitting direction.

Garfield Charter Township

Township Office	3848 Veterans Drive Traverse City, Michigan 49684 231.941.1620 phone 231.941.1588 fax
Office Hours	Monday through Thursday 7:30 a.m. – 6:00 p.m.
Website	www.garfield-twp.com
Supervisor	Chuck Korn 231.941.1620 phone ckorn@garfield-twp.com
Planner	Rob Larrea 231.941.1620 phone rlarrea@garfield-twp.com
Zoning Administrator	Jim Reardon 231.941.1620 phone jreardon@garfield-twp.com
Building Official	Carl Studzinski 231.941.1620 phone cstudzinski@garfield-twp.com
Documents	Zoning Ordinance www.garfield-twp.com/zoningord.asp Forms & Applications www.garfield-twp.com/zoningforms.asp Comprehensive Plan www.garfield-twp.com/downloads/compplan2007.pdf Frequently Asked Questions www.garfield-twp.com/zoningfaq.asp Building Permit Applications www.garfield-twp.com/bldgpermitinfo.asp
Note:	Garfield Township is in the process of amending its zoning ordinance. Please contact the Zoning Administrator for additional Permit Applications.

This guide to permitting and zoning was completed through the best efforts of staff working with local officials to determine jurisdiction-specific policy and processes associated with development. If the information contained herein needs to be updated or expanded, please contact the Northwest Michigan Council of Governments at 231.929.5000.

Garfield Charter Township Map

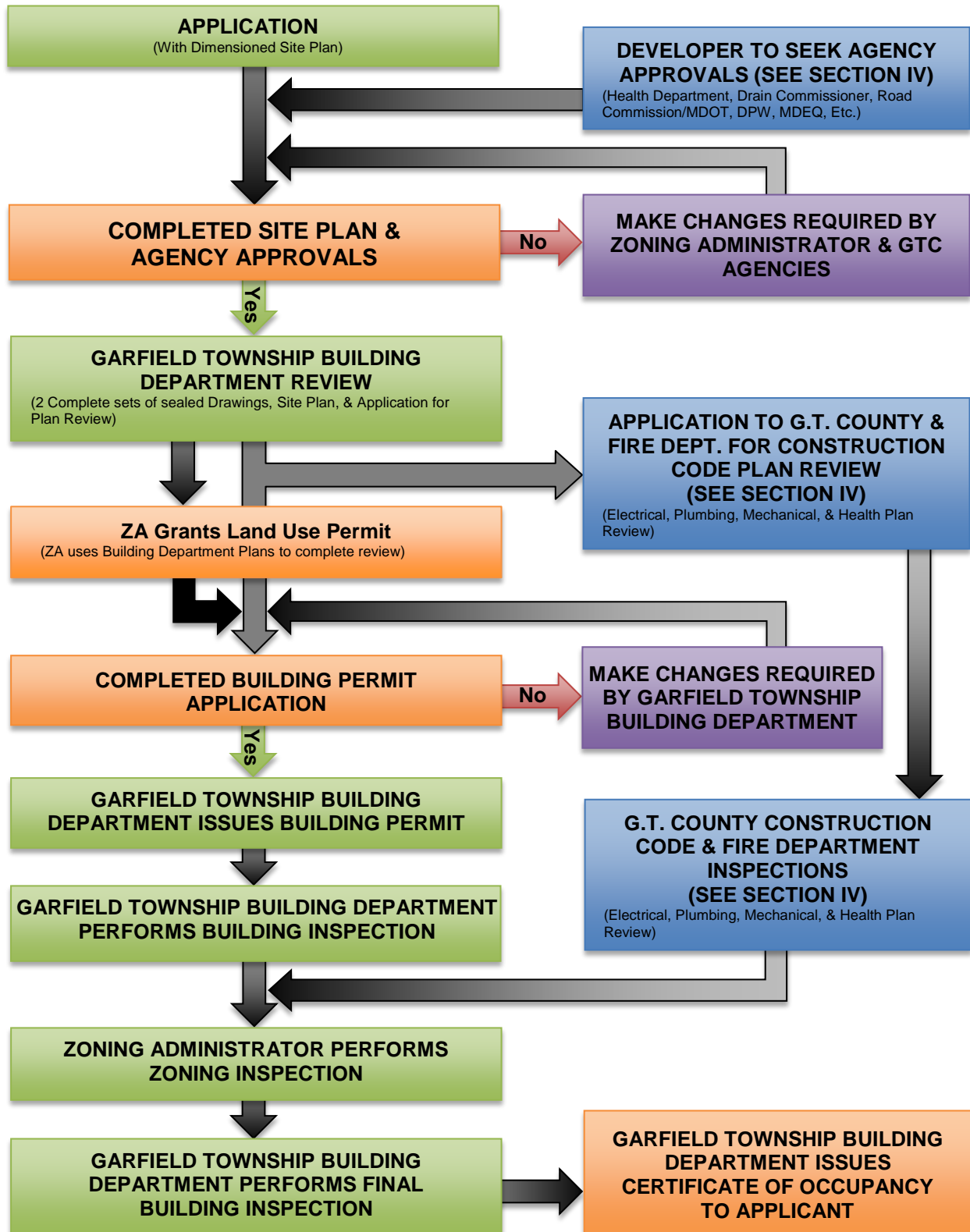


Garfield Township Permitting Flowcharts (next 3 pages)

*NOTE – The flowcharts included in this guide are for educational purposes on the general process and following them does not guarantee a permit or approval. Please use contact information provided for each municipality included in this document for specific permitting direction.

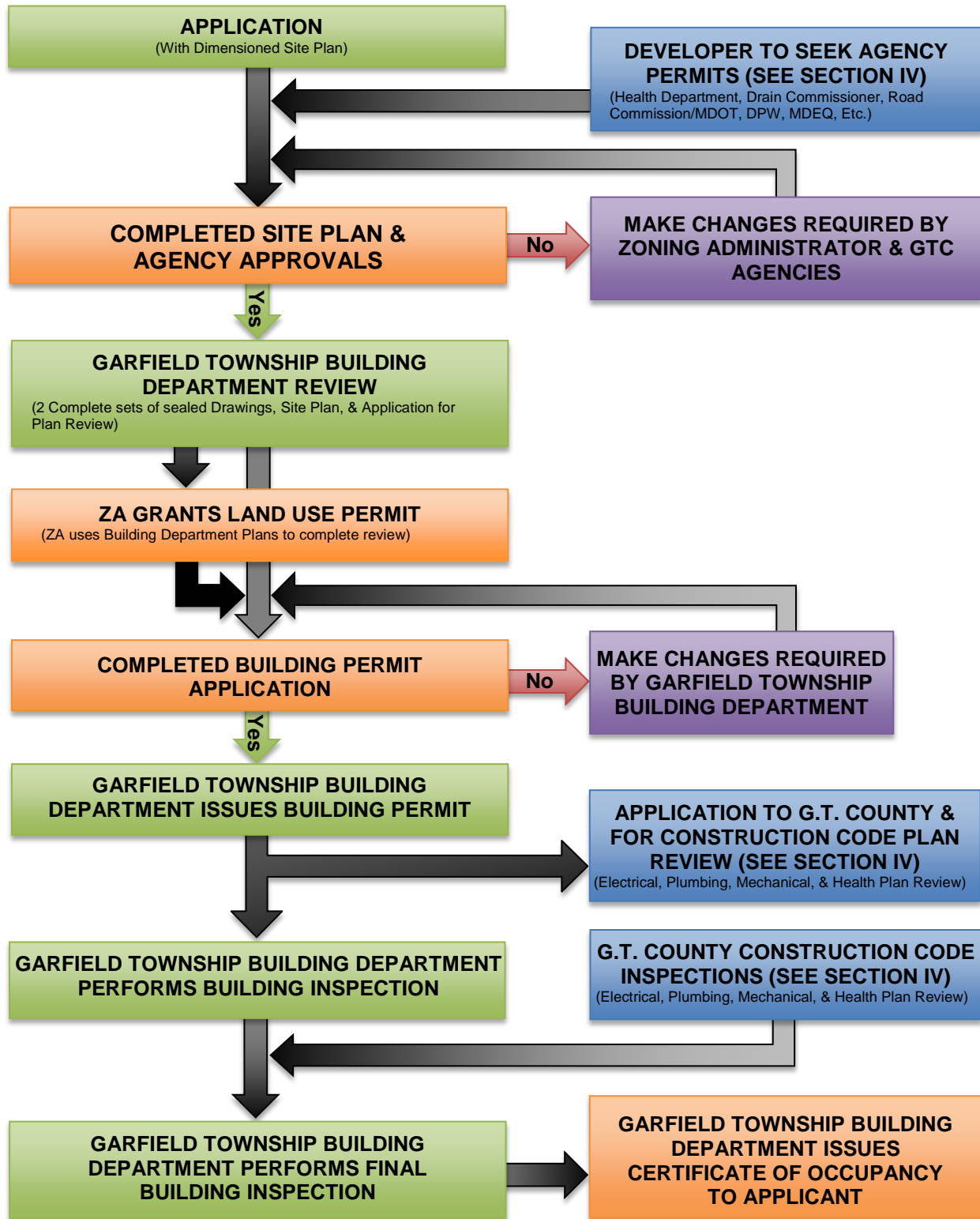
Garfield Township Land Use & Building Permits Flowchart

For Commercial Buildings

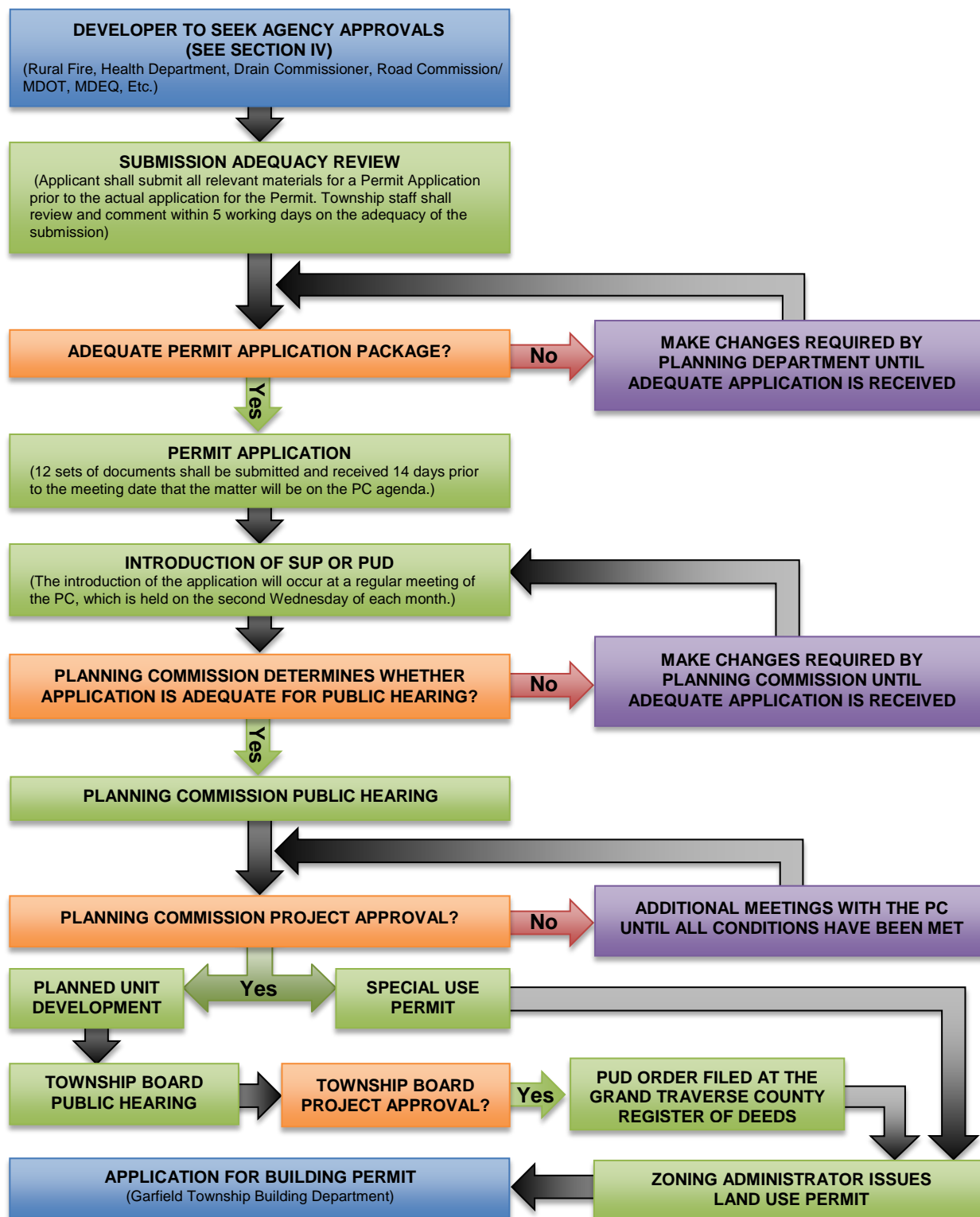


Garfield Township Land Use & Building Permits Flowchart

For Residential Buildings



Garfield Township Special Land Use Permits & Planned Unit Developments Flowchart

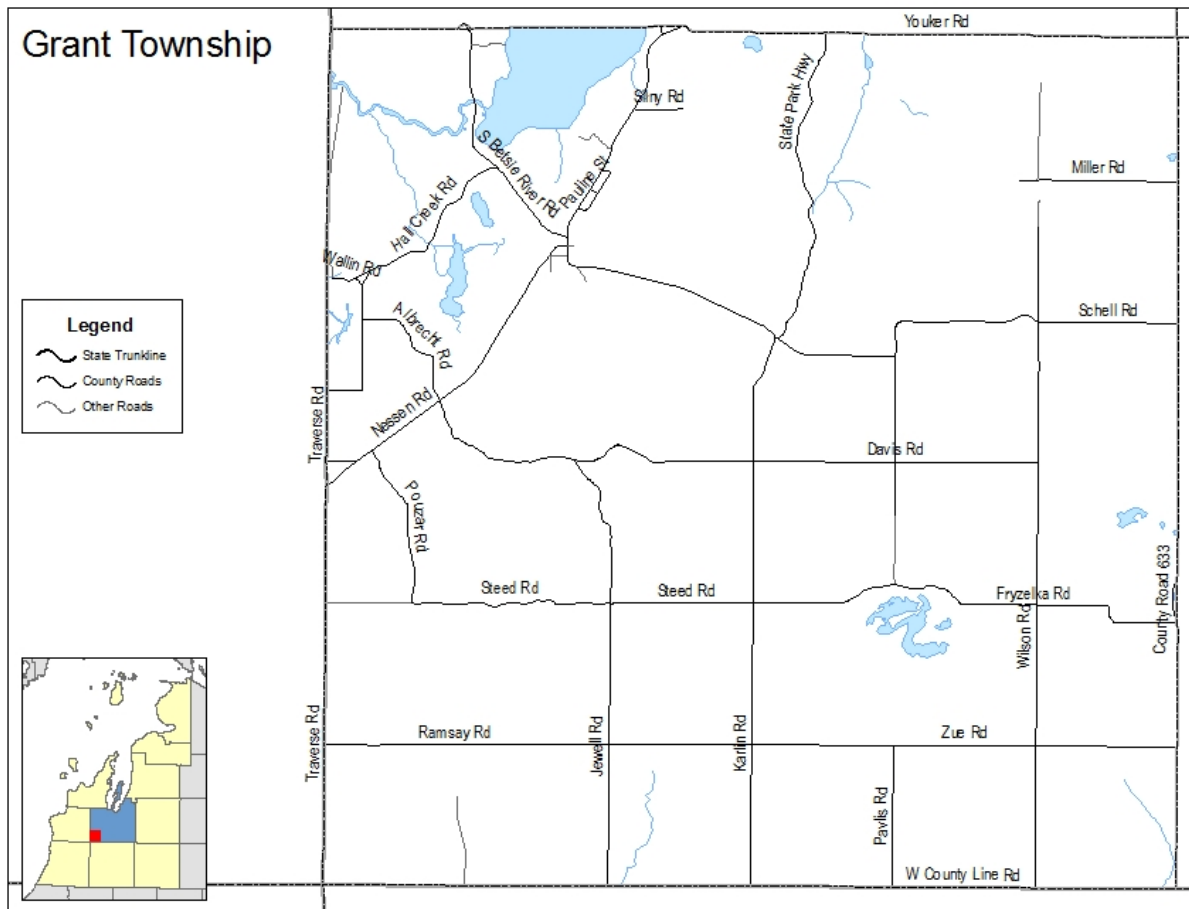


Grant Township

Township Office	8986 Davis Road Buckley, Michigan 49620 231.263.7168 phone
Office Hours	By appointment only
Website	N/A
Supervisor & Zoning Administrator	Douglas Moyer 231.263.7168 phone dougem@centurytel.net
Notes:	Please contact the Zoning Administrator for a copy of the Zoning Ordinance and all Permit Applications

This guide to permitting and zoning was completed through the best efforts of staff working with local officials to determine jurisdiction-specific policy and processes associated with development. If the information contained herein needs to be updated or expanded, please contact the Northwest Michigan Council of Governments at 231.929.5000.

Grant Township Map



Green Lake Township

Township Office	9394 10th Street PO Box 157 Interlochen, Michigan 49643 231.276.9329 phone 231.276.9388 fax
Office Hours	Monday through Thursday 8:00 a.m. – 5:30 p.m.
Website	www.greenlaketownship.org/
Township Board Meeting	First Monday of each month, 7:30 p.m., at the Township Hall, 10988 S. Newman Rd.
Planning Commission Meeting	Third Monday of each month, 7:00 pm, at the Township Hall, 10988 S. Newman Rd.
Supervisor	Paul Biondo 231.276.9329 phone paulbiondo@greenlaketownship.org
Planner	Leslie Sickterman 231.392.3436 phone lsickterman@gmail.com
Zoning Administrator	Krysti Baker 231.276.9329 phone krysti@greenlaketownship.org
Documents	Zoning Ordinance (available on line and by hardcopy) www.greenlaketownship.org/Amended_Zoning_Ord_5-10-12.pdf Zoning Map www.greenlaketownship.org/GL_ZoningMap_12.pdf Master Plan www.greenlaketownship.org/Master_Plan_Draft_6-2010.pdf Interlochen Development District Conceptual Enhancement Plan www.greenlaketownship.org/Interlochen_Enhancement_Plan_Final.pdf Land Use Application www.greenlaketownship.org/Land_Use_Permit_Application.pdf Land Division Application www.greenlaketownship.org/Parcel_Division_Application_Oct_2011.pdf The Village of Interlochen Gateway Master Plan www.greenlaketownship.org/The_Village_of_Interlochen_Gateway_Master_Plan.pdf

(continued)

Green Lake Township (continued)

Notes:

From the Zoning Administrator:

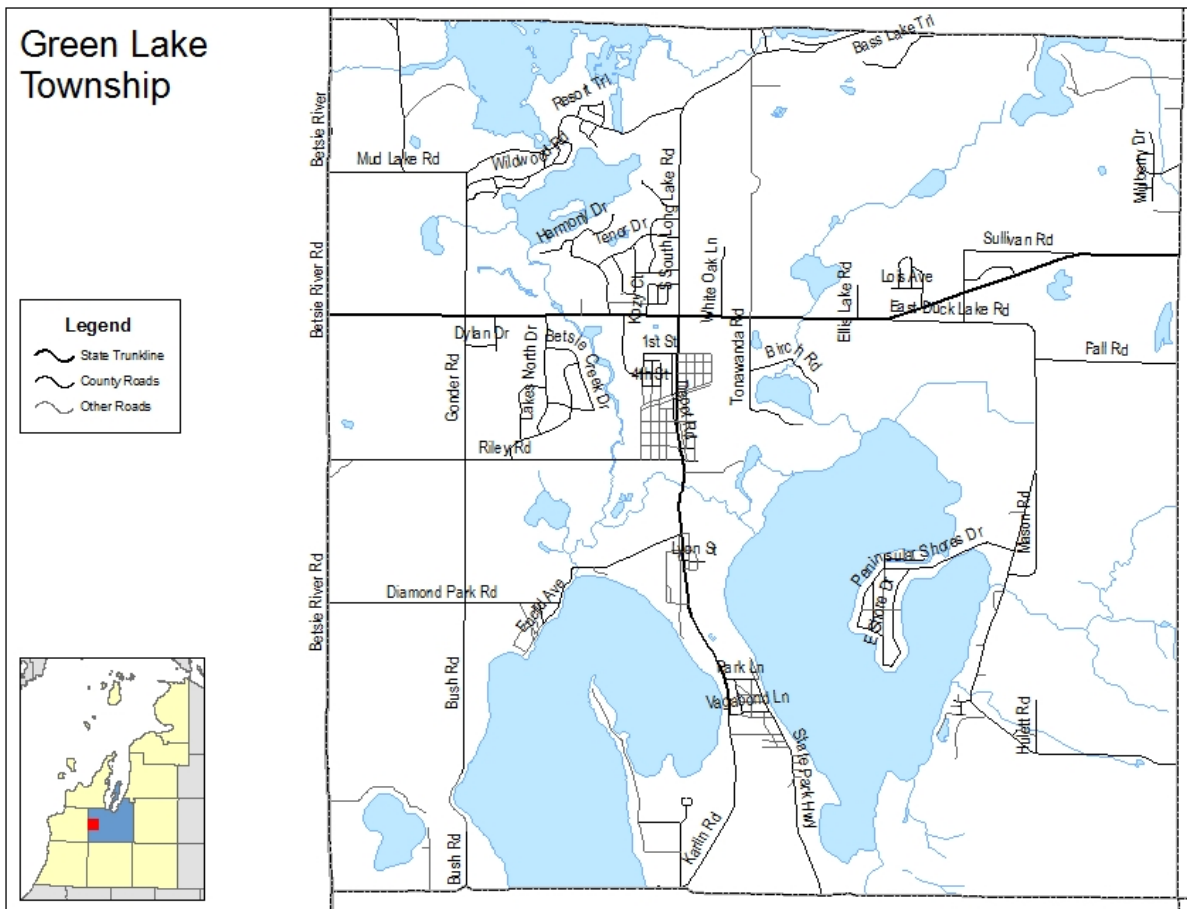
Green Lake Township adopted a new Zoning Ordinance in October of 2006. It is available on our website. One of the improvements is a checklist table making it easy to determine what information is required for a basic, medium and detailed site plan.

The Green Lake Township Planning Commission has the authority to approve, approve with conditions or deny any detailed site plan in association with a special use permit. The Green Lake Township Board of Trustees has given the Planning Commission this authority so it is not necessary to appear before the Board of Trustees for approval.

During the last several years, the Township has held several workshops, visioning sessions, and has appointed a steering committee to ensure that the growth that comes our way reflects the vision of the people that live here. The residents of Green Lake Township want to maintain a rural character and want to promote a “small town” image that provides for the day to day needs of the community. Future development design should reflect the vision of the residents of the Township. The Green Lake Township staff is available to answer any questions that you may have and to help you achieve your development goals within the guidelines of the Green Lake Township Zoning Ordinance. Additionally, we offer free preliminary reviews for land use applicants.

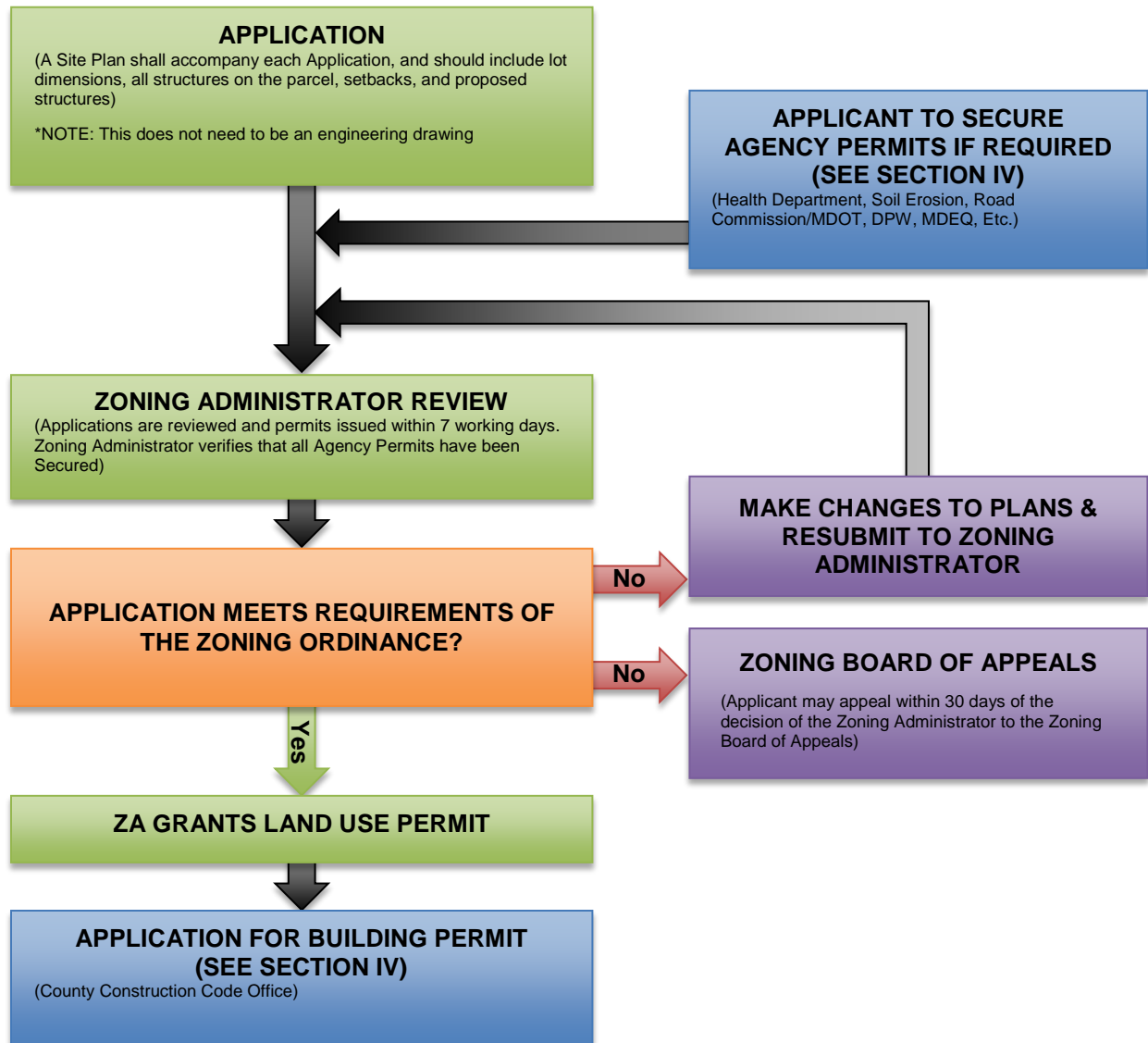
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Green Lake Township Map



Green Lake Township Land Use Permits Review Flowchart

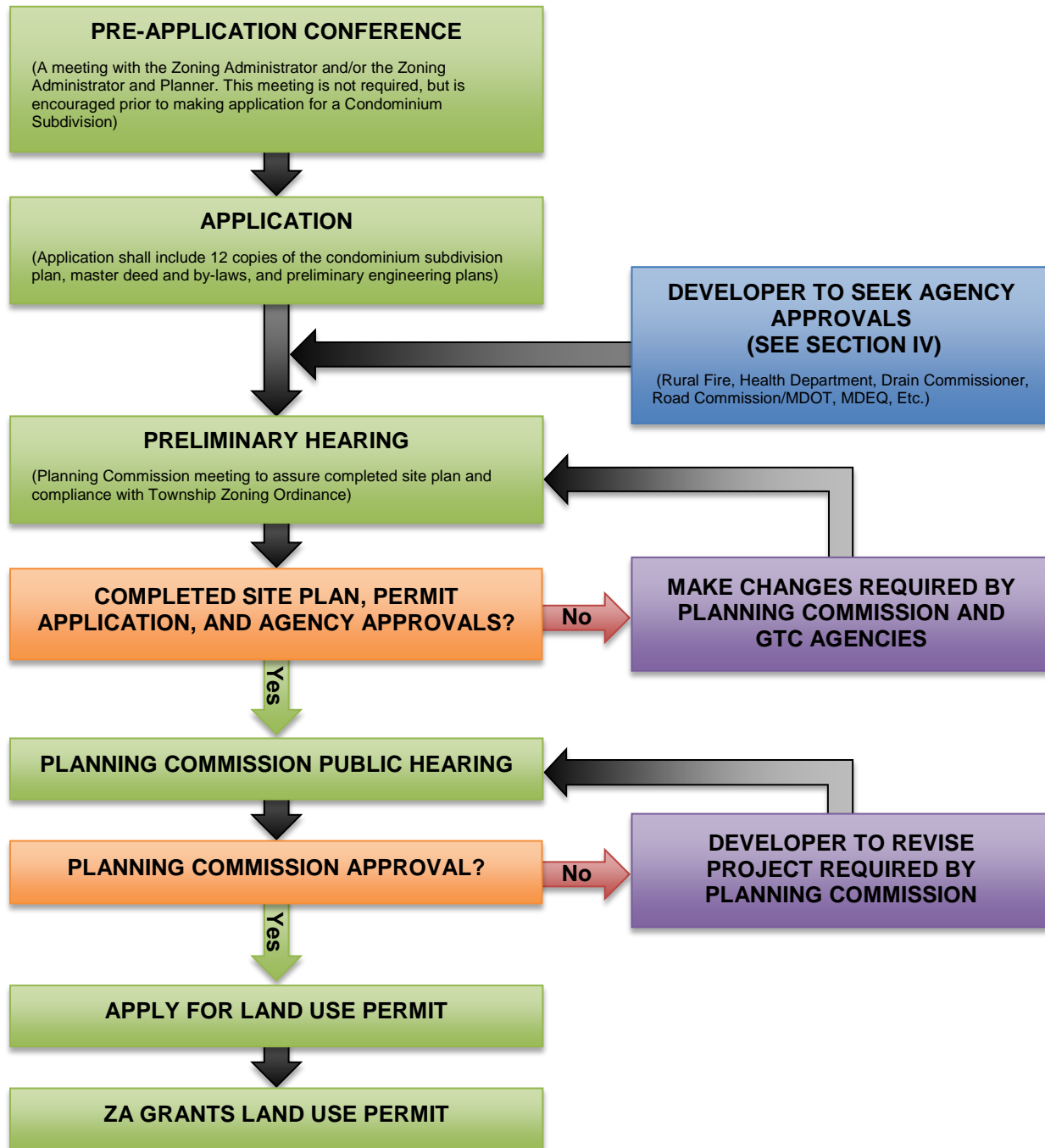
For Single Family and Accessory Structures



*NOTE – The flowcharts included in this guide are for educational purposes on the general process and following them does not guarantee a permit or approval. Please use contact information provided for each municipality included in this document for specific permitting direction.

Green Lake Township Site Plan Review Flow Chart

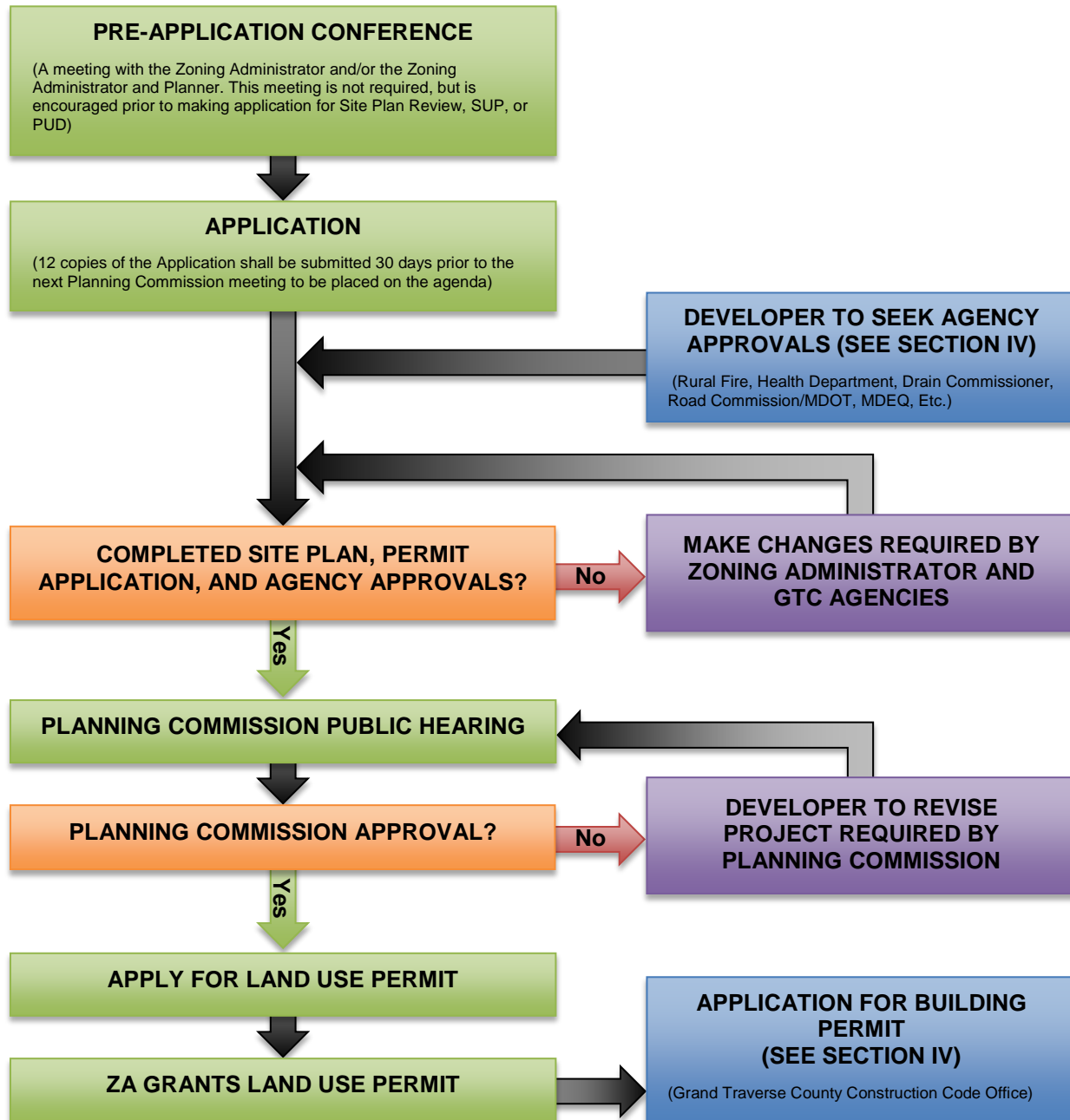
For Condominium Subdivisions



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Green Lake Township Special Land Use Permits & Planned Unit Developments Flowchart

For Residential and Commercial Projects



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Long Lake Township

Township Office	8870 North Long Lake Road Traverse City, Michigan 49685 231.946.2249 phone 231.946.4573 fax welcome@longlaketownship.com
Office Hours	Tuesday through Friday 8:00 a.m. to 5:30 p.m.
Website	www.longlaketownship.com/
Supervisor	Karen Rosa 231.946.2249 phone Supervisor@LongLakeTownship.com
Planner	Leslie Sickterman 231.946.2249 phone planner@longlaketownship.com
Zoning Administrator	Sara Kopriva 231.946.2249 phone zoning@longlaketownship.com
Documents	Zoning Ordinance and Land Use Applications www.longlaketownship.com/zoning/zoning-ordinance-7-3-12.pdf Master Plan www.longlaketownship.com/masterplan/FINALCompPlan_wMaps113005.pdf Zoning Map www.longlaketownship.com/zoning/NewOfficialZoningMap-May-2012.pdf Land Use Application www.longlaketownship.com/zoning/lup-app-feb-2011.pdf Land Division Ordinance www.longlaketownship.com/zoning/ordinance-34-amended-04-13-10-effec-04-24-10.pdf Site Plan Application www.longlaketownship.com/planning/February%202011/spr-app.pdf

(continued)

Long Lake Township (continued)

Documents

Private Road Ordinance

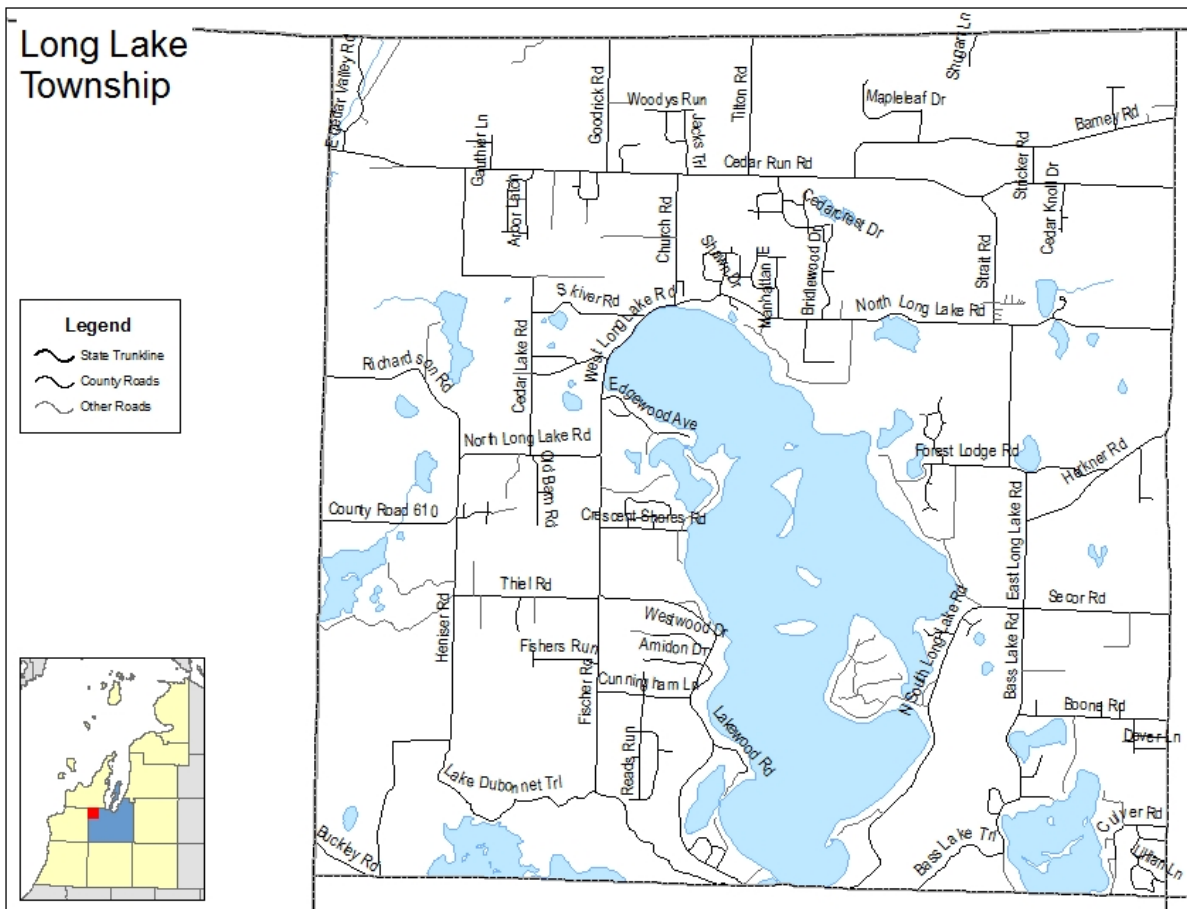
www.longlaketownship.com/zoning/private-road-ord-49-amended-08-10-06.pdf

Private Road Permit Application

www.longlaketownship.com/zoning/AppPrivateRoads091300.pdf

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Long Lake Township Map

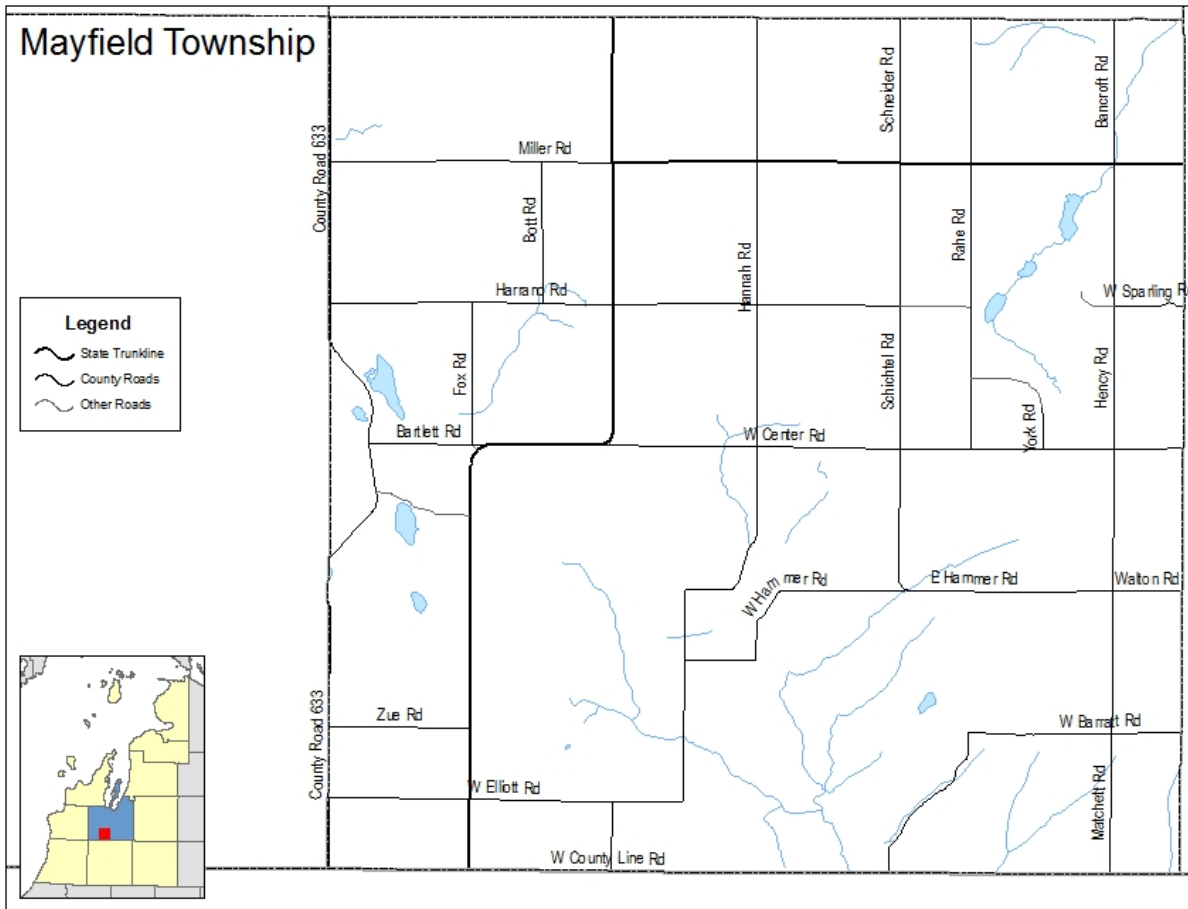


Mayfield Township

Township Office	2991 West Center Road Kingsley, Michigan 49649 231.263.4599 phone
Office Hours	By appointment only
Website	N/A
Supervisor	John Ockert 231.263.7255 phone 231.649.9001 cell
Planner	Roger Williams 231.922.2171 phone
Zoning Administrator	Greg Lueck 10620 Matchett Road Kingsley, Michigan 49649 231.631.8701 phone GJLueck@gmail.com
Documents	Please contact the Zoning Administrator for all Permit Applications
Note:	This page update March 2011 under the direction of Greg Lueck, Zoning Administrator

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Mayfield Township Map

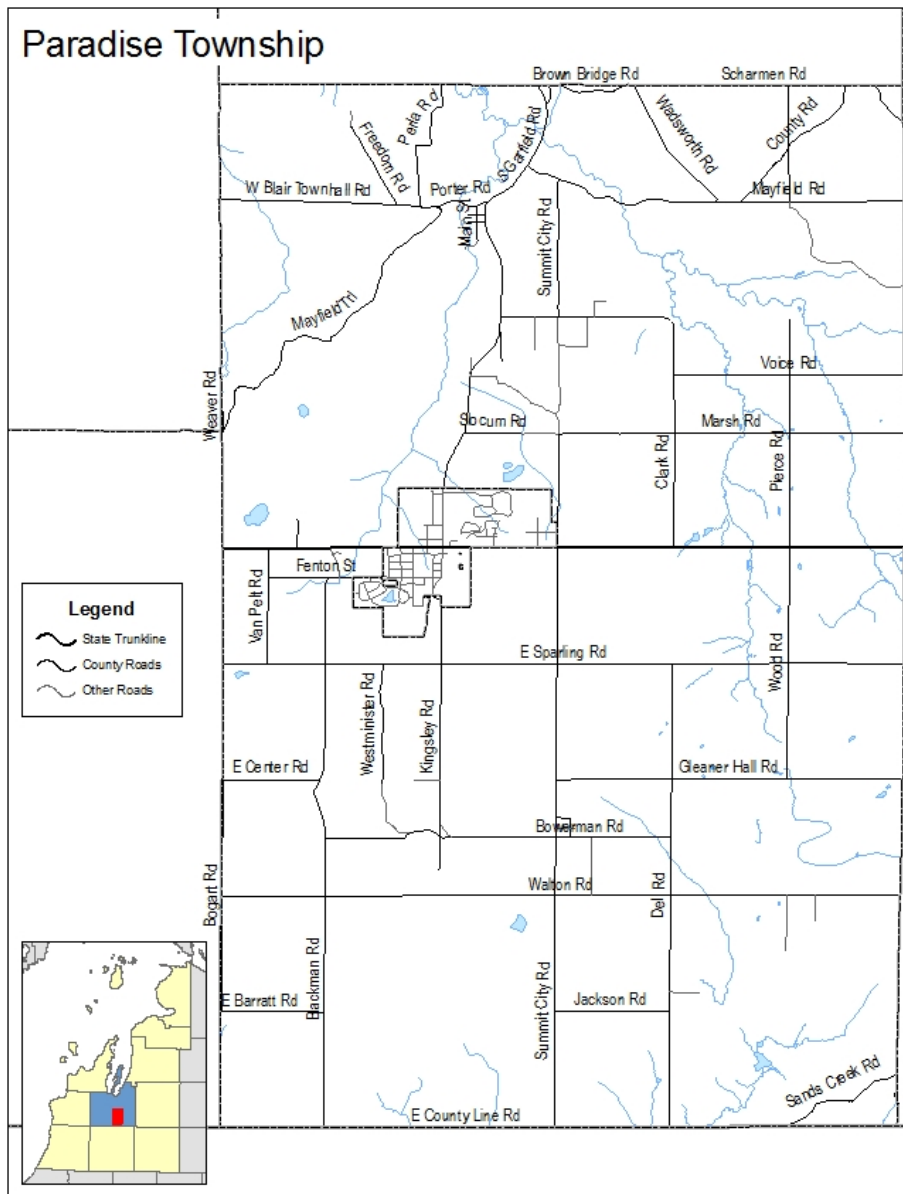


Paradise Township

Township Office	2300 East M-113 Kingsley, Michigan 49649 231.263.5251 phone 231.263.7437 fax
Office Hours	Tuesday through Friday 8:00 a.m. – 4:30 p.m.
Website	www.paradisetwp.org
Supervisor	Evelynne Marie Dean 231.263.5251 phone supervisor@paradisetwp.org Office Hours: Tuesdays and Thursdays: 9:00 a.m. to 12:00 p.m.
Planner & Zoning Administrator	Marvin Radtke 231.263.5251 zoningplanning@paradisetwp.org
Documents	Zoning Ordinance www.paradisetwp.org/Paradise_Township_Zoning_Ordinance_-_July_08.pdf Zoning Map www.paradisetwp.org/PARADISE_ZONING_JULY_24_2008.pdf Land Use Permit Application Information & Requirements www.paradisetwp.org/LUP_Cover_sheet.pdf Land Use Permit Application www.paradisetwp.org/Land_Use_Permit_Application2011.pdf Land Division Application www.paradisetwp.org/Land_Div_App.pdf Special Use / Site Plan Review Application www.paradisetwp.org/Paradise_Township_su-spr_app.pdf Petition for Zoning Change www.paradisetwp.org/PETITION_FOR_ZONING_CHANGE.pdf Zoning Board of Appeals Application www.paradisetwp.org/ZBA_application.pdf Private Road Application www.paradisetwp.org/PRIVATE_ROAD_APPLICATION.pdf

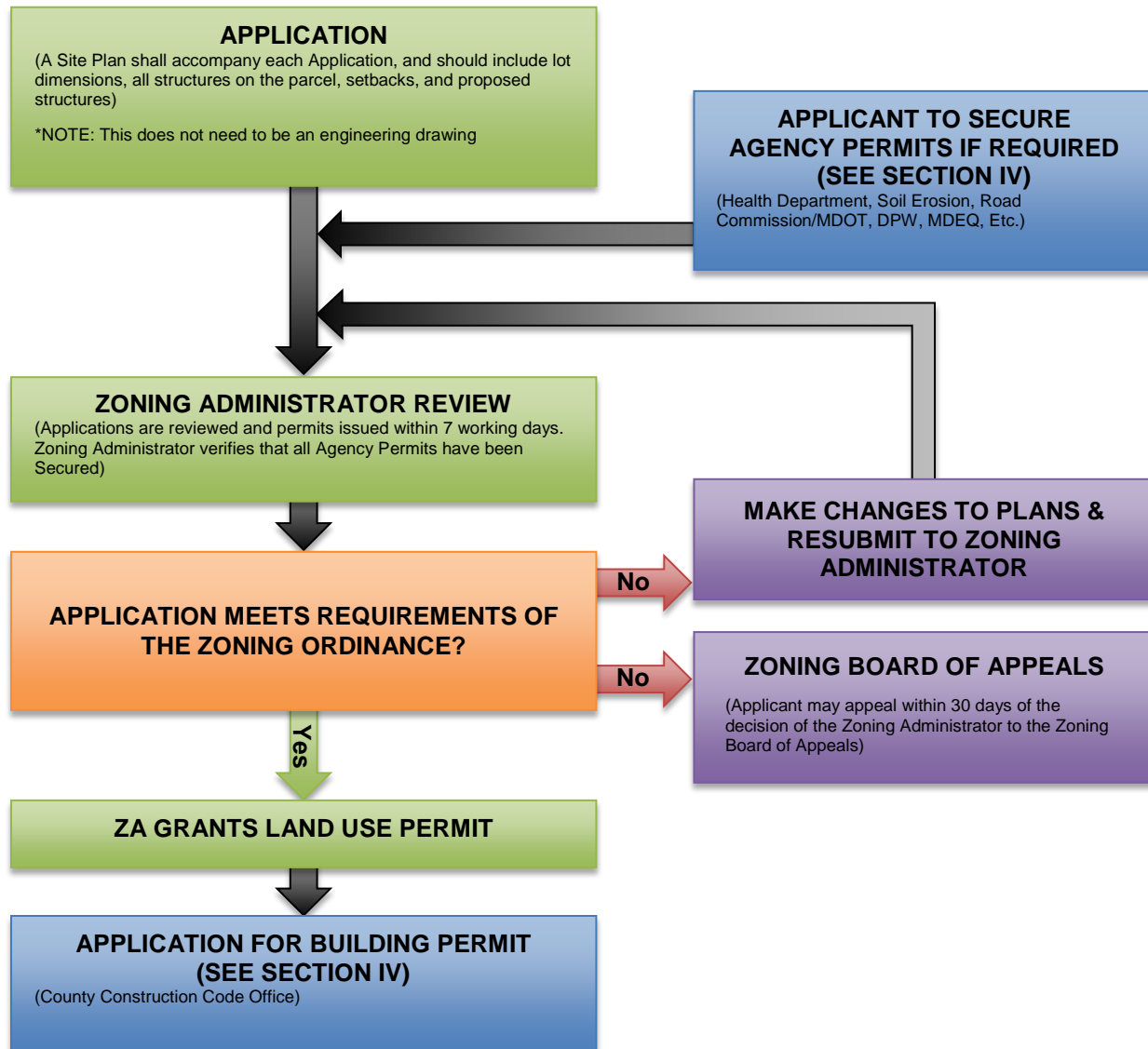
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Paradise Township Map



Paradise Township Land Use Permits Review Flowchart

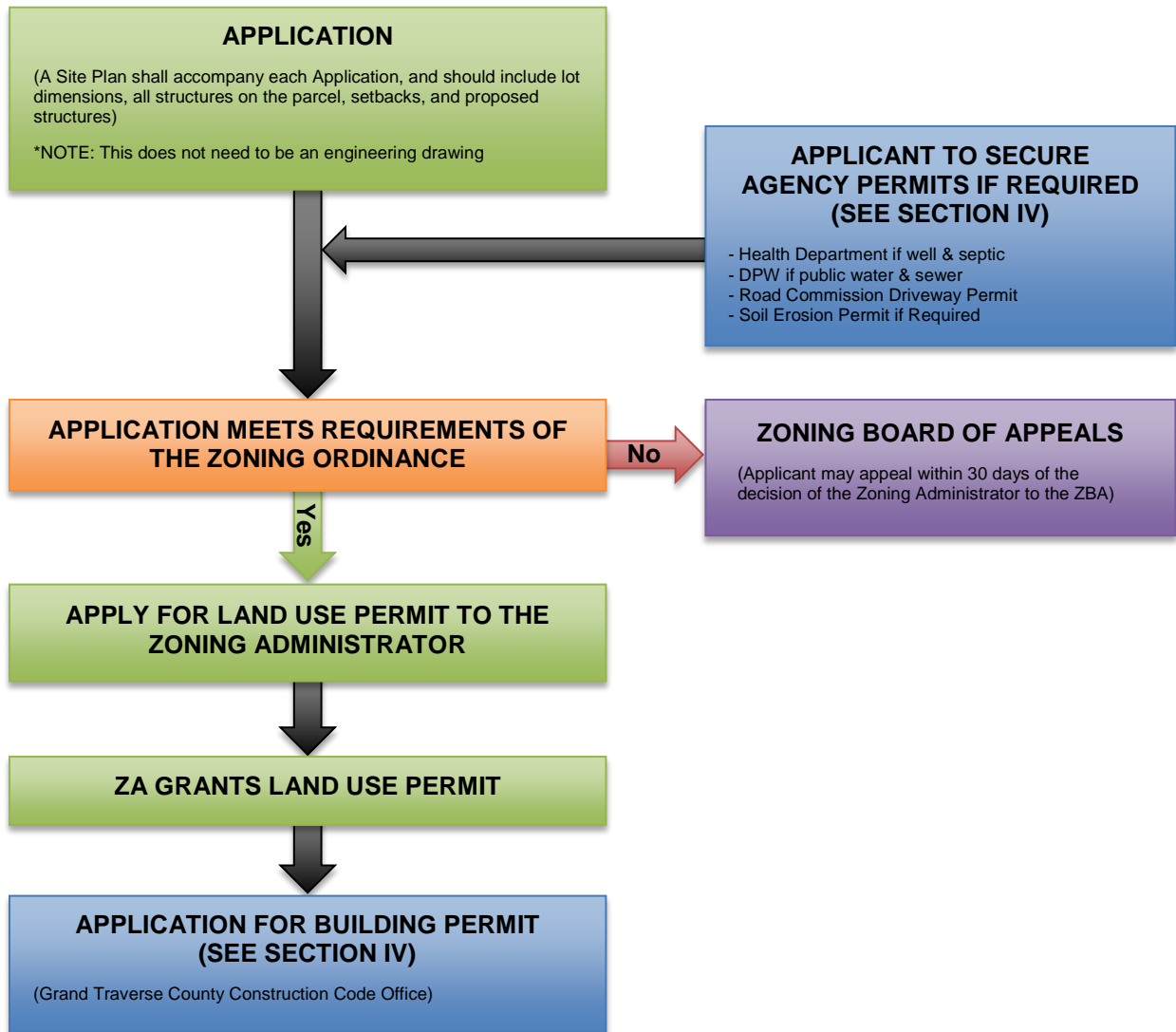
For Single Family and Accessory Structures



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Paradise Township Site Plan Review Flowchart

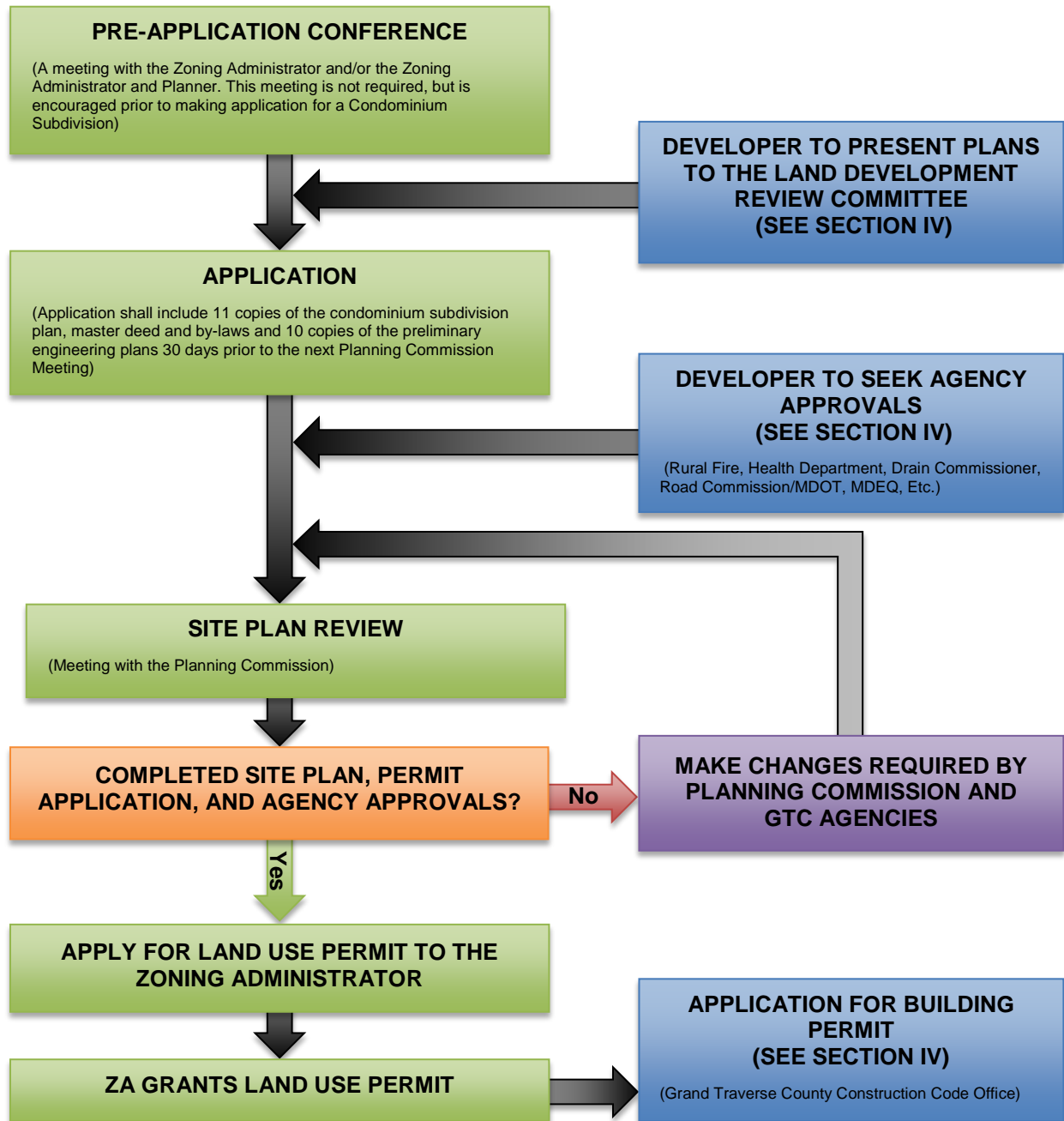
Administrative Review



*NOTE – The flowcharts included in this guide are for educational purposes on the general process and following them does not guarantee a permit or approval. Please use contact information provided for each municipality included in this document for specific permitting direction.

Paradise Township Site Plan Review Flowchart

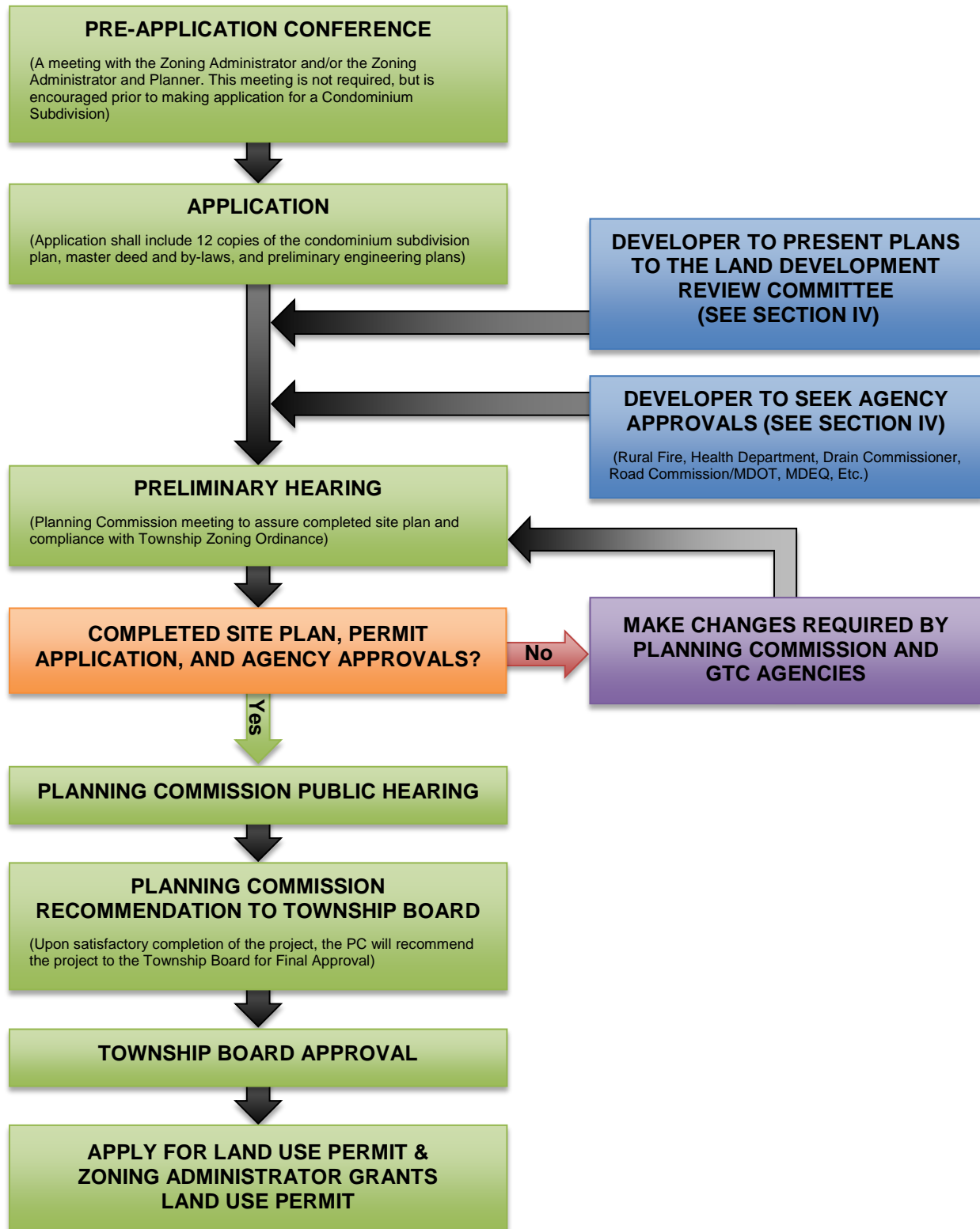
Planning Commission Review



*NOTE – The flowcharts included in this guide are for educational purposes on the general process and following them does not guarantee a permit or approval. Please use contact information provided for each municipality included in this document for specific permitting direction.

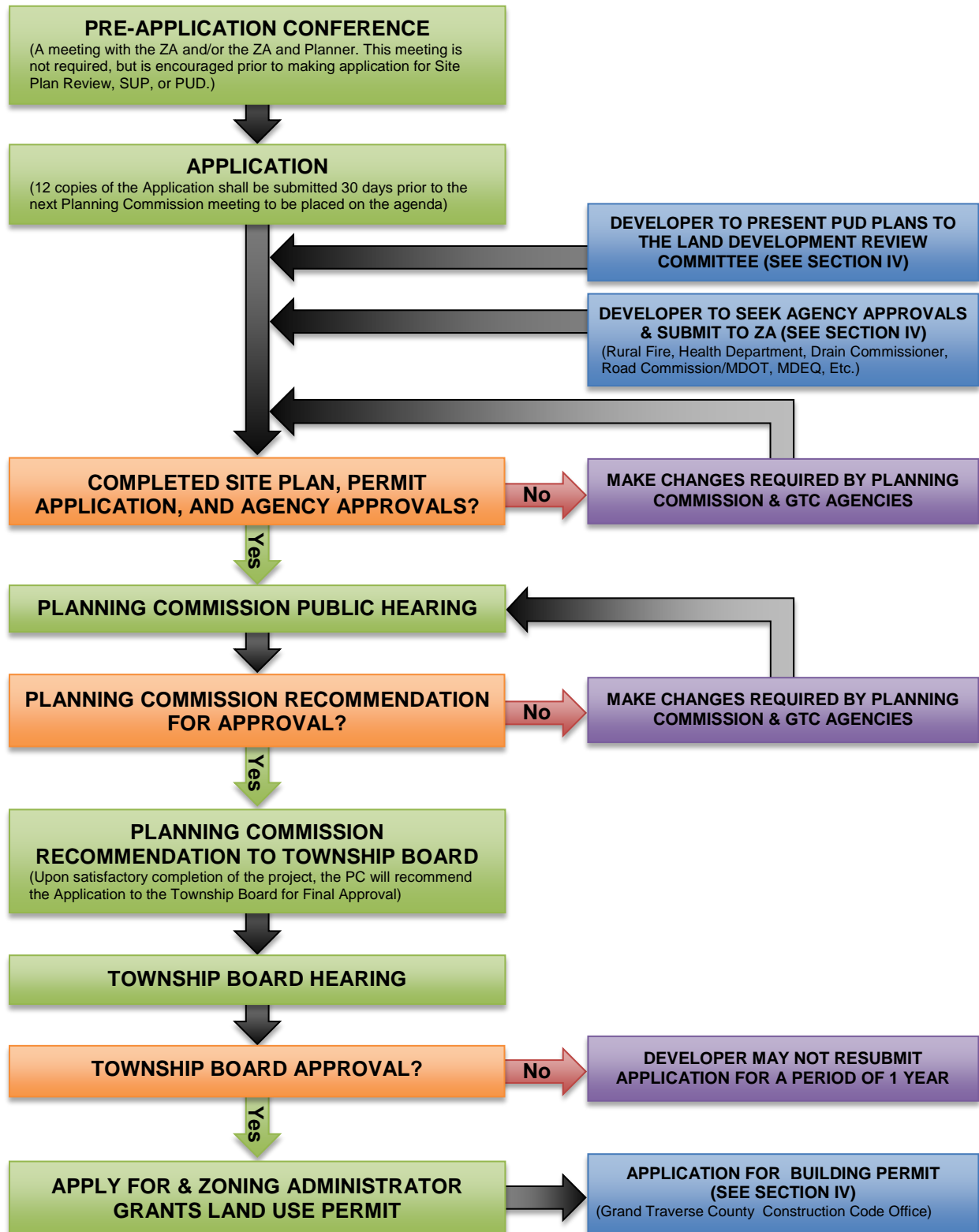
Paradise Township Site Plan Review Flowchart

For Condominium Subdivisions



Paradise Township Special Land Use Permits & PUD Flowchart

For Residential and Commercial Projects



Peninsula Township

Township Office	13235 Center Road Traverse City, Michigan 49686 231.223.7322 phone 231.223.7117 fax
Office Hours	Monday 7:30 a.m. - 6:30 p.m., Tuesday through Thursday 7:30 a.m. - 5:00 p.m.
Website	www.peninsulatownship.com/
Supervisor	Rob Manigold 231.223.7322 phone supervisor@peninsulatownship.com
Planner	Daniel Leonard 231.223.7314 phone planner@peninsulatownship.com
Zoning Administrator	Gordy Uecker 231.223.7318 phone zoning@peninsulatownship.com
Documents	Zoning Ordinance www.peninsulatownship.com/ordinance/zoningordinance.php Master Plan (current) www.peninsulatownship.com/masterplan/masterplan.php Draft Master Plan www.peninsulatownship.com/masterplan/New%20Master%20Plan.pdf Land Use Permit Applications and Other Forms www.peninsulatownship.com/blankforms.php
Notes:	Peninsula Township is reviewing the site plan review process and potential applicants should check with the planner and zoning administrator for any changes prior to submitting an application.

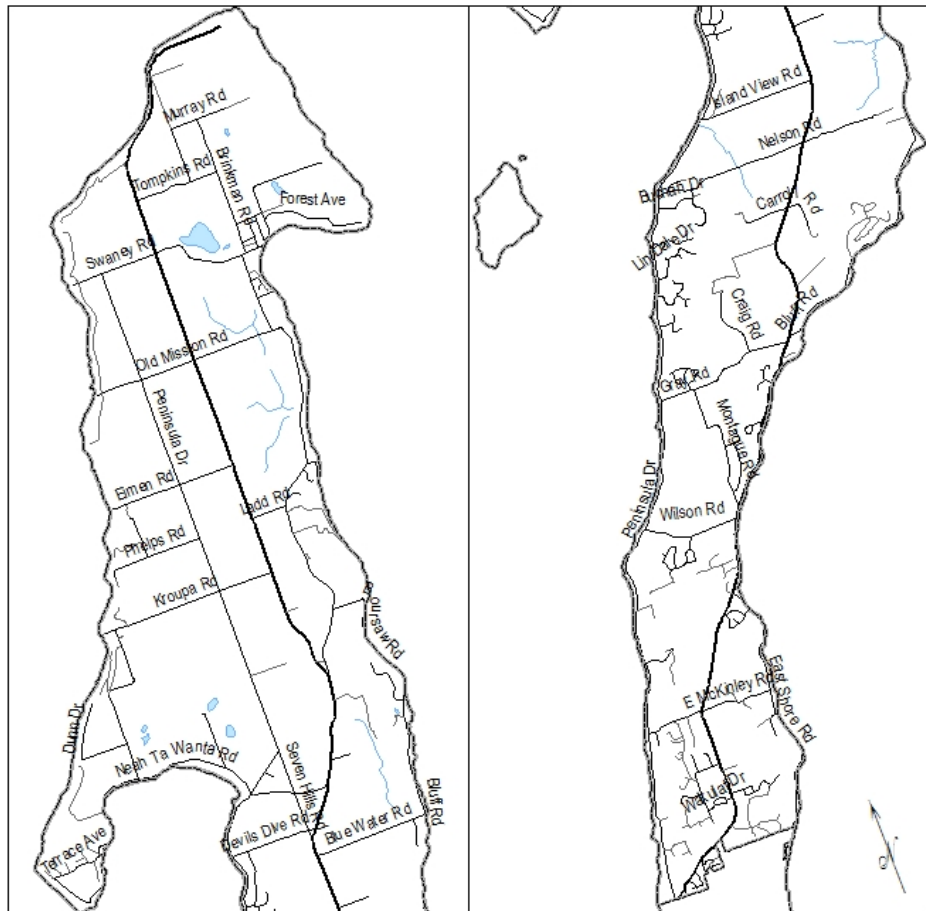
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Peninsula Township Map

Peninsula Township

Legend

- State Trunkline
- County Roads
- Other Roads

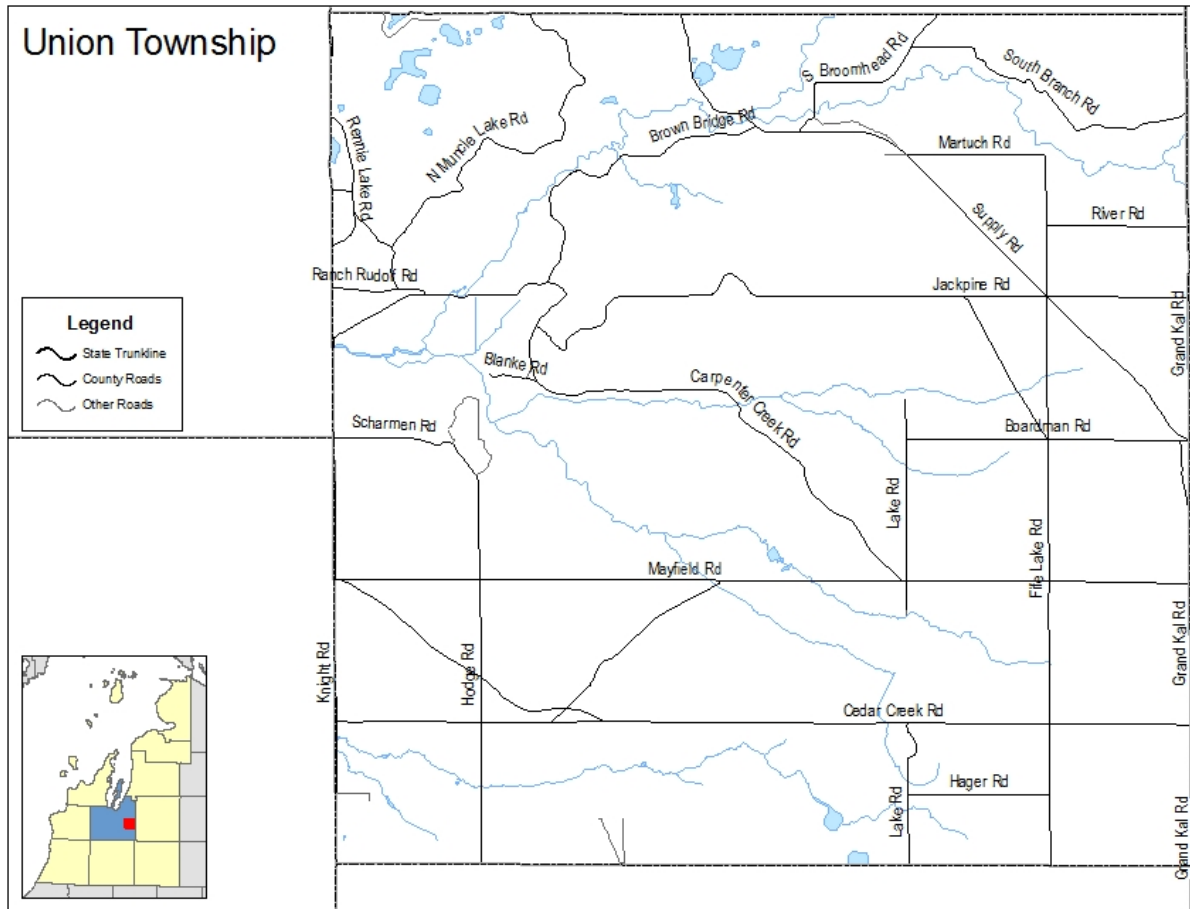


Union Township

Township Office	5020 Fife Lake Road Fife Lake, Michigan 49633 (For Directional Purposes Only – Not a mailing Address) 231.369.3261 phone
Office Hours	By appointment only
Website	N/A
Supervisor	Doug Mansfield 1233 Rennie Lake Road Traverse City, MI 49686 231.218.5560 phone dougm@maaeps.com
Planning & Zoning Administrator	Charles Erickson 231.564.2200 phone
Notes:	Please contact the Zoning Administrator for all Projects and Permit Applications

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Union Township Map

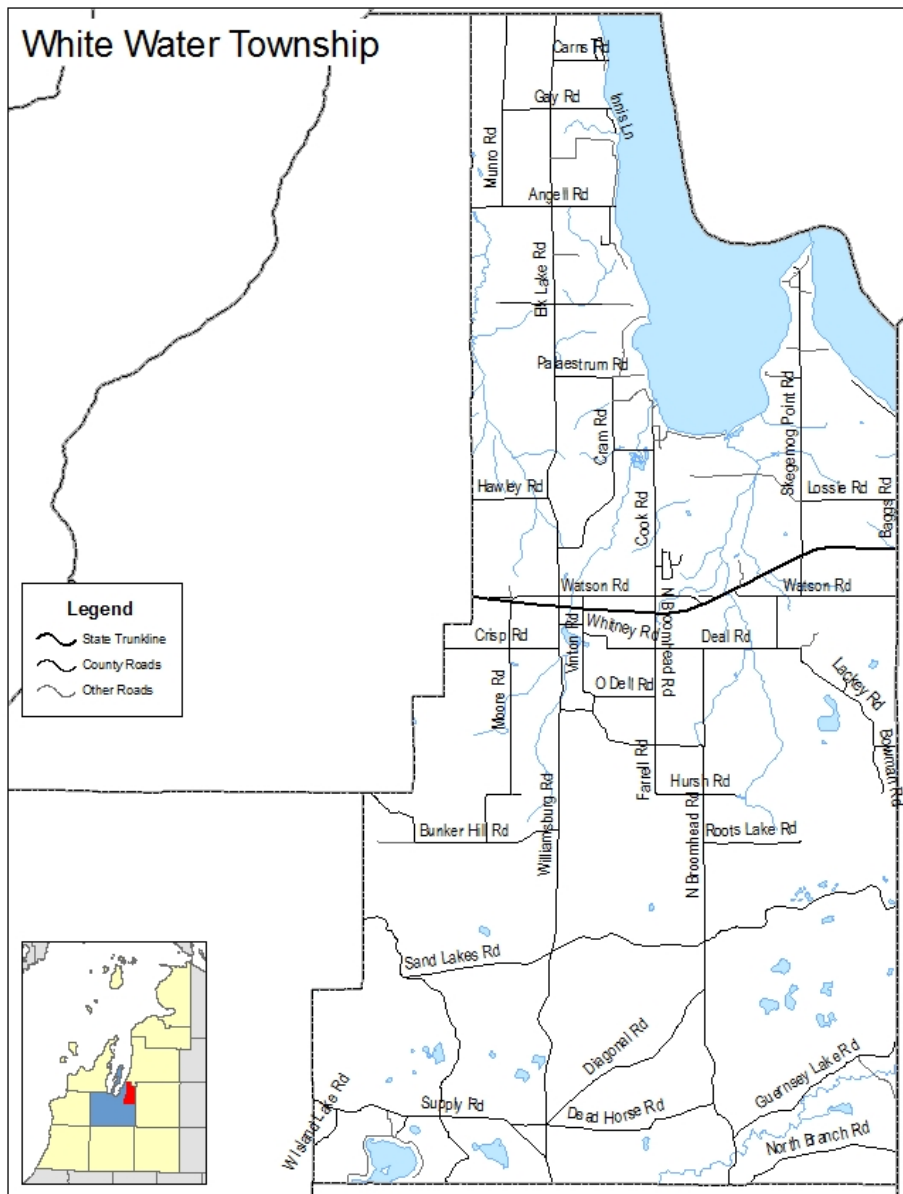


Whitewater Township

Township Office	5777 Vinton Road PO Box 159 Williamsburg, Michigan 49690 231.267.5141 phone 231.267.9020 fax
Office Hours	Monday, Tuesday, Wednesday; 8:00 a.m. – 5:00 p.m.
Website	www.whitewatertownship.org
Supervisor	Larry Lake (Term expires November 2012) 231.267.5141 (ext. 23) phone supervisor@whitewatertownship.org
Planning/Zoning Administrator	Leslie Meyers 231.267.5141 (ext. 21) phone zoning@whitewatertownship.org
Documents	Zoning Ordinance www.whitewatertownship.org/whtwater_twp6266.asp Zoning Map www.whitewatertownship.org/whtwater_twp4661.asp Master Plan (current) www.whitewatertownship.org/whtwater_twp0439.asp Draft Master Plan www.whitewatertownship.org/whtwater_twp6535.asp Permit Applications www.whitewatertownship.org/whtwater_twp9848.asp
Notes:	This page was updated in September 2012 under the direction of Leslie Meyers, Zoning Administrator for Whitewater Township.

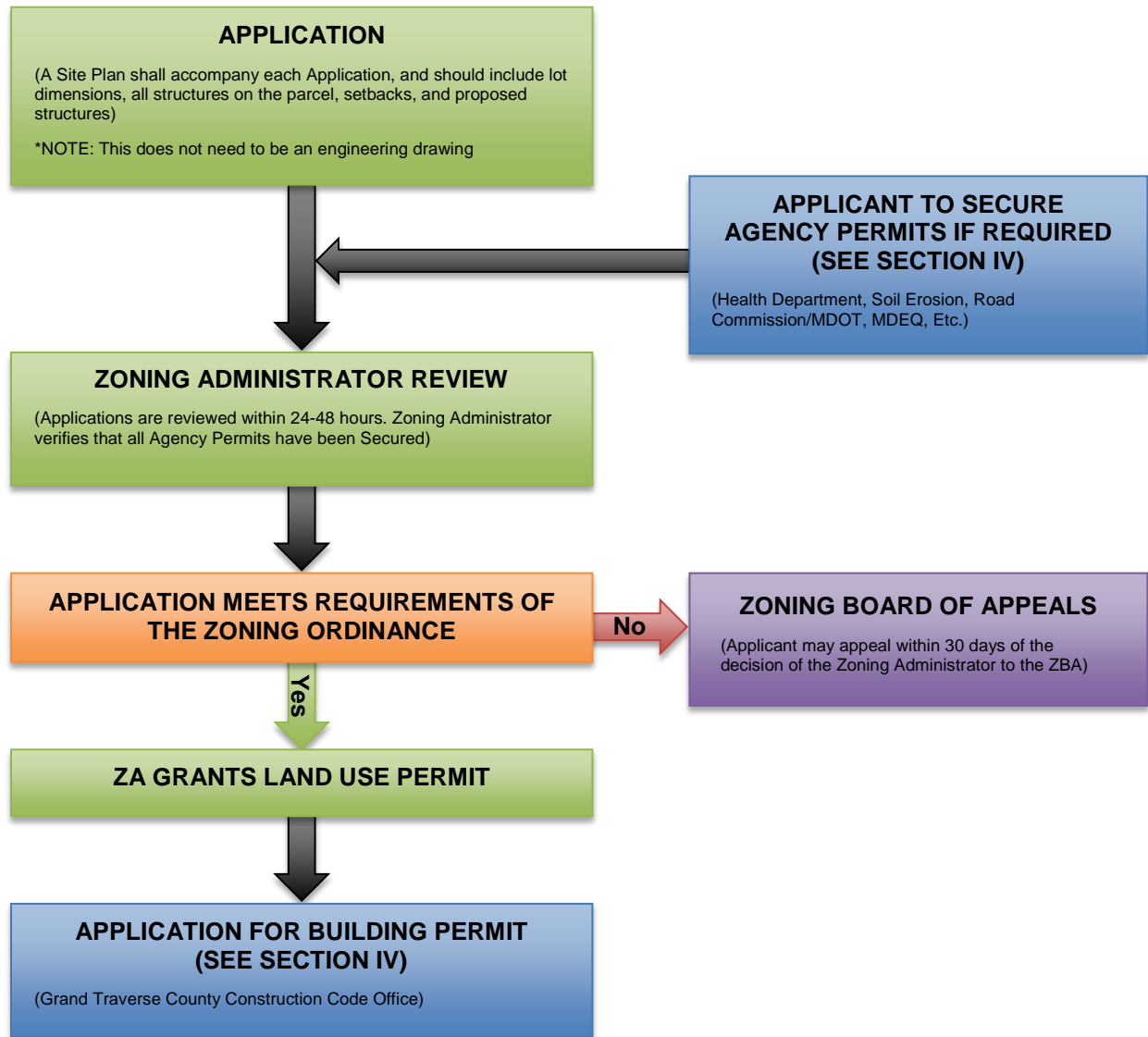
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Whitewater Township Map



Whitewater Township Land Use Permits Review Flowchart

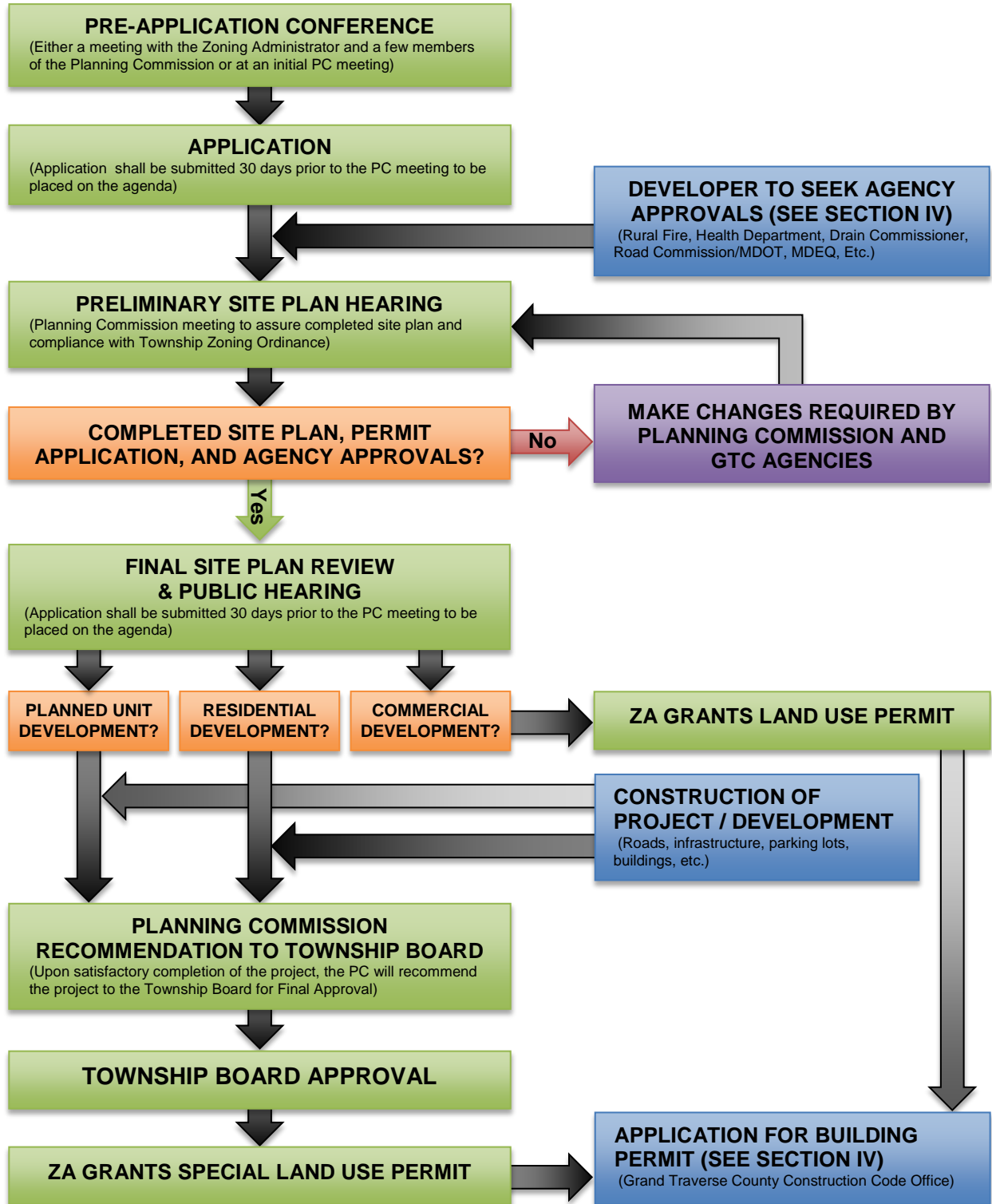
For Single Family, Duplexes, and Accessory Structures



*NOTE – The flowcharts included in this guide are for educational purposes on the general process and following them does not guarantee a permit or approval. Please use contact information provided for each municipality included in this document for specific permitting direction.

Whitewater Township Site Plan Review and Special Land Use Permits Flowchart

For Residential, Commercial and PUD Developments



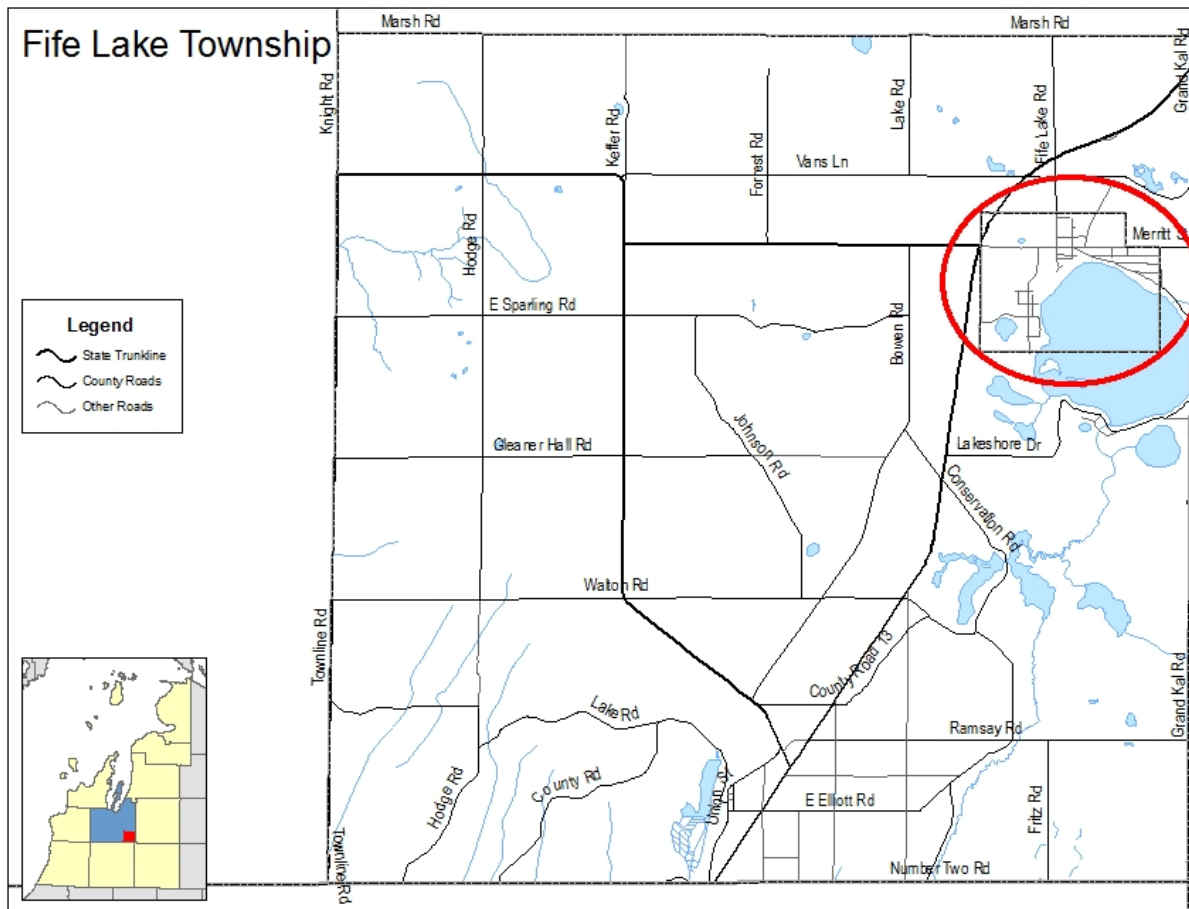
SECTION III – Village & City Permitting & Zoning Process

Village of Fife Lake

Village Office	616 Bates Street Fife Lake, Michigan 49633 231.879.4291 phone 231.879.5153 fax villageoffifelake@gmail.com
Office Hours	Monday 2:00 p.m. – 6:00 p.m., Wednesday & Friday 9:00 a.m. – Noon
Website	N/A
President	Noreen Broering 231.879.4291 phone villageoffifelake@gmail.com
Zoning Administrator	Rick Middaugh 231.879.4291 phone Office Hours: By Appointment
Documents	Zoning Ordinance (hardcopy available at Village office)
Notes:	Please contact the Zoning Administrator for all Projects and Permit Applications

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Village of Fife Lake Map

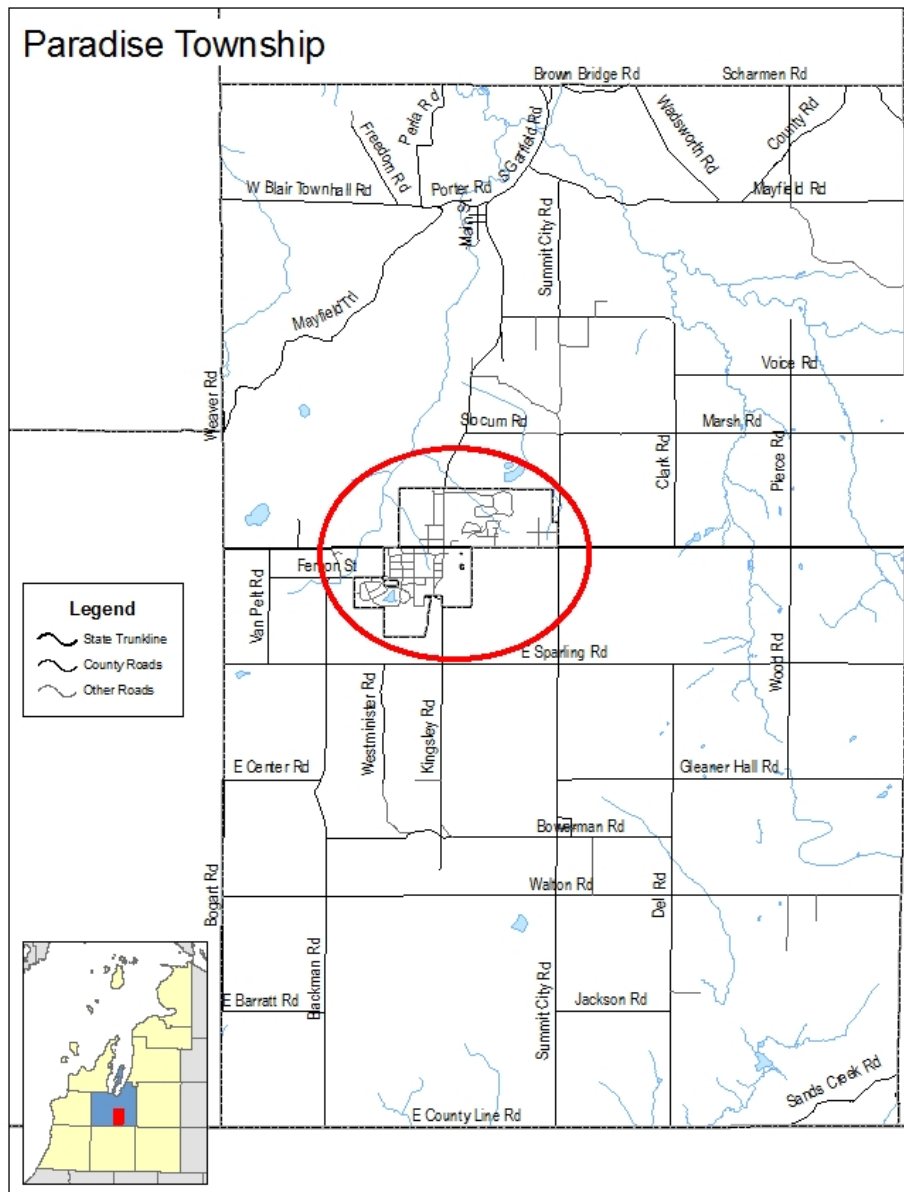


Village of Kingsley

Village Office	115 East Blair Street PO Box 208 Kingsley, Michigan 49649 231.263.7778 phone 231.263.2278 fax info@villageofkingsley.com
Office Hours	Monday – Friday 8:00 a.m. – 4:30 p.m. Closed 12:00 p.m. – 1:00 p.m.
Website	www.villageofkingsley.com
Village Manager	Adam Umbrasas 231.263.7778 phone kvmanager@villageofkingsley.com
Zoning Administrator	Adam Umbrasas
DPW Forman	Terry Almquist
Documents	Code of Ordinances www.amlegal.com/nxt/gateway.dll/Michigan/kingsley_mi/kingsleymichigancodeofordinances?f=templates\$fn=default.htm\$3.0\$vid=amlegal:kingsley_mi Master Plan www.villageofkingsley.com/Final_Master_Plan_09-11-07.pdf Future Land Use Map www.villageofkingsley.com/FutureLandUseMap_022707.pdf Land Use Permit www.villageofkingsley.com/form_landusepermit.php Applications, Forms, and Schedule of Fees www.villageofkingsley.com/code_of_ordinances.php
Notes:	Please contact the Zoning Administrator for all Projects and Permit Applications.

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Village of Kingsley Map



City of Traverse City

City Office	420 Front Street Traverse City, Michigan 49684 231.922.4700 phone
Office Hours	Monday through Friday 8:00 a.m. – 5:00 p.m., Planning Office Closed from 12:00 p.m. – 1:00 p.m. for Lunch
Website	www.ci.traverse-city.mi.us
City Manager	R. Ben Bifoss 231.922.4440 phone tcmanage@traversecitymi.gov
City Engineer	Tim Lodge, P.E. 231.922.4455 phone tlodge@traversecitymi.gov
Planning Director	Russell Soyering, AICP 231.922.4465 phone rsoyering@traversecitymi.gov
Zoning Administrator	David Weston, RLA 231.922.4464 phone dweston@traversecitymi.gov
Documents	Zoning Ordinance www.ci.traverse-city.mi.us/zoning-code-part-thirteen Master Plan www.ci.traverse-city.mi.us/departments/planning/20090715approvedmasterplan.pdf Future Land Use Map www.ci.traverse-city.mi.us/images/maps/futurelanduse.pdf Development and Construction Guide www.ci.traverse-city.mi.us/departments/engineering/develconstguide.pdf Code Enforcement www.ci.traverse-city.mi.us/city-planning/code-enforcement

(continued)

City of Traverse City (continued)

Permit Applications

www.ci.traverse-city.mi.us/city-clerk/licenses-and-permits

(The following applications can be downloaded at the link above)

Project Application Form

Site Plan Application and Checklist

Planned Unit Development Application

Planned Unit development Minor Amendment Application

Special Land Use Permit Application

Special Land Use Minor Amendment Application

Zoning Change Application

Board of Zoning Appeals Application

Sign Permit Application

Historical Preservation Permit

Notes:

From The City Engineer

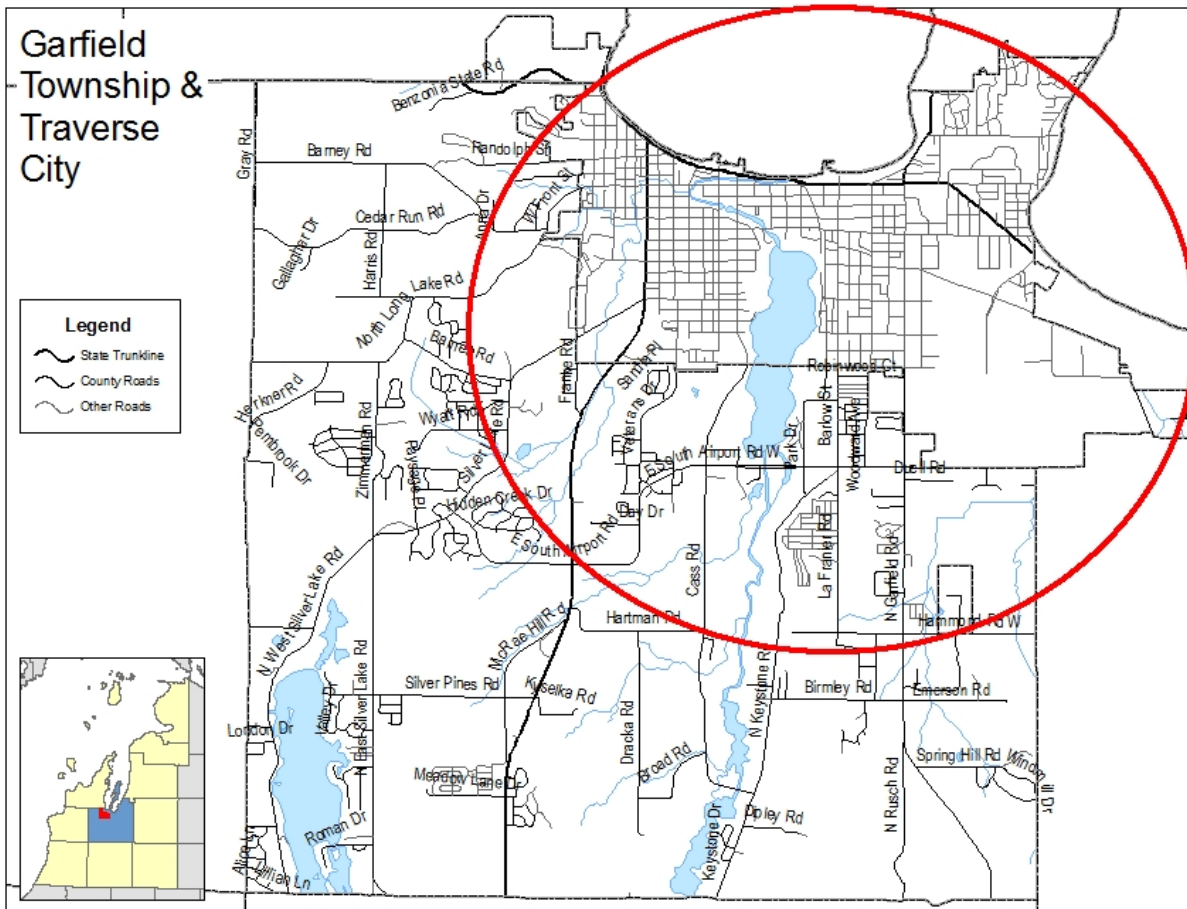
Please contact the Engineering Office for permit applications and approvals required from the Engineering Department for projects located within the city.

From The Zoning Administrator

The City of Traverse City has an extensive *Development and Construction Guide* for assisting with the process of undertaking a project within the city. Please contact David Weston at 231.922.4464

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City of Traverse City Map



SECTION IV – Grand Traverse County Governmental Agencies

Construction Code

Office	2650 LaFranier Road Traverse City, Michigan 49686 231.995.6044 phone 231.995.6048 fax jmauk@co.grand-traverse.mi.us
Office Hours	Monday through Friday 7:00 a.m. – 5:00 p.m.
Website	www.co.grand-traverse.mi.us/departments/construction_code.htm
Director	Bruce Remai 231.995.6044 phone bremai@grandtraverse.org
Building Plan Examiner	Rick Frederick (Residential & Heavy Commercial) 231.995.6044 rfrederi@grandtraverse.org

From The Construction Code Office

The Construction Code staff is here to help all contractors and individuals through the Plan Review and Building Permit process. It is the applicant's responsibility to provide the staff with all of the information required to assist in answering questions and providing direction. An overview of the process and the minimum information required for assistance is found on our website at the following location:

www.co.grand-traverse.mi.us/departments/construction_code/permit_process.htm

Fee Schedule – New Commercial Construction

Building Permit Fees for *new* commercial construction are calculated using the International Code Council's (ICC) "Building Valuation Data" form. The information required from the applicant to calculate the permit fee is Use Group, Type of Construction, and Square Footage. This information should be provided to the applicant by the architect for the project.

Fee Schedule – New Residential Construction

Building Permit Fees for *new* residential construction are calculated using the same International Code Council's (ICC) "Building Valuation Data" form. The information required from the applicant to calculate the permit fee is Square Footage, Basement / Crawl Space, and Attached / Detached Garage.

(continued)

Construction Code (continued)

Fee Schedule – Additions / Alteration / Repairs

Building Permit Fees for Additions /Alterations / Repairs are based on the Cost of Construction. It is the contractor's responsibility to report the actual cost of construction. Unrealistic costs of construction will delay the process.

Permit Applications & Forms

www.co.grand-traverse.mi.us/departments/construction_code/online_forms.htm

Department of Public Works

Office	2650 LaFranier Road Traverse City, Michigan 49686 231.995.6039 phone 231.929.7226 fax pubworks@grandtraverse.org
Website	www.co.grand-traverse.mi.us/departments/public_works.htm
Director	Michael Slater
Permit Applications & Forms	Residential Permits www.co.grand-traverse.mi.us/departments/public_works/Permits/Residential.htm
	Commercial Permits www.co.grand-traverse.mi.us/departments/public_works/Permits/Commercial.htm

Drain Commissioner

Office Governmental Center
400 Boardman Avenue
Traverse City, Michigan 49684

Website www.co.grand-traverse.mi.us/departments/drain_commissioner.htm

Director Kevin McElyea
231.922.4807 phone
231.922.4658 fax
kmcelyea@grandtraverse.org

Soil Erosion – Sedimentation Control

Office	Public Services Building 2650 Lafranier Road Traverse City, Michigan 49686 231.995.6042 phone 231.995.6052 fax
Office Hours	Monday through Friday 8:00 a.m. – 5:00 p.m. Closed daily 12:00 p.m. to 1:00 p.m. for lunch
Website	www.co.grand-traverse.mi.us/departments/ Soil_Erosion_-_Sedimentation_Control.htm

Soil Erosion Ordinance

[www.co.grand-traverse.mi.us/Assets/Departments/Soil+Erosion/
Soil+Erosion+and+Storm+Water+Runoff+Ordinance+Amendment.pdf?method=1](http://www.co.grand-traverse.mi.us/Assets/Departments/Soil+Erosion/Soil+Erosion+and+Storm+Water+Runoff+Ordinance+Amendment.pdf?method=1)

Soil Erosion Permit Application

[www.co.grand-traverse.mi.us/Assets/Departments/Soil+Erosion/
SE+PERMIT+APPLICATION+07-02-12.pdf?method=1](http://www.co.grand-traverse.mi.us/Assets/Departments/Soil+Erosion/SE+PERMIT+APPLICATION+07-02-12.pdf?method=1)

Soil Erosion Affidavit For Permit Waiver

[www.co.grand-traverse.mi.us/Assets/Departments/Soil+Erosion/
GTC+Affidavit+Waiver+Revised+6-13-11.pdf?method=1](http://www.co.grand-traverse.mi.us/Assets/Departments/Soil+Erosion/GTC+Affidavit+Waiver+Revised+6-13-11.pdf?method=1)

Metro Fire Department

(Acme, East Bay, and Garfield Townships)

Office	897 Parsons Road Traverse City, Michigan 49686 231.947.3000 phone 231.947.8728 fax info@gtmetrofire.org
Website	www.gtmetrofire.org
Chief	Patrick Parker 231.947.3000 (ext. 1235) phone Pparker@gtmetrofire.org
Assistant Chief	Terry Flynn 231.947.3000 (ext. 1228) phone Tflynn@gtmetrofire.org
Assistant Chief & Fire Marshal	Brian Belcher 231.947.3000 (ext. 1232) phone Bbelcher@gtmetrofire.org
Applications & Forms	Building Plan Review Application www.gtmetrofire.org/wordpress/uploaded-resources/pdf/Inspection-Forms/Construction-Remodel-Fire-Code-Review-Application.pdf Other Applications & Forms www.gtmetrofire.org/forms/

Grand Traverse Rural Fire Department

(Grand Traverse Rural Fire Department provides service to Fife Lake, Grant, Green Lake, Long Lake, Mayfield, Paradise, Union, & Whitewater Townships, The Rural Department also provides service to the Village of Kingsley and to Springfield Township in Kalkaska County)

Office 4123 Vance Road
Traverse City, MI 49684
231.943.9721 phone
231.943.9729 fax
Info@gtfire.org

Website www.gtfire.org/Rural/index.php

Acting Chief Michael Stinson
Bsedlacek@gtfire.org

Fire Inspector & Plan Reviewer Ron Taylor
231.943.9725 phone
231.943.9729 fax
Rtaylor@gtfire.org

Beginning on June 1, 2006 the Grand Traverse Rural Fire Department will perform plan reviews and inspections on new construction projects including fire suppression systems and fire alarm systems in conjunction with Grand Traverse Metro Fire Department and as an agency of the Grand Traverse County Construction Codes Office except for Garfield Township and Fife Lake Township. The new process also applies to City of Traverse City projects.

This will result in the following changes:

1. The Grand Traverse County Construction Codes Office will be the central processing point for all new construction plan submittals.
2. No new construction plan submittals or applications for new construction permits will be accepted at this office. All submittals MUST be submitted to the Grand Traverse County Construction Codes Office at 2650 LaFranier Rd. [click link](#).
3. This office will be considered a Contract Inspection and Plan Review Agency for Grand Traverse County Construction Codes Office. This means that the County Codes office is the coordinating agency for all submittals, plan reviews and permit processes.
4. All fees for new construction plan reviews and inspections must be paid at the Grand Traverse County Construction Codes Office. We will accept no payment for fees at this office.
5. Plans submittals and applications for permits for new construction projects in Fife Lake Township will NOT be accepted at this office. Contact Fife Lake Township for information.

(continued)

Rural Fire Department (continued)

Fire department site plan review is done at no charge as a courtesy for the designers of proposed new developments within the townships of Grand Traverse County. Some township planning ordinances require that a fire department review of proposed projects be done and review comments be submitted to the township Planner.

The Site Application Form is used for the submittal of site plans to the Fire Prevention Bureau for review and comment. Reviews and comments are sent to the applicant as well as to the Planner for the applicable township. When submitting this application it must be accompanied by one set of detailed site drawings and any descriptive information available regarding the scope of the project. Site plan review will take approximately 10 working days from the date of plans submission to this office.

Documents

Application for Site Plan Review

www.gtfire.org/Rural/forms/Site%20App%20Form.pdf

Health Department / Environmental Health Division

Office	2650 LaFranier Road Traverse City, Michigan 49686 231.995.6051 phone
Office Hours	Monday through Friday 8:00 a.m. – 4:30 p.m. Closed daily 12:00 p.m. to 1:00 p.m. for lunch
Website	www.co.grand-traverse.mi.us/departments/health/ Environmental_Health.htm

Environmental Health Regulations
[www.co.grand-traverse.mi.us/Assets/Departments/Health/
ENVIRONMENTAL+HEALTH+REGULATIONS.pdf.pdf](http://www.co.grand-traverse.mi.us/Assets/Departments/Health/ENVIRONMENTAL+HEALTH+REGULATIONS.pdf.pdf)

Residential & Commercial Sewage Disposal

On-site sewage disposal permits are issued for homes and businesses, which are not served by municipal sewer systems. Field evaluations are conducted to determine the suitability of conditions for on-site disposal of sewage. The Sanitarian reviews construction plans, consults with owners and engineers on proper design and construction of on-site systems. The permits are issued for the construction of new and replacement sewage systems and final inspections are conducted to assure that systems are installed according to required rules and regulations. (Authority: Environmental Health Regulations for Grand Traverse County Health Department)

Sewage & Water Well Permit

www.co.grand-traverse.mi.us/Assets/Departments/Health/Sewage+System+Permit.pdf.pdf

Site Survey

Site Surveys involve the evaluation of vacant property that would not be served by municipal sewer systems. The Sanitarian conducts field evaluations to determine soil types, ground water evaluations, distances to surface waters and other site conditions, which would affect the suitability of the property for on-site disposal of sewage.

www.co.grand-traverse.mi.us/Assets/Departments/Health/Site+Survey+Form.pdf.pdf

Schedule of Fees

www.co.grand-traverse.mi.us/departments/health/Environmental_Health/2012_Fee_Schedule.htm

Road Commission

Office 1881 LaFranier Road
Traverse City, Michigan 49686
231.922.4848 phone
231.929.1836 fax
gtrc@gtrc.org

Office Hours Monday through Friday; 7:30 a.m. – 4:30 p.m.

Website <http://www.gtrc.org>

Manager Mary Gillis, P.E.
231.922.4849 (ext. 215) phone

County Highway Engineer James P. Johnson, PE
231.922.4849 (ext. 216) phone

Traffic Services Technician/
Permit Agent John S. Rogers
231.922.4849 (ext. 205) phone

Driveway Permit
www.gtrc.org/Assets/Departments/Road+Commission/Weight+Restrictions/Driveway+Application+712.pdf

ROW Permit Application
www.gtrc.org/Assets/Departments/Road+Commission/Permits/ROW.pdf

Contractor/Owner Authorization Form
www.gtrc.org/Assets/Departments/Road+Commission/Authorization+form.pdf

Land Division Application
www.gtrc.org/On-Line_Forms/Land_Division.htm

Development Standards
www.gtrc.org/Assets/Departments/Road+Commission/2009+Development+Standards.pdf

Land Development Review Committee

The Land Development Review Committee is coordinated by the County Planning & Development Department.

Office	Grand Traverse County Planning & Development Department 400 Boardman Ave Traverse City, Michigan 49684 231.922.4676 phone
Website	www.co.grand-traverse.mi.us/departments/planning/Planning_Commission/Land_Development_Review_Committee.htm
Contact	Midge Werner mwerner@grandtraverse.org

Land Development Review Committee Bylaws

www.co.grand-traverse.mi.us/departments/planning/Planning_Commission/Land_Development_Review_Committee/LDRC_Bylaws.htm

From The Land Development Review Committee

The Land Development Review Committee is a voluntary program facilitated by County Planning & Development staff for an initial review of development projects in their earliest stage. Local permitting agencies, utilities, school districts, and New Designs for Growth participate in the review process. This review program was established to assist townships and developers in identifying deficient areas or changes that are needed in a proposed plan so that the corrections or changes could be made prior to the final review process. The purpose of establishing this early review was to assist in expediting the approval process. This is strictly a plan review and no approvals are given by this committee. One of the major benefits of the program is the meeting of all the approving agencies in one room so they can hear all the agency reports. Many times, after hearing a report, an agency will recognize a change that needs to be made. This benefits the developer by allowing for this change early in the approval process so that time and money are not expended on a plan that will not meet agency approval.

Committee Members Include:

- County Planning Commission
- County Health Department
- County Road Commission
- County Drain Commissioner's Office
- County Soil Erosion Office
- County Construction Code Office
- County Equalization and GIS
- County Surveyor
- Metro Fire Department
- Rural Fire Department
- Utilities: Electric, Natural Gas, Water & Sewer, Telephone, & Cable
- New Designs for Growth
- Local School District