

Guide to Permitting and Zoning

Emmet County



2012

Let Our Resources Work For You.



Created and Produced by:
**Northwest Michigan Council of Governments, Northern Lakes Economic Alliance
and Emmet County Planning, Zoning, and Construction Resources 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 Emmet 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/

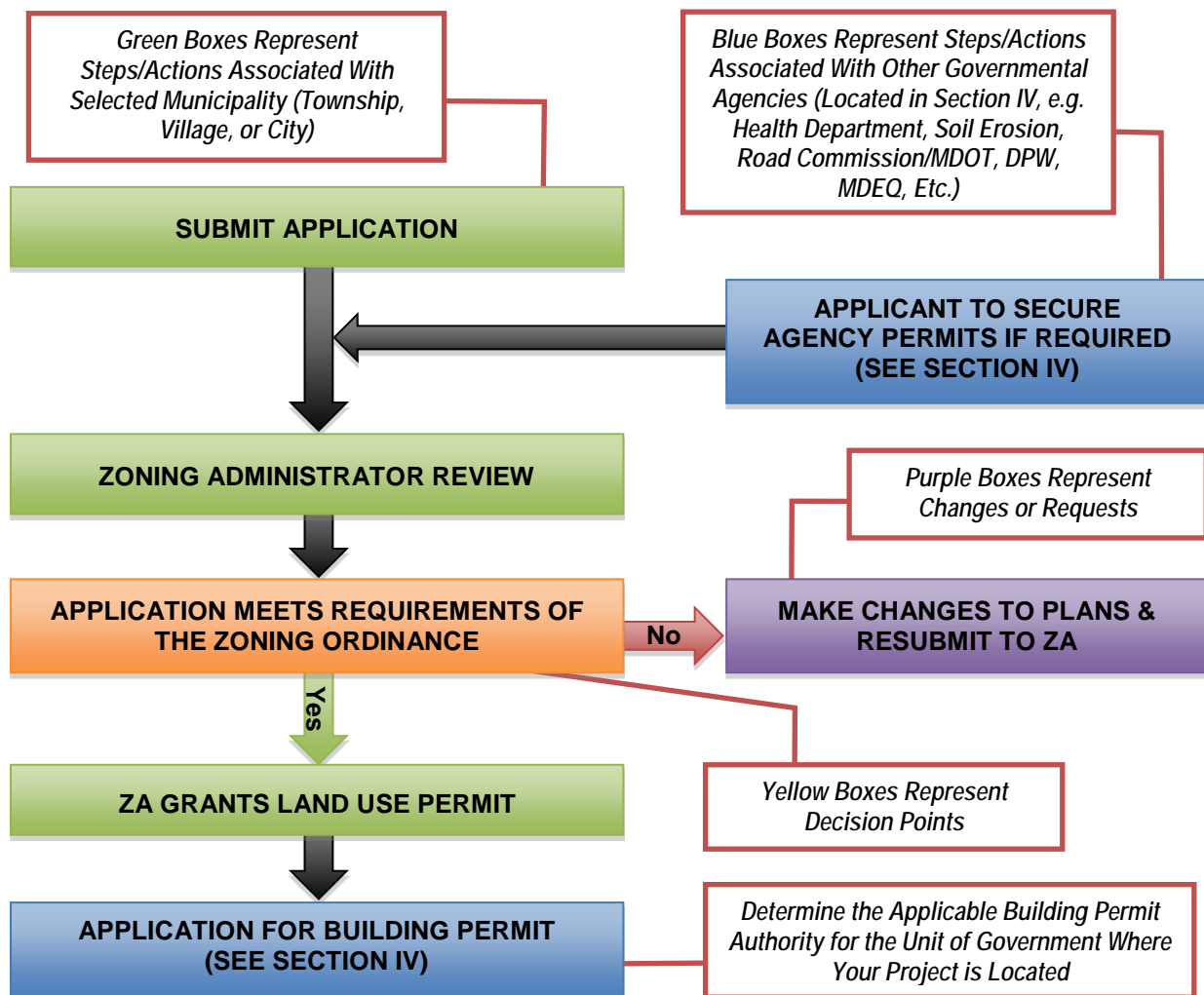
New Designs for Growth – A Citizen’s Guide to Planning & Zoning in Northwest Michigan

www.nwm.org/citizensguide-planning

How to Use This Guide

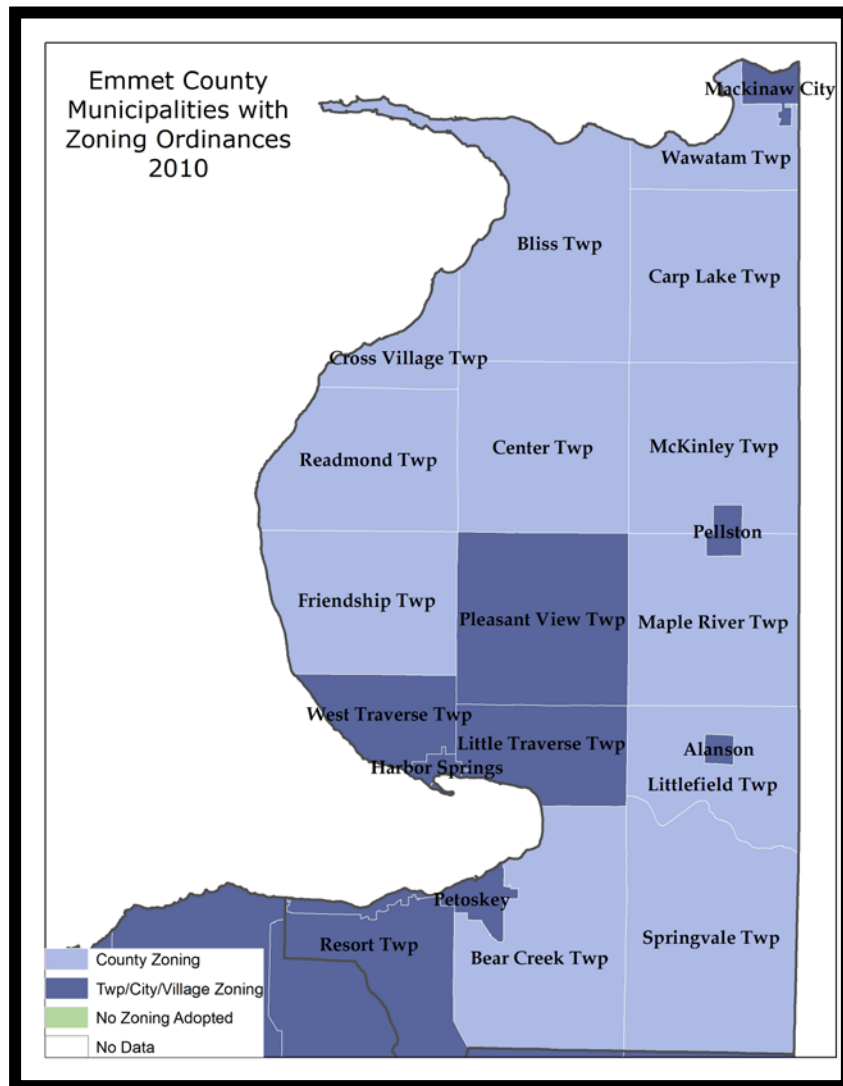
Flowchart Legend

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.

Emmet County Governmental Units



As you can see from the zoning map shown above all of the governmental units in Emmet County are zoned, either individually or under County zoning.

Emmet County administers zoning for the Townships of Bear Creek, Bliss, Carp Lake, Center, Cross Village, Friendship, Littlefield, Maple River, McKinley, Readmond, Springvale and Wawatam.

The Townships of Little Traverse, Pleasantview, Resort and West Traverse administer separate zoning ordinances, as well as all incorporated areas within Emmet County, which include the Villages of Alanson, Mackinaw City and Pellston, and the Cities of Harbor Springs and Petoskey.

Any properties placed in tribal trust through the Little Traverse Bay Bands of Odawa Indians is exempt from local zoning and building regulations, but are subject to tribal rules and regulations. For more information: www.ltbbodawa-nsn.gov

City, village and township websites containing government contacts, zoning ordinances, master plans and more can be found at: www.newdesignsforgrowth.com/pages/smartgrowthresources/northwestlowermichiganmunicipalplanningresources/.

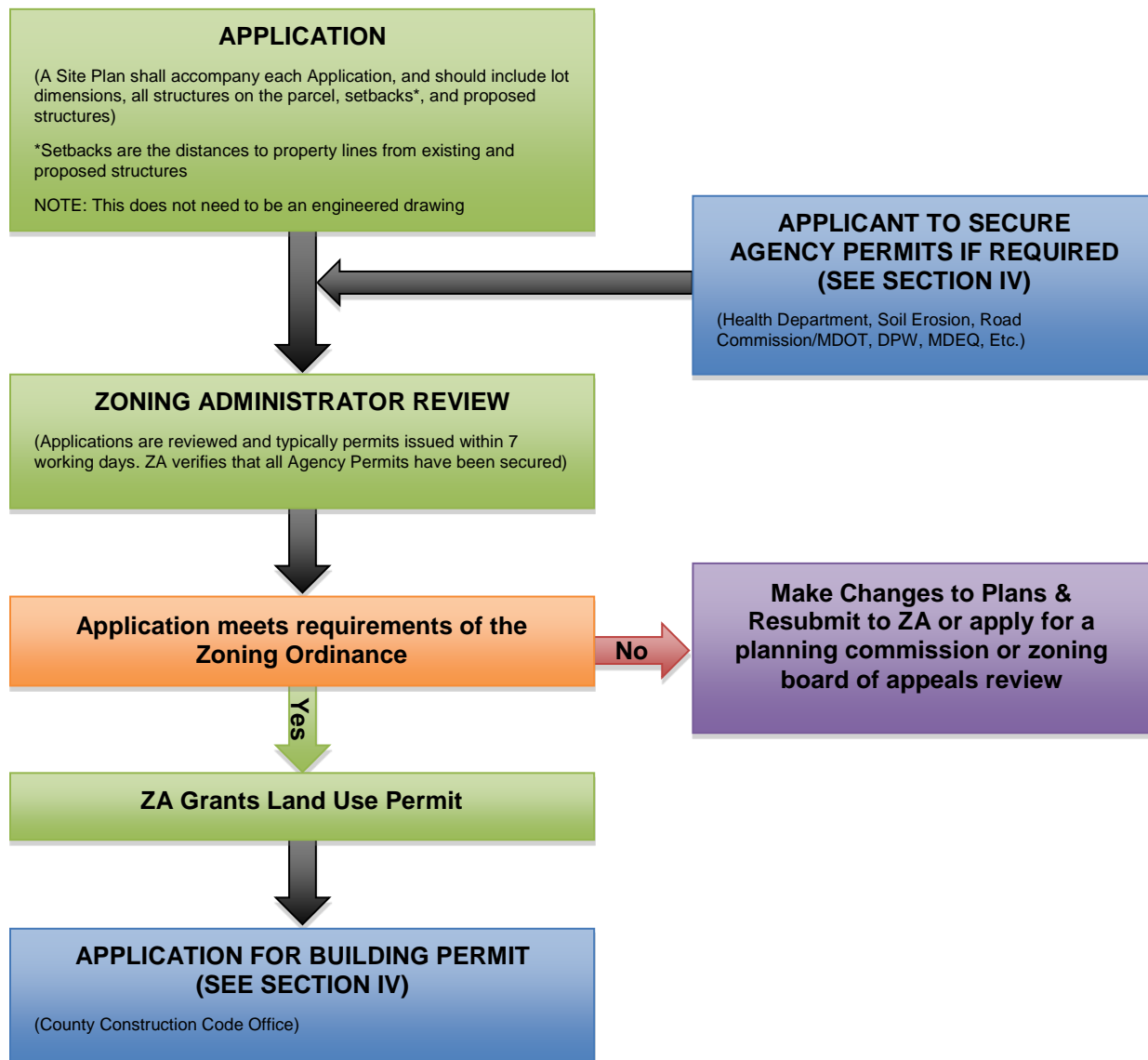
These guidelines are typical for new construction for residential buildings. Commercial construction would, in most cases, require Planning Commission review. New construction requires zoning, building, septic/well and drive permits. Developments on properties within 500 feet of a lake, river or stream require a soil erosion permit. Additionally wetland permits and critical dune permits may also be required. Contacts for all of these permitting agencies are found below.

Emmet County Requirements for Entire County

There are a few requirements that affect building/development activities in all areas of the County, regardless of zoning.

- If earth disturbing activities take place within 500 feet from a lake, river or when the disturbance is one acre or greater, developers have to get a soil erosion permit from the County (see page 60).
- Contact the Michigan Department of Environmental Quality for permits required for building or developing near wetlands, inland lakes and streams and along Great Lakes shorelines. The contact for Emmet County is Scott Rasmusson. Telephone: 989.705.3437.
- Contact the Health Department of Northwest Michigan for information regarding permits needed for items such as installing water wells, septic systems, serving food to the public, opening a public pool or spa, running a body art facility or a public campground (see page 61).
- Contact the Emmet County Road Commission for permits to install a driveway or to do other earth disturbing activities in the road right-of-way (see page 62).

Emmet County Land Use Permitting Process 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.

SECTION II – Township Permitting & Zoning Process

Bear Creek Township

Township Office	373 North Division Road Petoskey, Michigan 49770 231.347.0592 phone 231.347.0736 fax bctwp@sbcglobal.net
Website	apps1.emmetcounty.org/twp/BearCreek/default.html
Supervisor/Assessor	Dennis Keiser 231.347.1311 phone 231.347.0736 fax denniskbct@sbcglobal.net
Zoning Administrator	Tammy Doernenburg Emmet County Planning & Zoning Director 3434 M-119, Suite E Harbor Springs, Michigan 49740 231.348.1735 phone 231.439.8933 fax PZCR@emmetcounty.org
Building Code	William Steffel 231.347.3204
Documents	Zoning Ordinance and Amendments www.emmetcounty.org/ordinancesandamendments/ Ordinances apps1.emmetcounty.org/twp/BearCreek/ordinances.asp Building Permit Process & Applications apps1.emmetcounty.org/twp/BearCreek/building.html Forms apps1.emmetcounty.org/twp/BearCreek/forms.asp
Planning Commission Regular Meeting Date	Last Wednesday of each month - 7:15 p.m. Bear Creek Township Hall

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.

Bear Creek Twp

Legend:

- State Trunkline
- County Primary
- Local Roads
- Water Body
- Municipal Boundary

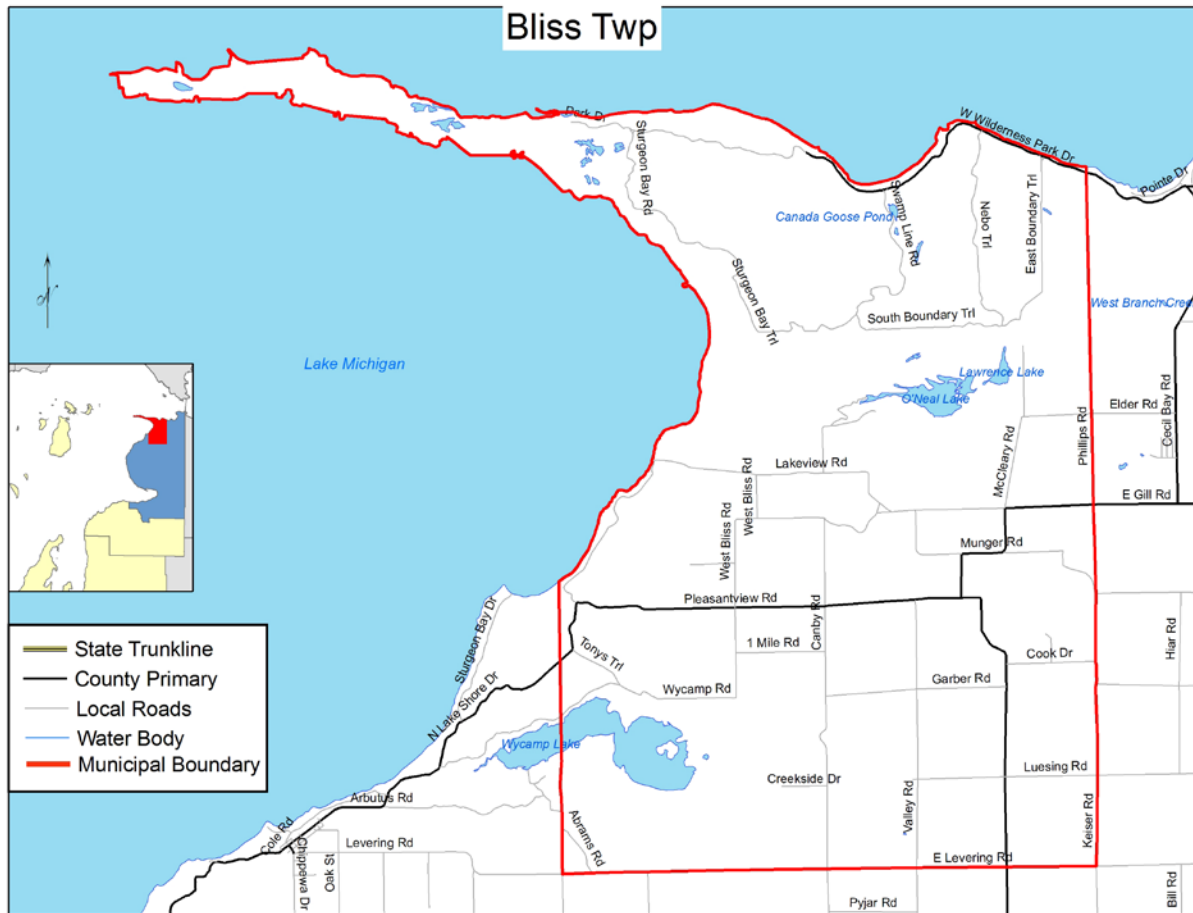
Map of Bear Creek Twp, Michigan, showing roads, water bodies, and municipal boundaries. The map includes a legend for road types (State Trunkline, County Primary, Local Roads) and water bodies. It also shows the location of Bear Creek Twp within the state of Michigan. The map features numerous roads, including US 31, M 119, and various local streets. Water bodies include Lake Michigan, Round Lake, and Walloon Lake. The municipal boundary of Bear Creek Twp is highlighted in red.

Bliss Township

Township Office	265 N. Sturgeon Bay Trail Levering, Michigan 49755 231.537.4680 phone
Website	N/A
Supervisor	Philip Lechowicz 6274 Pleasantview Rd. Levering, Michigan 49755 231.537.2483 phone
Assessor	Tom Wolf 03499 Pleasant Valley Rd. Boyne City, Michigan 49712 231.582.7515 phone 231.582.5372 fax tbwolf@hughes.net
Zoning Administrator	Tammy Doernenburg Emmet County Planning & Zoning Director 3434 M-119, Suite E Harbor Springs, Michigan 49740 231.348.1735 phone 231.439.8933 fax PZCR@emmetcounty.org
Documents	Zoning Ordinance and Amendments www.emmetcounty.org/ordinancesandamendments/
Planning Commission Regular Meeting Date	Second Tuesday of each month – 7:30 p.m. Bliss Township Hall

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Bliss Township Map

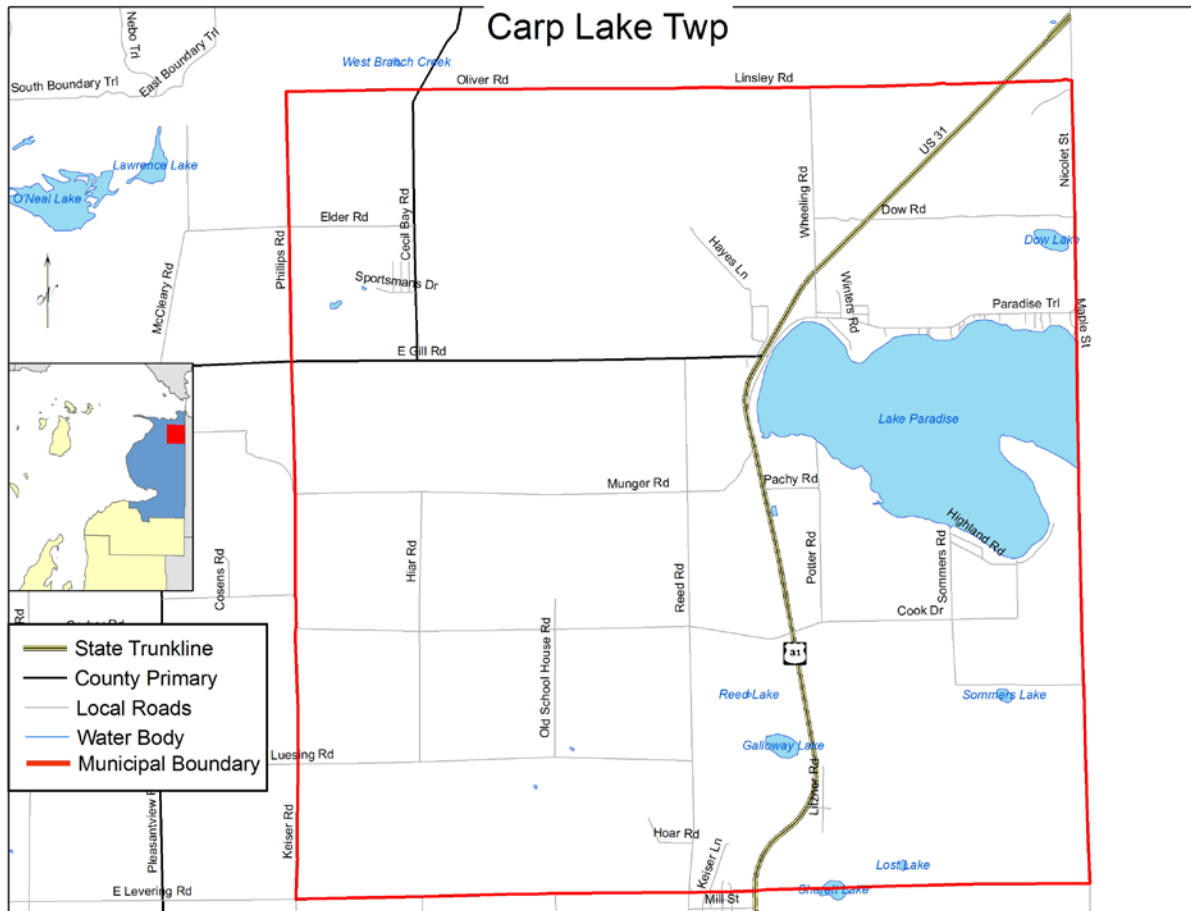


Carp Lake Township

Township Office	6339 Gill Road Carp Lake, Michigan 49718
Website	apps1.emmetcounty.org/twp/Carp_Lake/default.asp
Supervisor	Paul Teike 4525 Schmalzried Road Levering, Michigan 49755 231.537.2513 phone
Assessor	Brian Grimm P.O. Box 739 Petoskey, Michigan 49770 231.838.0197 phone briangrimm42@gmail.com
Zoning Administrator	Tammy Doernenburg Emmet County Planning & Zoning Director 3434 M-119, Suite E Harbor Springs, Michigan 49740 231.348.1735 phone 231.439.8933 fax PZCR@emmetcounty.org
Documents	Zoning Ordinance and Amendments www.emmetcounty.org/ordinancesandamendments/
Planning Commission Regular Meeting Date	First Wednesday of each month – 7:00 p.m. Carp Lake Township Hall

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Carp Lake Township Map



Center Township

Township Office	981 Van Road Pellston, Michigan 49769 231.539.8592 phone
Website	N/A
Supervisor	Edward Jurek, Jr. 160 Pleasantview Road Pellston, Michigan 49769 231.539.8925 phone
Assessor	Tim Grimm 819 Ottawa Street Harbor Springs, Michigan 49740 231.526.5370 phone 231.526.6865 fax harbortim@gmail.com
Zoning Administrator	Tammy Doernenburg Emmet County Planning & Zoning Director 3434 M-119, Suite E Harbor Springs, Michigan 49740 231.348.1735 phone 231.439.8933 fax PZCR@emmetcounty.org
Documents	Zoning Ordinance and Amendments www.emmetcounty.org/ordinancesandamendments/
Planning Commission Regular Meeting Date	First Tuesday of each month – 7:00 p.m. Center Township Hall

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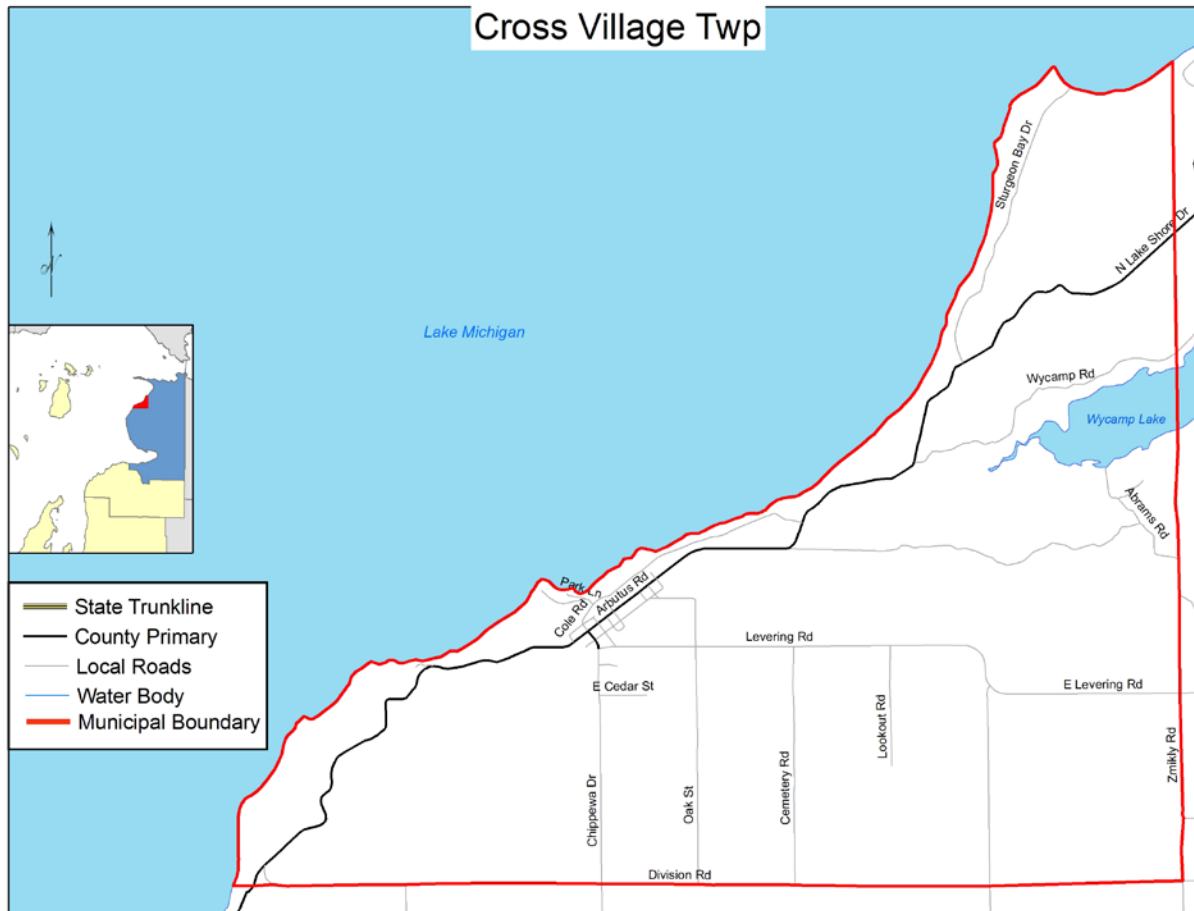
This map displays Center Township, Michigan, with a red boundary indicating the municipal limit. The map includes a legend in the bottom-left corner defining road types: State Trunkline (thick brown line), County Primary (thick black line), Local Roads (thin grey line), Water Body (blue area), and Municipal Boundary (thick red line). An inset map in the top-left corner shows the location of Center Township within the state of Michigan, marked with a red square. The main map features a network of roads including Cemetery Rd, Lookout Rd, Levering Rd, Division Rd, Ozaukee Rd, Zimsky Rd, Larks Lake Rd, Lechowicz Rd, Beckon Rd, Laloche Rd, Canby Rd, Valley Rd, Bodzick Rd, Pleasantview Rd, Kaiser Rd, E Levering Rd, Pyjar Rd, Center Rd, Guy Rd, E Van Rd, Melody Ln, Teal Rd, Larks Lake Rd, Robinson Rd, Gregory Rd, Cetas Rd, Palmer Rd, and E Robinson Rd. Water bodies shown include Larks Lake, West Branch Maple River, and Camp Rd. Other labels include 'UnNamed #3 Emmet Co' and 'Cott Creek'.

Cross Village Township

Township Office	5954 Wadsworth P.O. Box 182 Cross Village, Michigan 49723 231.242.0182 phone/fax
Website	www.harborinc.org/cvtwp_2.asp
Supervisor	Gene Reck P.O. Box 221 Cross Village, Michigan 49723 231.526.9447 or 231.838.9927 phone greck@gtlakes.com
Assessor	Tim Grimm 819 Ottawa Street Harbor Springs, Michigan 49740 231.526.5370 phone 231.526.6865 fax harbortim@gmail.com
Zoning Administrator	Tammy Doernenburg Emmet County Planning & Zoning Director 3434 M-119, Suite E Harbor Springs, Michigan 49740 231.348.1735 phone 231.439.8933 fax PZCR@emmetcounty.org
Documents	Zoning Ordinance and Amendments www.emmetcounty.org/ordinancesandamendments/
Planning Commission Regular Meeting Date	First Tuesday of each month – 7:00 p.m. Cross Village Township Hall

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Cross Village Township Map

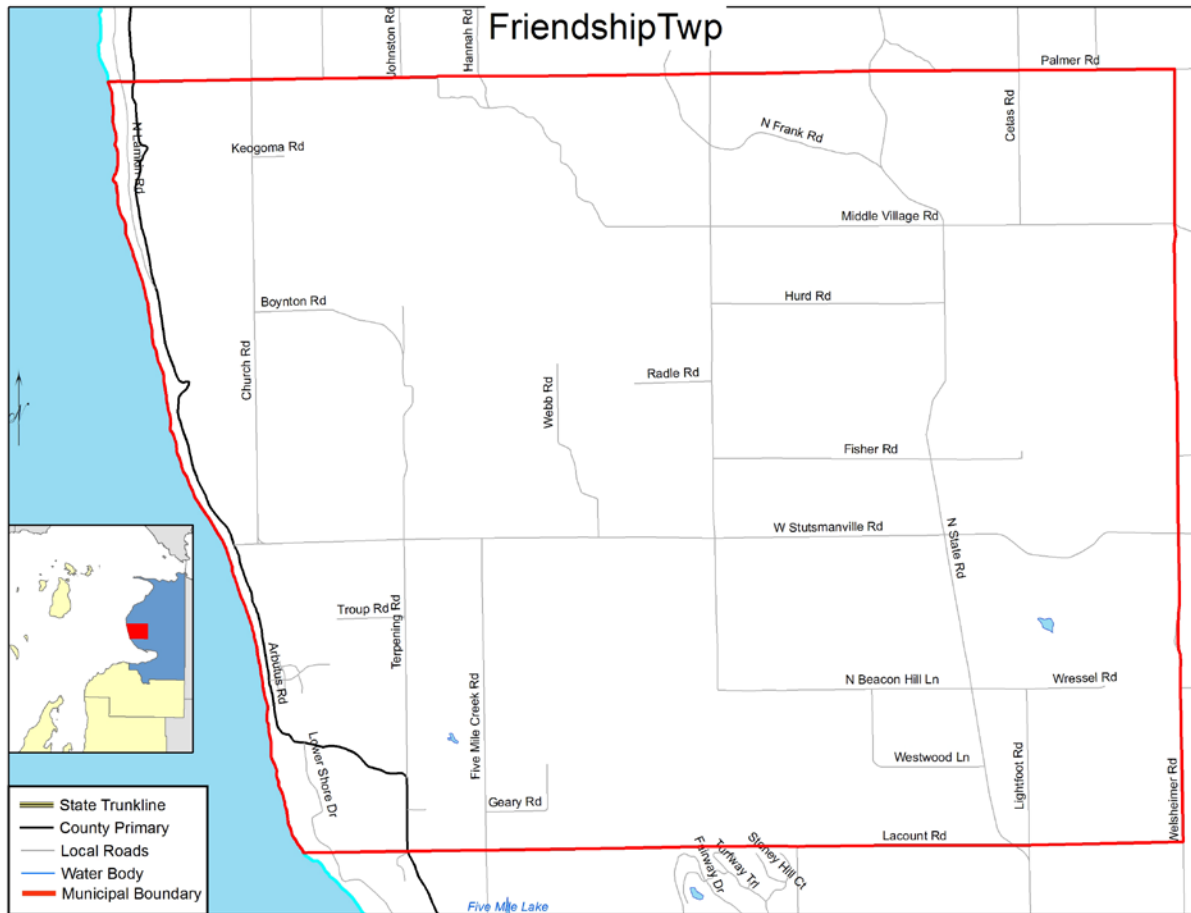


Friendship Township

Township Office	3018 Beacon Hill Harbor Springs, Michigan 49740 231.526.8955 phone
Website	www.harborinc.org/ftwp.asp
Supervisor	Frederick Troup 8079 Troup Road Harbor Springs, Michigan 49740 231.526.6918 phone friendshiptownshipsupervisor@gmail.com
Clerk/Assessor	Janell Van Divner 8774 Kawegoma Road Harbor Springs, Michigan 49740 231.526.6410 phone 231.526.8195 fax jvandivner.friendshiptwp@wildblue.net
Zoning Administrator	Tammy Doernenburg Emmet County Planning & Zoning Director 3434 M-119, Suite E Harbor Springs, Michigan 49740 231.348.1735 phone 231.439.8933 fax PZCR@emmetcounty.org
Documents	Zoning Ordinance and Amendments www.emmetcounty.org/ordinancesandamendments/ Master Plan www.harborinc.org/locgovt8665546.asp Master Plan Update - 2008 Draft www.harborinc.org/downloads/ftmp_2008_update_rev_2.pdf
Planning Commission Regular Meeting Date	Fourth Monday of each month – 7:00 p.m. Friendship Township Hall

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Friendship Township Map



Little Traverse Township

Township Office	8288 S. Pleasantview Road 231.526.0351 phone 231.526.0352 fax
Website	www.harborinc.org/lttwp.asp
Supervisor	William Dohm 8288 Pleasantview Road Harbor Springs, Michigan 49740 231.526.0351 phone 231.526.0352 fax littletraversetwpoffice@yahoo.com
Assessor	Joe Lavender 8288 S. Pleasantview Rd. Harbor Springs, Michigan 49740 231.526.0351 phone 231.526.0352 fax divemi@charter.net
Zoning Administrator	William Dohm (see above)
Documents	Zoning Ordinance www.harborinc.org/downloads/ltt_zoning_ordinance.pdf Master Plan Update – 2012 Draft www.harborinc.org/locgovt5457976.asp
Note	Emmet County acts as Assistant Zoning Administrators to Little Traverse Township. Site Plan Review, Special Use Permits and Zoning Variances are reviewed through the Township Planning Commission and Zoning Board of Appeals. Residential permit applications are reviewed by the Emmet County Office of Planning, Zoning and Construction Resources. After plans have been approved, Zoning Permits are issued through Emmet County Zoning Office.

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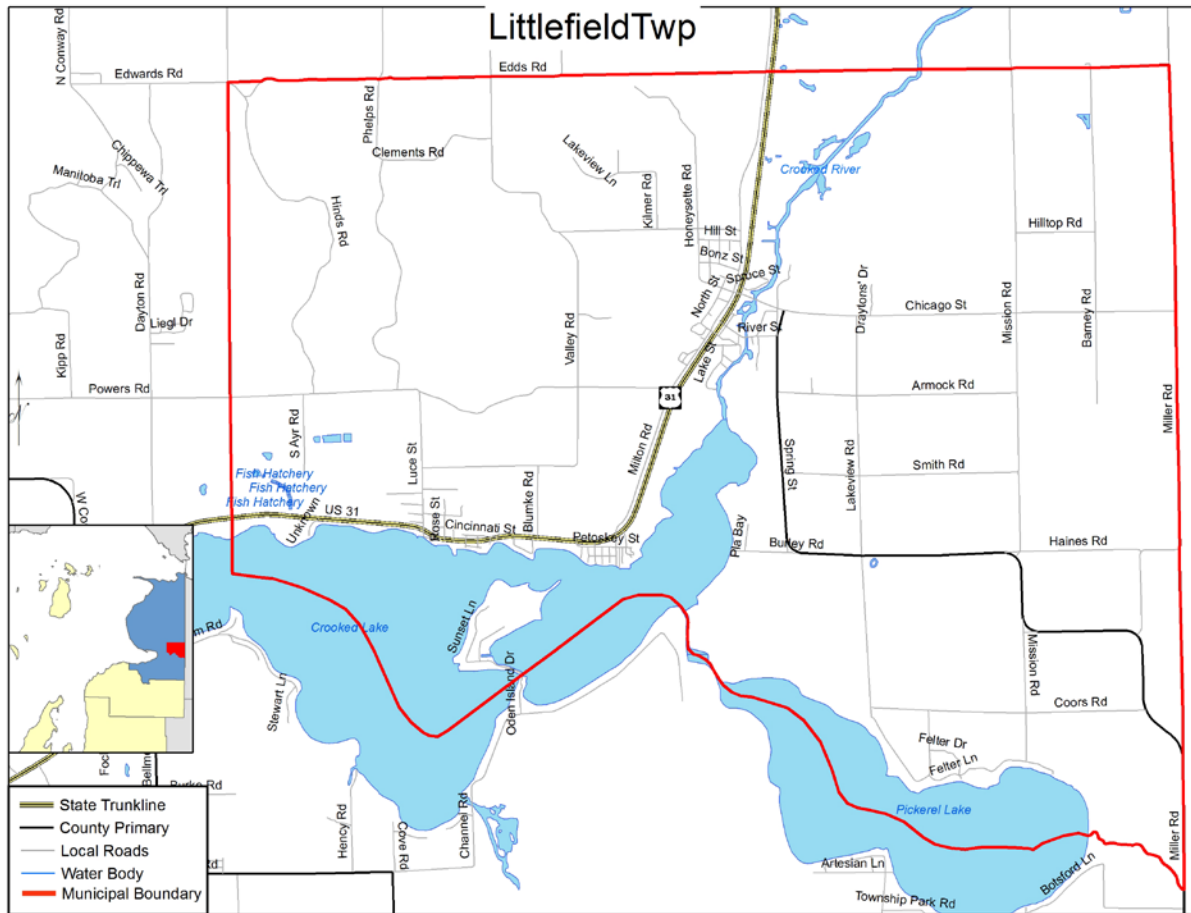
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Littlefield Township

Township Office	7631 Burr Avenue Alanson, Michigan 49706 231.548.2220 phone
Website	N/A
Supervisor	Damien Henning 7572 Smith Road Alanson, Michigan 49706 231.548.2204 phone
Assessor	Jim Lapeer 7912 Afton Road Afton, Michigan 49705 231.238.9606 phone & fax fjlapeer2@yahoo.com
Zoning Administrator	Tammy Doernenburg Emmet County Planning & Zoning Director 3434 M-119, Suite E Harbor Springs, Michigan 49740 231.348.1735 phone 231.439.8933 fax PZCR@emmetcounty.org
Documents	Zoning Ordinance and Amendments www.emmetcounty.org/ordinancesandamendments/
Planning Committee Regular Meeting Date	Last Monday of each month – 7:00 p.m. Littlefield Township Hall

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Littlefield Township Map

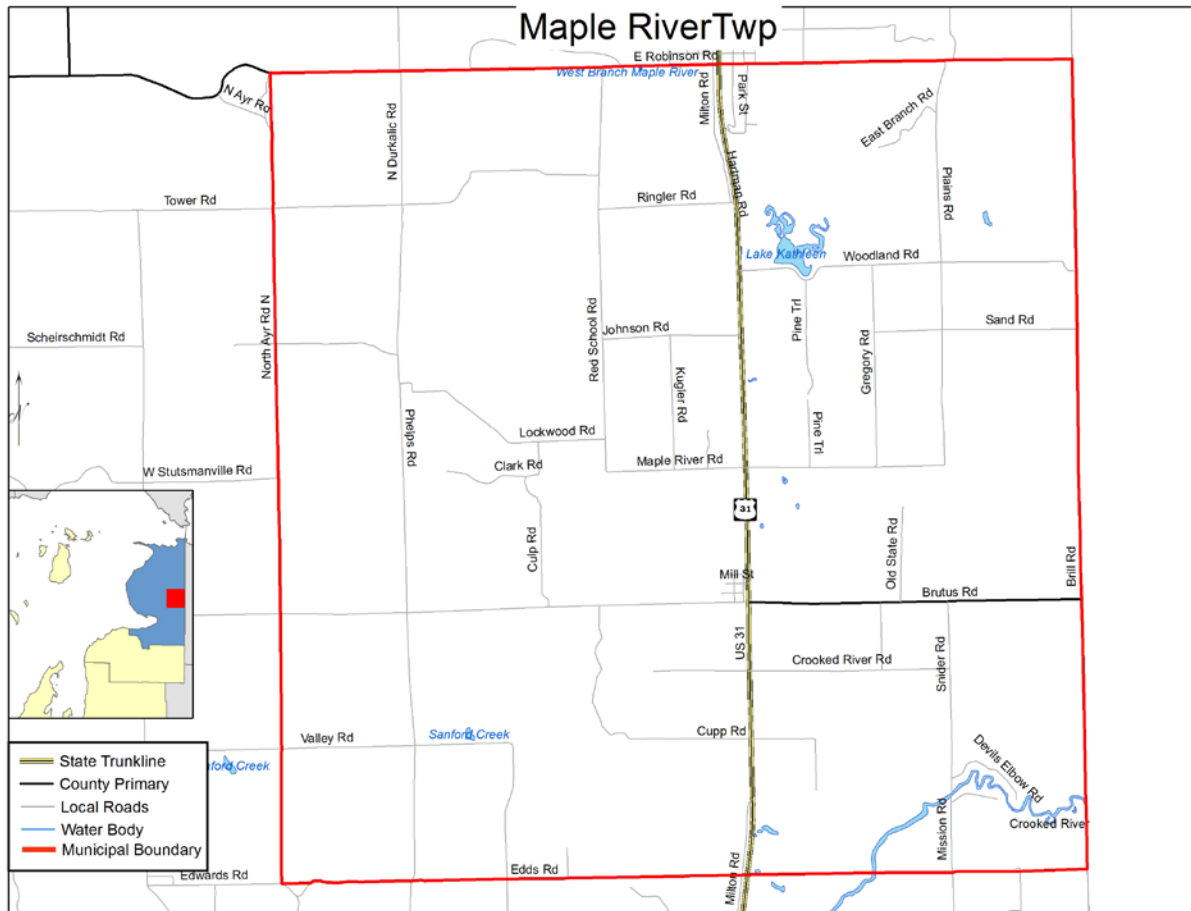


Maple River Township

Township Office	3989 S. US 31 Brutus, Michigan 49716 231.529.3000 phone
Website	N/A
Supervisor	John Eby 3533 E. Brutus Road Alanson, Michigan 49706 231.529-6520 phone
Assessor	Diann Most 18443 One Mile Hwy Onaway, Michigan 49765 989.733.2947 phone 866.774.0087 fax cdm@wmis.net
Zoning Administrator	Tammy Doernenburg Emmet County Planning & Zoning Director 3434 M-119, Suite E Harbor Springs, Michigan 49740 231.348.1735 phone 231.439.8933 fax PZCR@emmetcounty.org
Documents	Zoning Ordinance and Amendments www.emmetcounty.org/ordinancesandamendments/
Planning Commission Regular Meeting Date	Third Monday of each month – 7:30 p.m. Maple River Township Hall

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Maple River Township Map

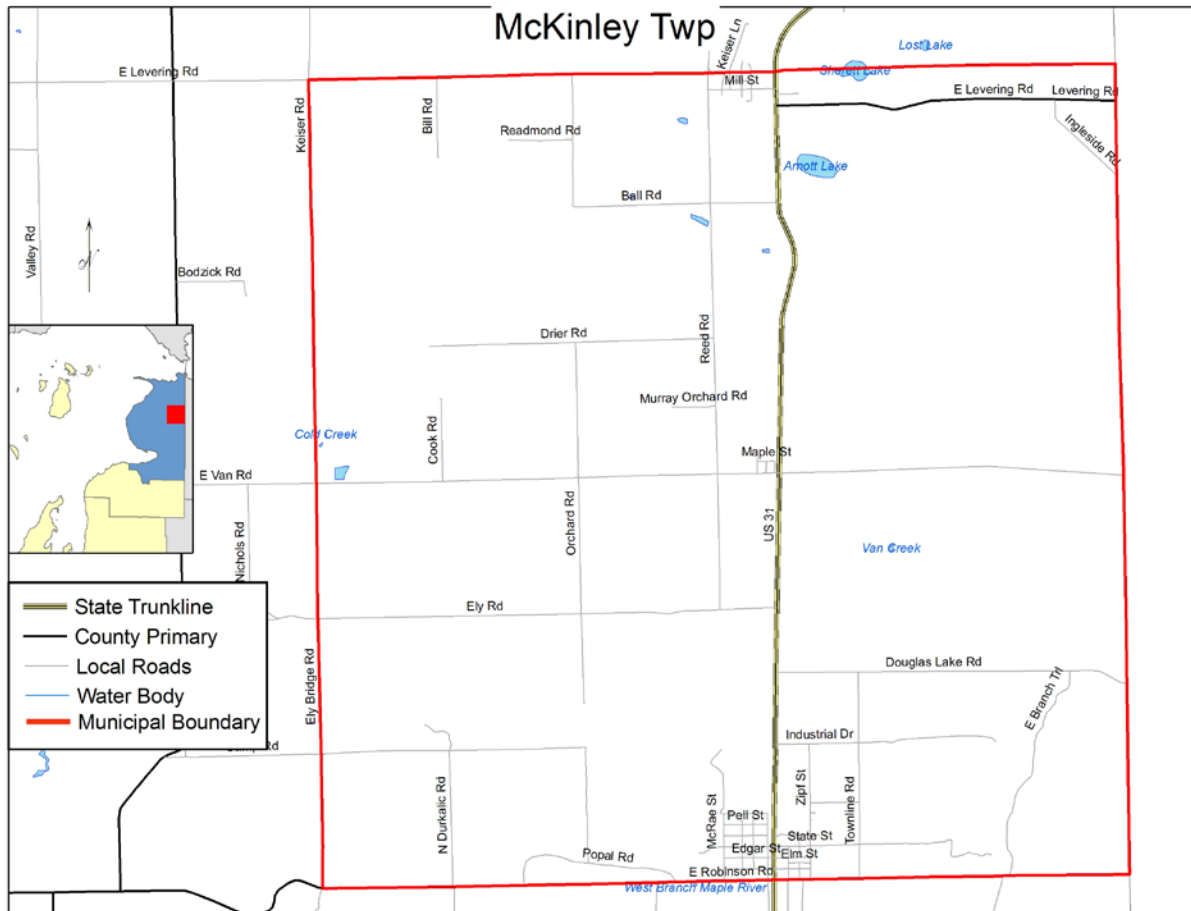


McKinley Township

Township Office	1820 N. US 31 Pellston, Michigan 49769 231.539.8388 phone
Website	N/A
Supervisor	Leonard Readmond 5255 Ball Road Levering, Michigan 49755 231.537.2437 phone
Assessor	Linda Socha 2322 Old Mackinaw Road Cheboygan, Michigan 49721 231.627.9471 phone 231.627.6199 fax
Zoning Administrator	Tammy Doernenburg Emmet County Planning & Zoning Director 3434 M-119, Suite E Harbor Springs, Michigan 49740 231.348.1735 phone 231.439.8933 fax PZCR@emmetcounty.org
Documents	Zoning Ordinance and Amendments www.emmetcounty.org/ordinancesandamendments/
Planning Commission Regular Meeting Date	First Wednesday of each month – 7:00 p.m. McKinley Township Hall

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McKinley Township Map

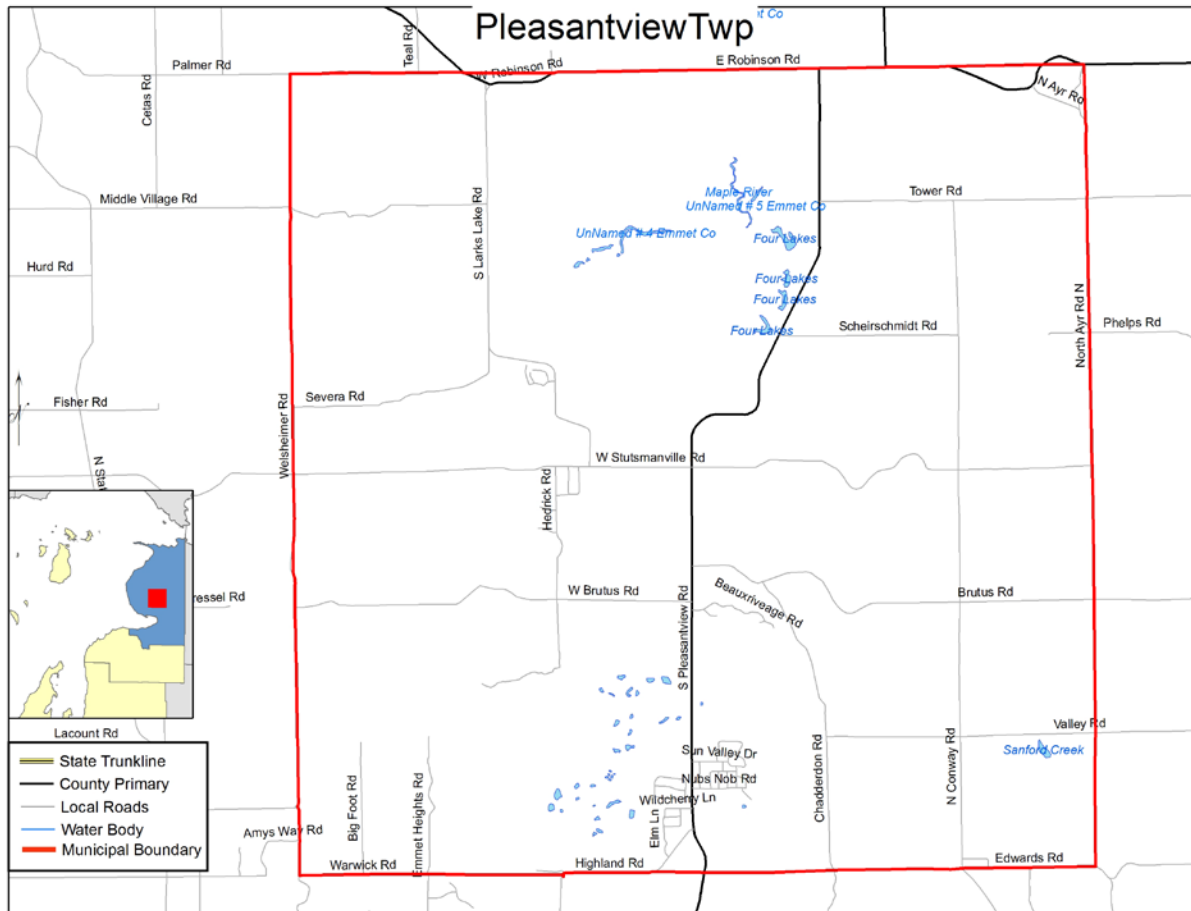


Pleasantview Township

Township Office	2982 S. Pleasantview Road Harbor Springs, Michigan 49740 231.526.8140 phone
Website	www.harborinc.org/pvtwp.asp
Supervisor	Bill Wiechmann 145 Winter Park Drive Harbor Springs, Michigan 49740 231.526.6323 phone 231.881.3434 mobile plvtwp@hughes.net or bwiech@chartermi.net
Assessor	Tim Grimm 819 Ottawa Street Harbor Springs, Michigan 49740 231.526.5370 phone 231.526.8140 fax harbortim@gmail.com
Zoning Administrator	Jack Sommerville 231. 526.2739 phone 231.526.0890 fax www.harborinc.org/pvtwp.asp
Documents	Zoning Ordinance www.harborinc.org/downloads/ptzoning_ordinance1.pdf

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Pleasantview Township Map

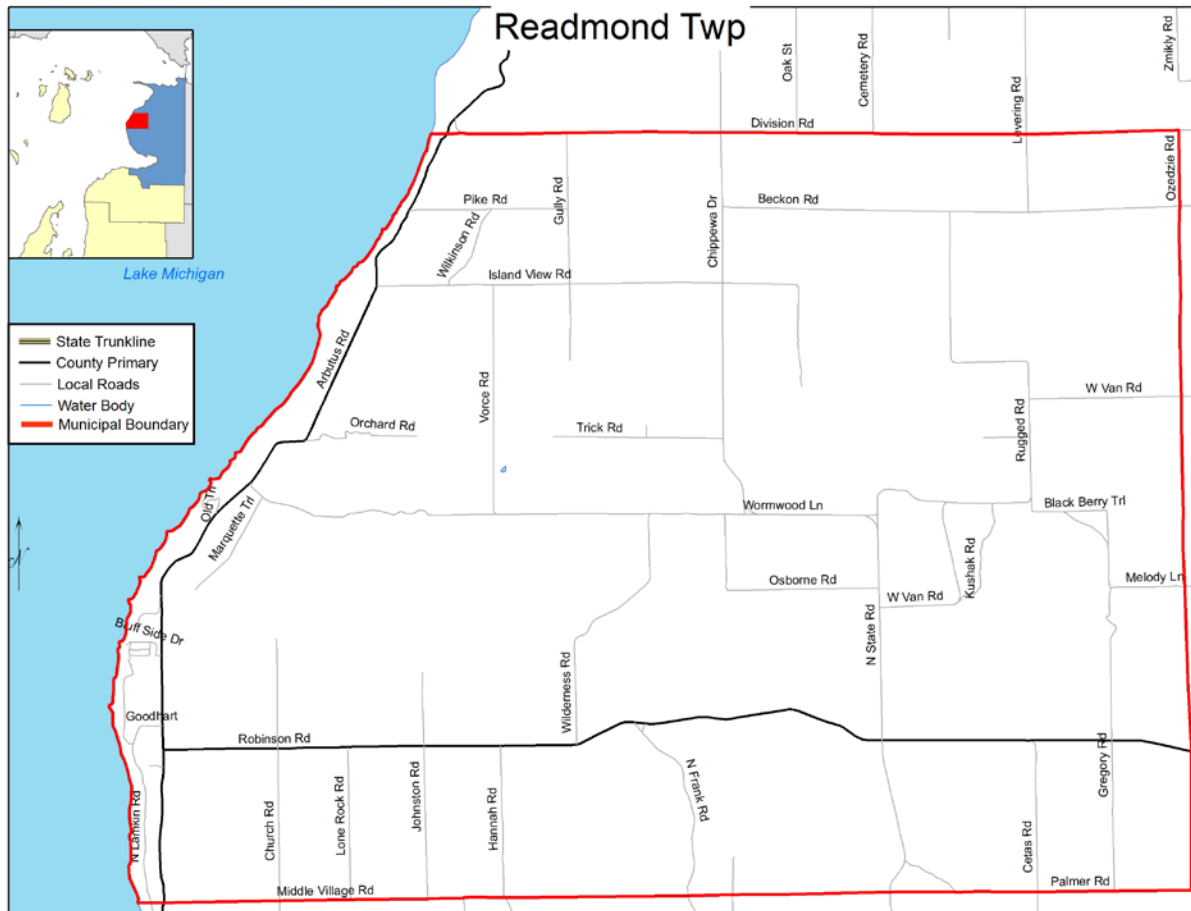


Readmond Township

Township Office	6008 Wormwood Lane Harbor Springs, Michigan 49740 231.526.9601 phone
Website	www.harborinc.org/rtwp.asp
Supervisor	Gordon Kruskie 6529 Islandview Road Harbor Springs, Michigan 49740 231.242.0267 phone gkrusk@local.net
Assessor/Land Division Admin.	Tim Grimm 819 Ottawa Street Harbor Springs, Michigan 49740 231.526.5370 phone 231.526.8140 fax harbortim@gmail.com
Zoning Administrator	Tammy Doernenburg, Emmet County Planning & Zoning Director 3434 M-119, Suite E Harbor Springs, Michigan 49740 231.348.1735 phone 231.439.8933 fax PZCR@emmetcounty.org
Documents	Zoning Ordinance and Amendments www.emmetcounty.org/ordinancesandamendments/
Planning Commission Regular Meeting Date	Fourth Tuesday of each month – 7:00 p.m. Readmond Township Hall

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Readmond Township Map

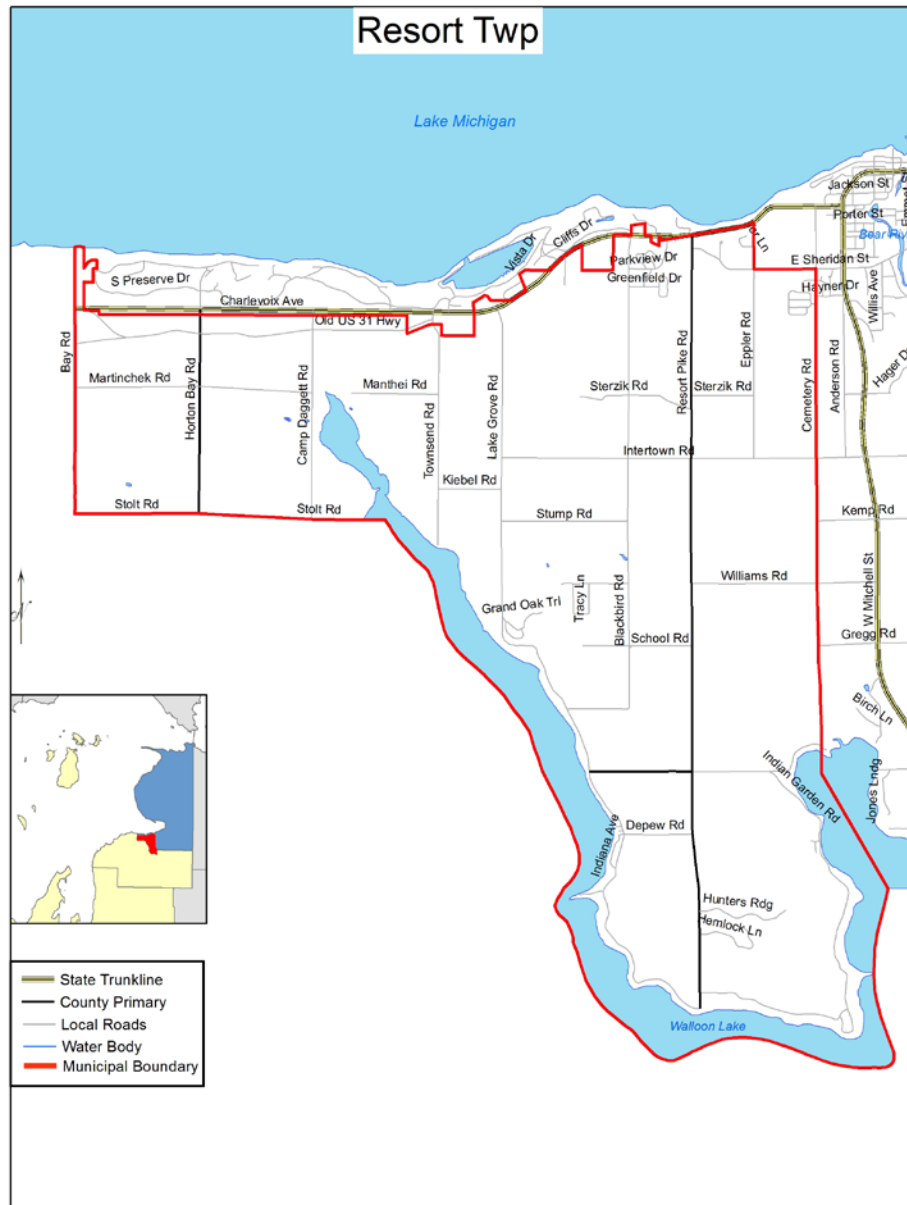


Resort Township

Township Office	2232 Resort Pike P.O. Box 848 Petoskey, Michigan 49770 231.347.7915 phone 231.347.4692 fax
Website	www.resorttownship.org/
Supervisor	Robert Wheaton 5680 Resort Pike Road Petoskey, Michigan 49770 231.347.7915 phone rtsupervisor@charter.net
Assessor	Robert Wheaton (see above)
Planner	Randy Frykberg frykberg@charter.net
Zoning Administrator	Larry Houghton Hours: Monday-Wednesday-Friday (9 a.m. to 4 p.m.) 231.347.7915 phone
Documents	Master Plan www.resorttownship.org/departments/planning-zongin/master-plan-update/cat_view/61-master-plan Planning & Zoning Forms www.resorttownship.org/departments/planning-zongin/zoning-forms/cat_view/43-planning-a-zoning-forms

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Resort Township Map

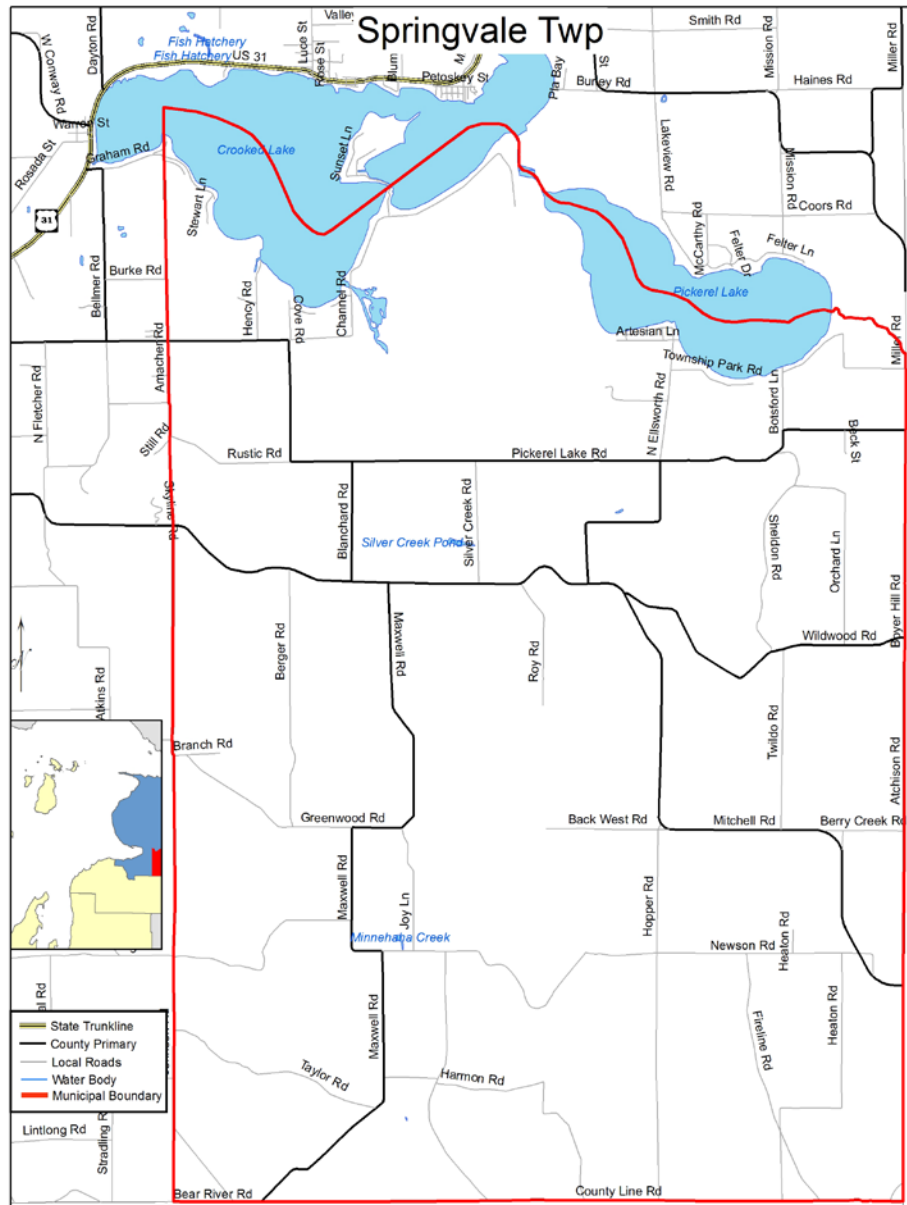


Springvale Township

Township Office	8198 E. Mitchell Road Petoskey, Michigan 49770 231.347.3077 phone 231.347.3988 fax
Website	apps1.emmetcounty.org/twp/Springvale/index.htm
Supervisor	Art Shaw 6336 Greenwood Road Petoskey, Michigan 49770 231.347.2288 phone 231.838.3269 mobile springvalesupervisor@parishonline.net
Assessor	Tom Wolf 3499 Pleasant Valley Rd. Boyne City, Michigan 49712 231.582.7515 phone 231.347.3988 fax springvaleassessor@parishonline.net
Zoning Administrator	Tammy Doernenburg, Emmet County Planning & Zoning Director 3434 M-119, Suite E Harbor Springs, Michigan 49740 231.348.1735 phone 231.439.8933 fax PZCR@emmetcounty.org
Documents	Zoning Ordinance and Amendments www.emmetcounty.org/ordinancesandamendments/ Springvale Ordinances apps1.emmetcounty.org/twp/Springvale/Ordinances.htm
Planning Committee Regular Meeting Date	Fourth Monday of each month – 7:30 p.m. Springvale Township Hall

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Springvale Township Map

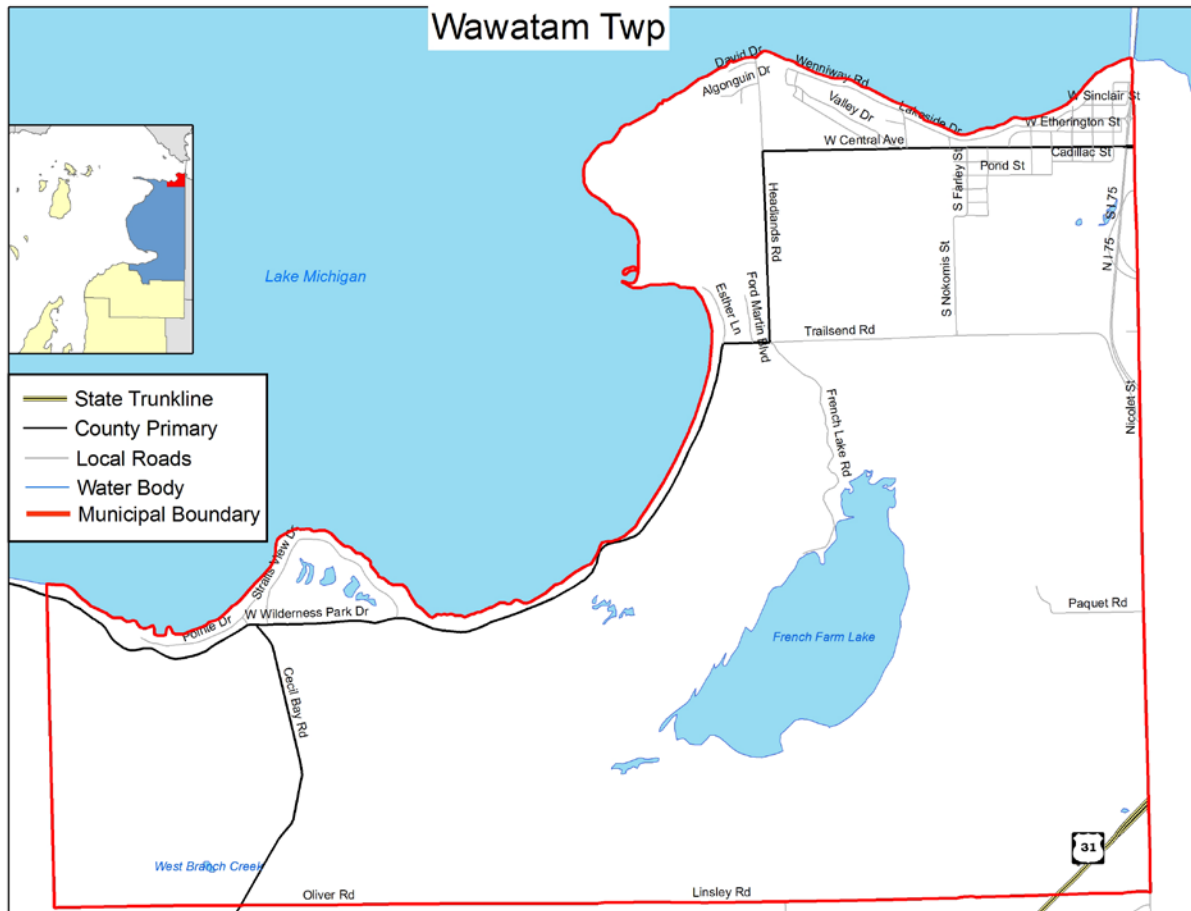


Wawatam Township

Township Office	123 W. Etherington Ave. Mackinaw City, Michigan 49701 231.436.5274 phone
Website	N/A
Supervisor/Assessor	Roger Moore 4483 Straits View Drive Carp Lake, Michigan 49718 231.436.5141 phone 231.436.4171 fax rwmoore@hughes.net
Zoning Administrator	Tammy Doernenburg, Emmet County Planning & Zoning Director 3434 M-119, Suite E Harbor Springs, Michigan 49740 231.348.1735 phone 231.439.8933 fax PZCR@emmetcounty.org
Documents	Zoning Ordinance and Amendments www.emmetcounty.org/ordinancesandamendments/
Planning Commission Regular Meeting Date	Second Tuesday of each month – 7:00 p.m. Wawatam Township Hall

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Wawatam Township Map



West Traverse Township

Township Office	8000 S. M-119 Harbor Springs, Michigan 49740 231.526.7361 phone 231.526.0028 fax
Website	www.westtraversetownship.com/
Supervisor	Bob Sandford 8000 S. M-199 Harbor Springs, MI 49740 231.526.7361 phone 231.526.0028 fax springvalesupervisor@parishonline.net
Assessor	Brian Grimm P.O. Box 353 Harbor Springs, Michigan 49740 231.526.7361 phone 231.526.0028 fax Briangrimm42@gmail.com
Zoning Administrator	Randy Frykberg frykberg@charter.net
Documents	Zoning Ordinance www.westtraversetownship.com/ Master Plan www.westtraversetownship.com/

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West Traverse Township Map



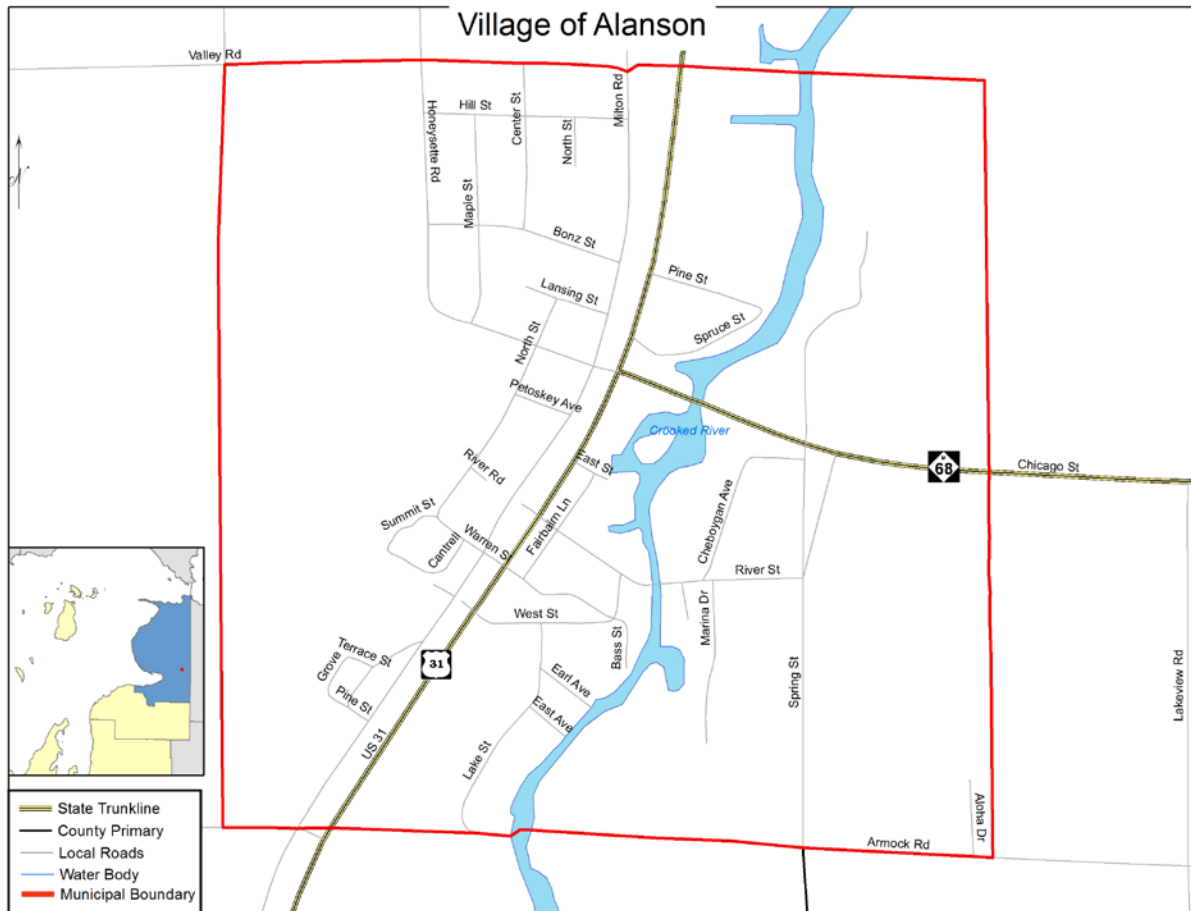
SECTION III – Village & City Permitting & Zoning Process

Village of Alanson

Village Hall	7631 Burr Ave. P.O. Box 425 Alanson, Michigan 49706 231.548.5431 phone
Website	www.villageofalanson.com/
President	Richard Weidenhamer 7215 Spring Street Alanson, Michigan 49706 231.548.5323 phone
Zoning Administrator	Lamar Eby 5421 Valley Rd. Alanson, MI 49706 231.548.5269 phone info@villageofalanson.com
Documents	Zoning Ordinance www.villageofalanson.com/wp-content/uploads/2010/09/zoning_ordinance.pdf

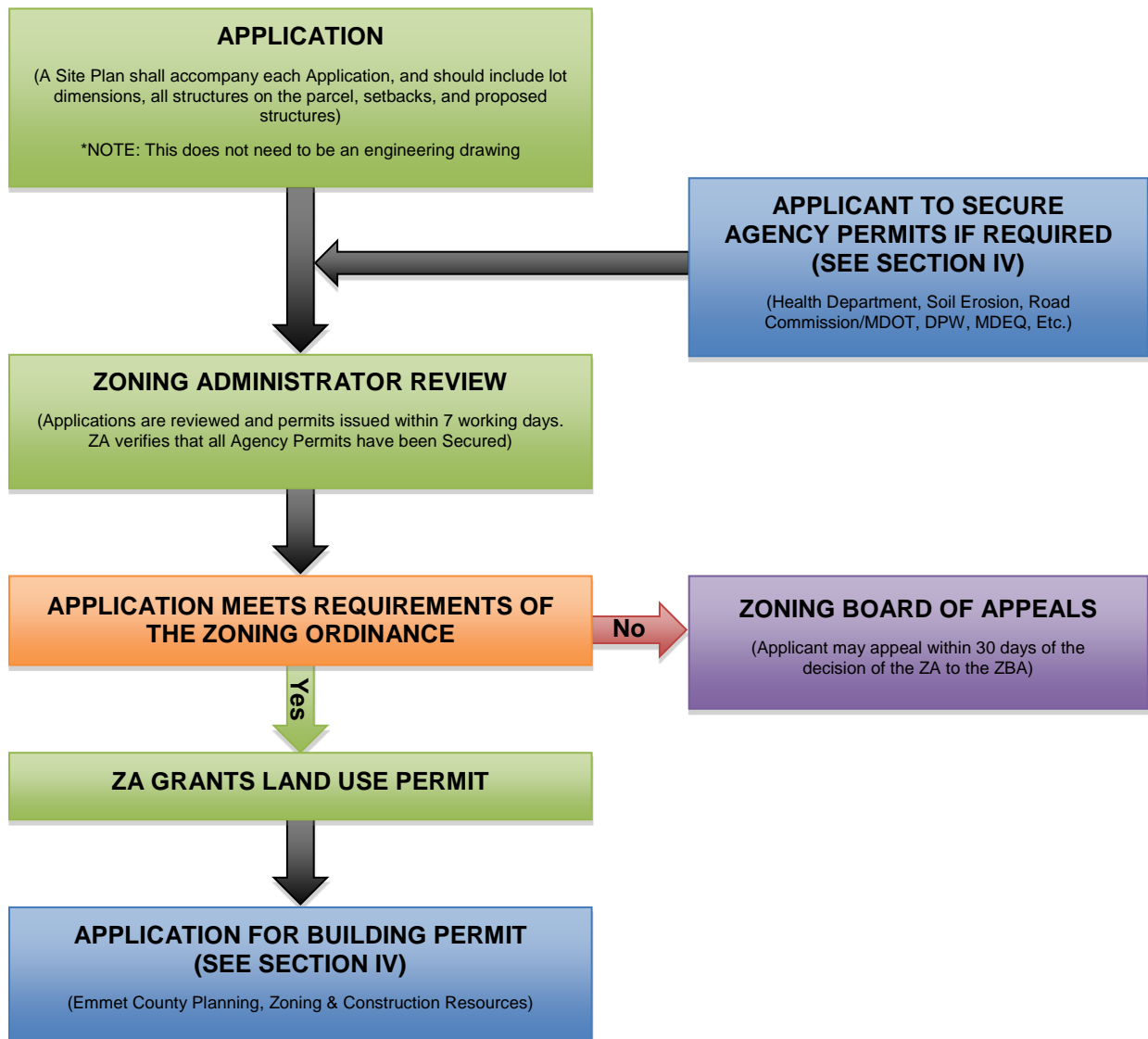
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Village of Alanson Map



Village of Alanson Land Use Permitting Process Flowchart

(For single family, duplexes and accessory structures permitted by right in the zoning ordinance)



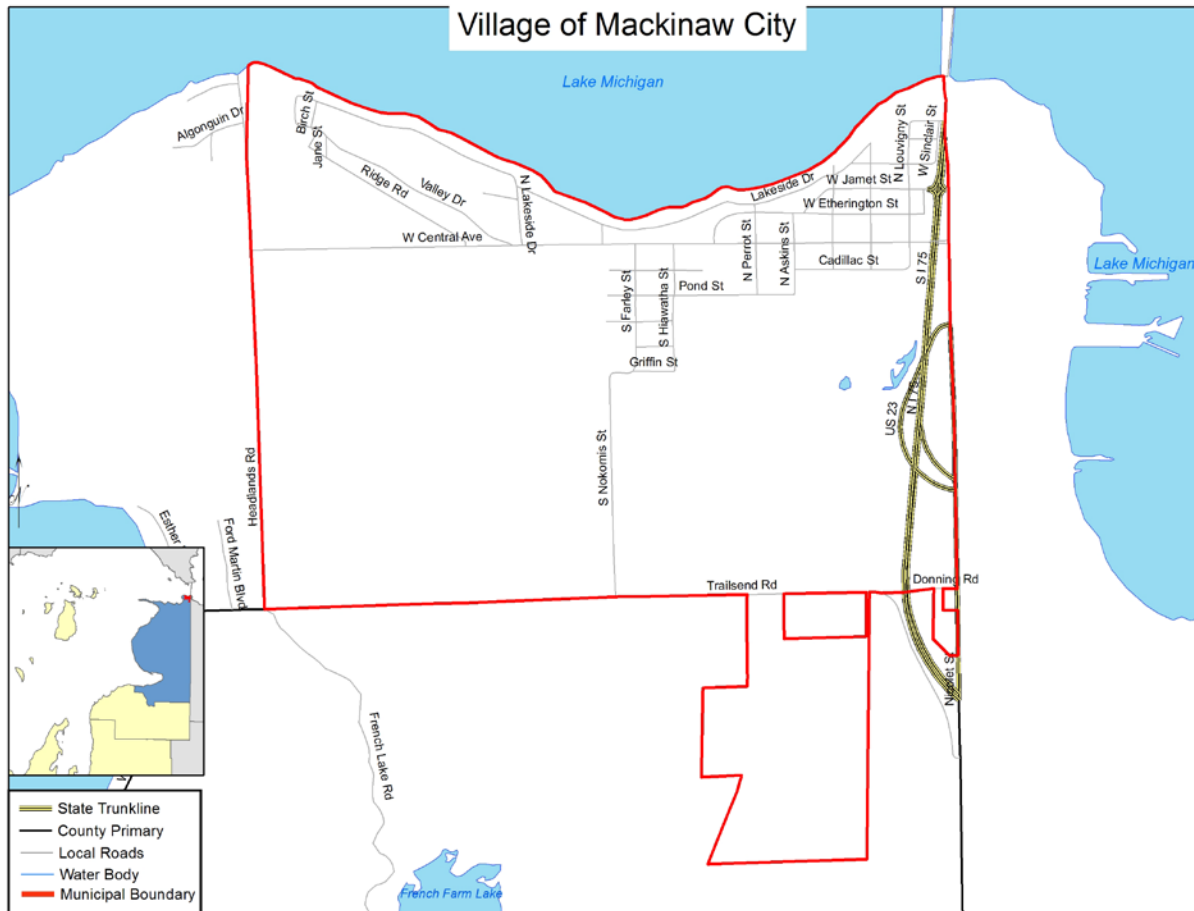
*NOTE – The flowcharts included in this guide are for educational purposes on the general process and following them does not guarantee a permit or approval. Please use contact information provided for each municipality included in this document for specific permitting direction.

Village of Mackinaw City

Village Hall	102 S. Huron Street P.O. Box 580 Mackinaw City, Michigan 49701 231.436.5351 phone 231.436.4166 fax Hours: Monday through Friday 8:00 a.m. to 5:00 p.m.
Website	www.mackinawcity.org/index.php
Manager	Jeff Hingston - Interim Village Manager 102 S. Huron Street P.O. Box 580 Mackinaw City, Michigan 49701 231.436.5351 phone 231.436.4166 fax jhingston@mackinawcity.org
Assessor	Assessing for the Village of Mackinaw City is the responsibility of the Township in which the property is located. For the west side of the Village (in Emmet County), contact Wawatam Township (see page 37). For the east side of the Village (in Cheboygan County), contact Mackinaw Township – 231.436.7453.
Zoning Administrator	Fred Thompson – Interim Zoning Administrator 231.436.5351 phone
Documents	General Ordinances www.mackinawcity.org/ordinances-39/ Forms & Applications www.mackinawcity.org/forms-and-applications-41/

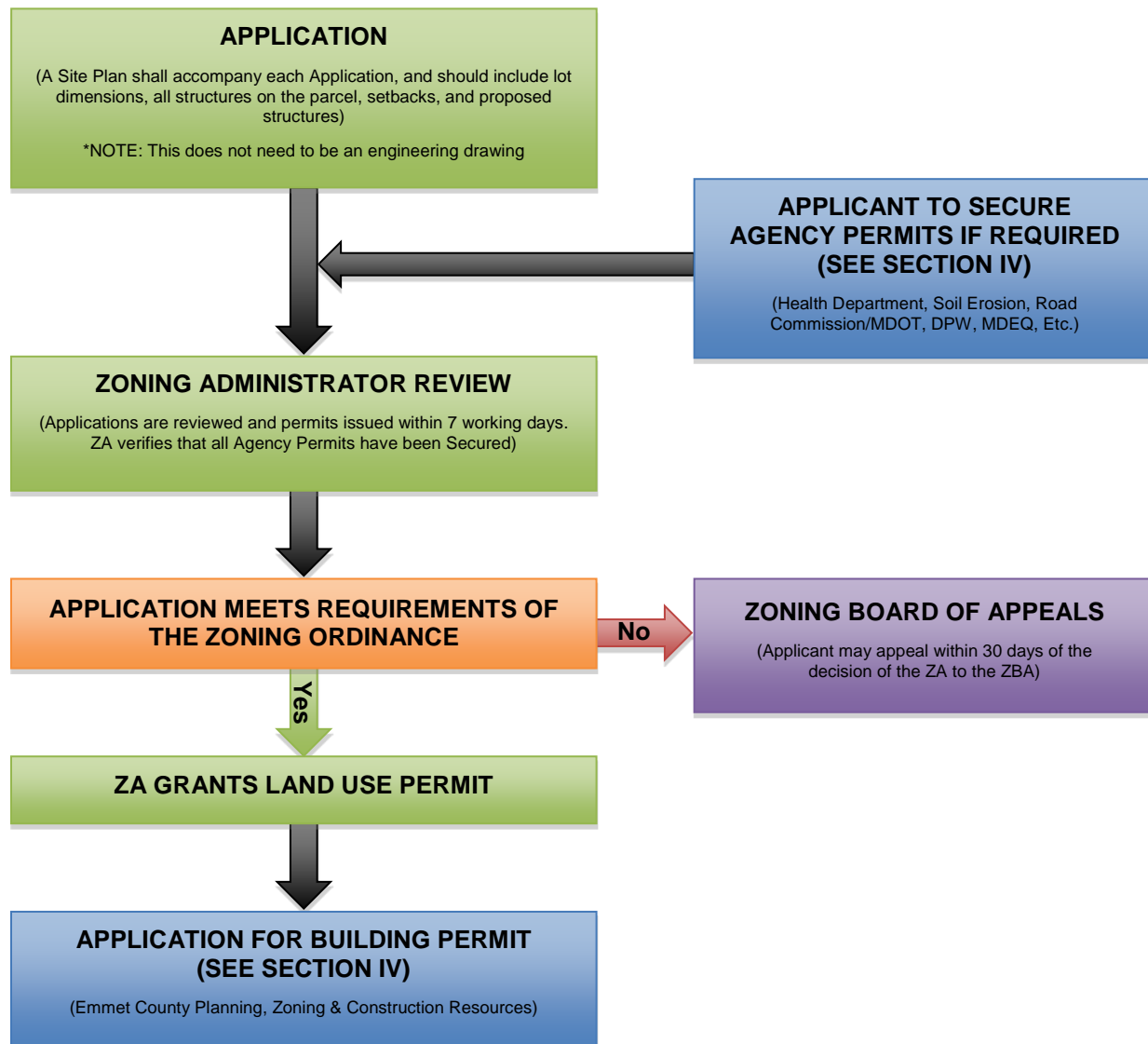
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Village of Mackinaw City Map



Village of Mackinaw City Land Use Permitting Process Flowchart

(For single family, duplexes and accessory structures permitted by right in the zoning ordinance)



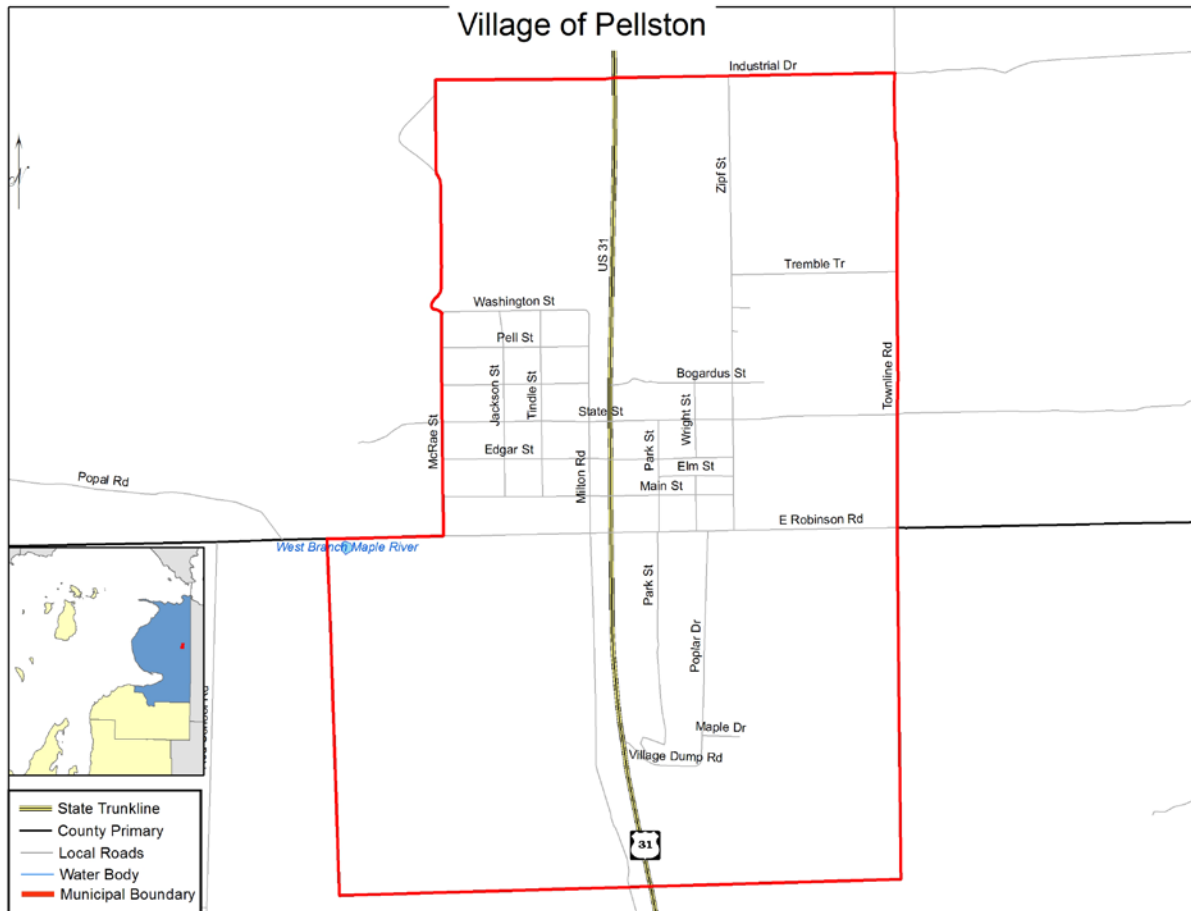
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Village of Pellston

Village Hall	125 N. Milton Street Pellston, Michigan 49769 231.539.7600 phone
Website	www.pellstonmi.com/
President	Jim Gillett 231.539.8264 phone
Assessor	Linda Socha (McKinley Township portion of Village) 2322 Old Mackinaw Road Cheboygan, Michigan 49721 231.627.9471 phone Diann Most (Maple River Township portion of Village) 18443 1 Mile Hwy Onaway, Michigan 49765 989.733.2947 phone
Zoning Administrator	Jeff Drier 231.539.8593 phone
Planner	Bryan Gillett 231.539.7533 phone
Documents & Forms	www.pellstonmi.com/documents.htm

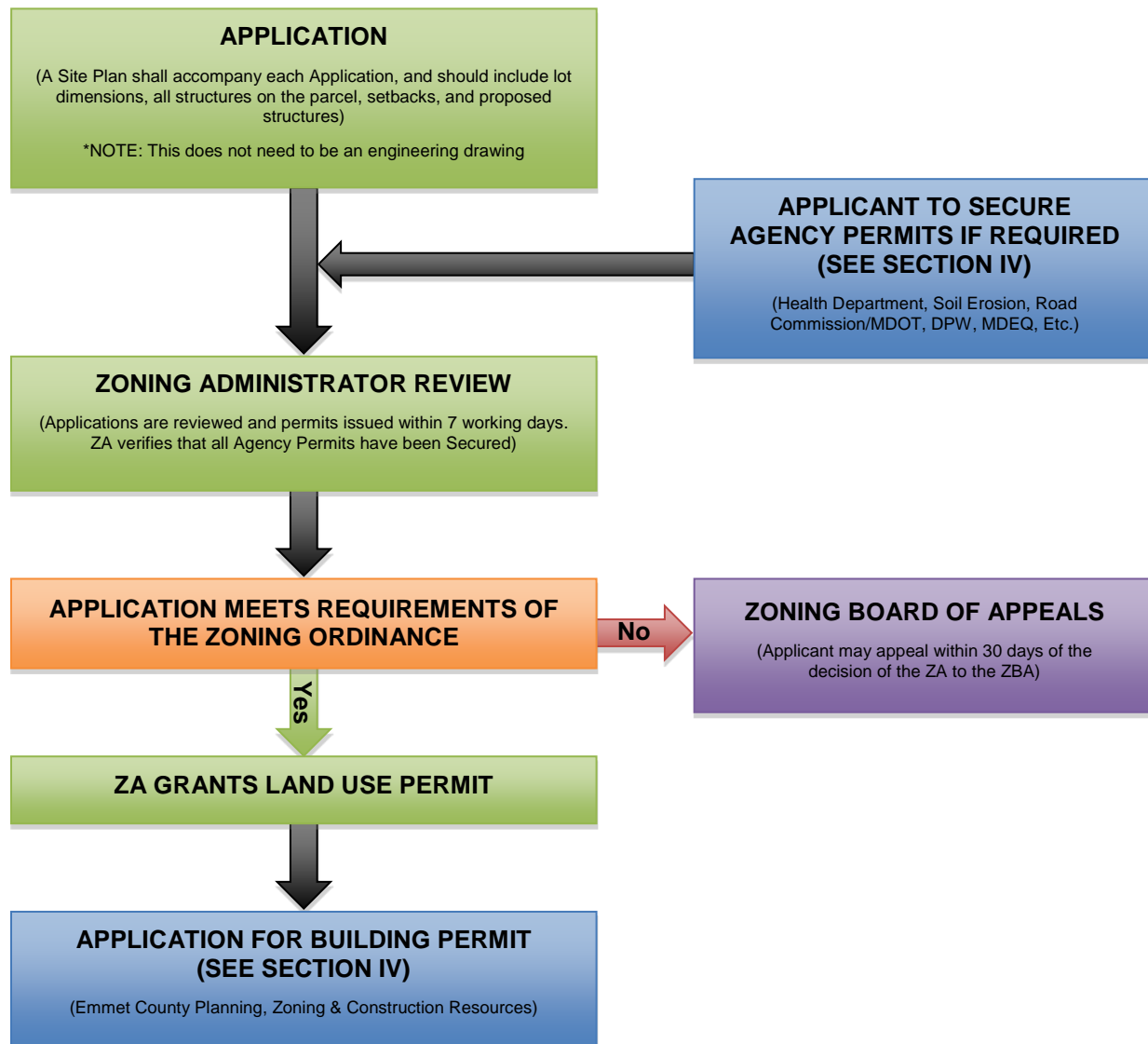
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Village of Pellston Map



Village of Pellston Land Use Permitting Process Flowchart

(For single family, duplexes and accessory structures permitted by right in the zoning ordinance)



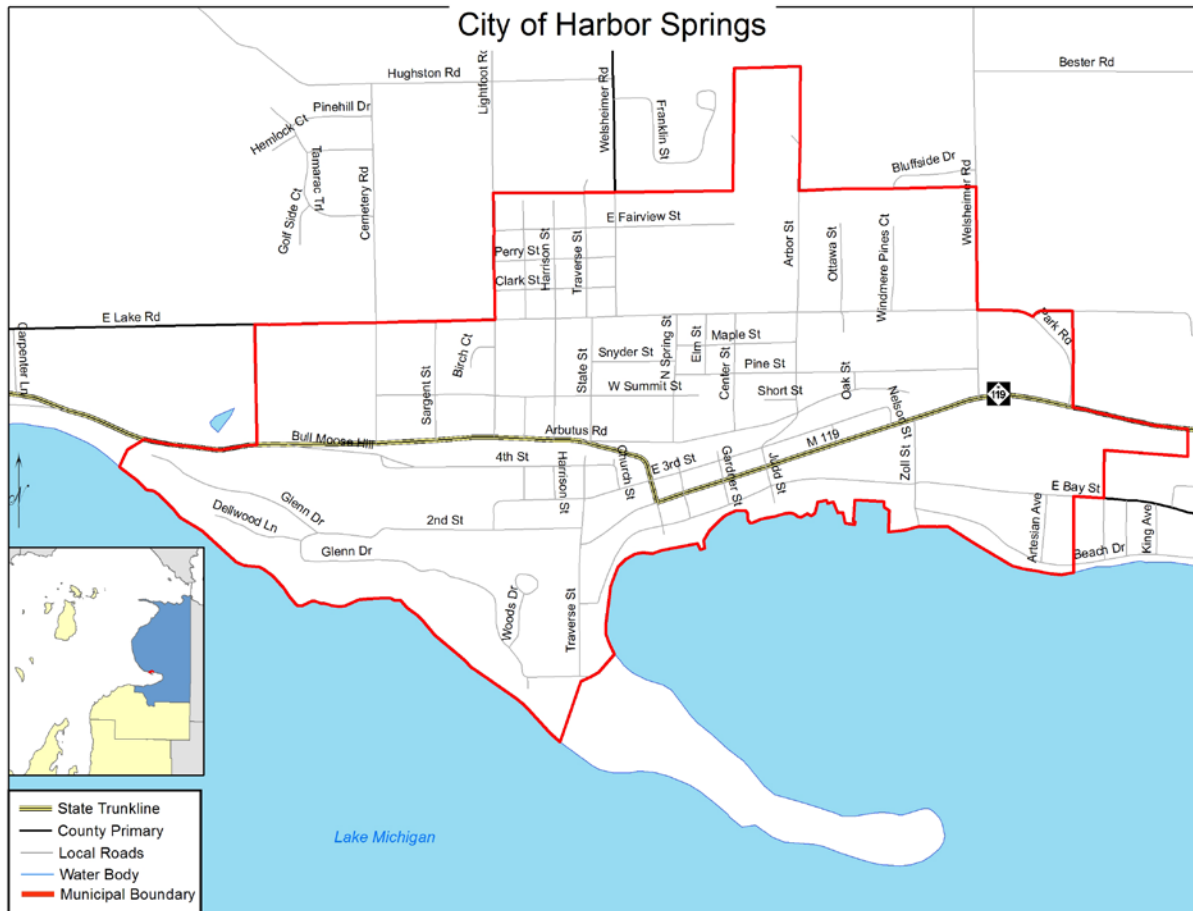
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City of Harbor Springs

City Office	160 Zoll Street P.O. Box 678 Harbor Springs, Michigan 49740 231.526.2104 phone
Website	www.cityofharborsprings.com/
City Manager	Tom Richards 231.526.2104 phone
Assessor/Zoning Administrator	Tim Grimm 819 Ottawa Street Harbor Springs, Michigan 49740 231.526.5370 phone 231.526.8140 fax harbortim@gmail.com
Documents	Zoning & Permits www.cityofharborsprings.com/zoning--permits-69/ Planning Commission Web Pages www.cityofharborsprings.com/planning-commission-33/

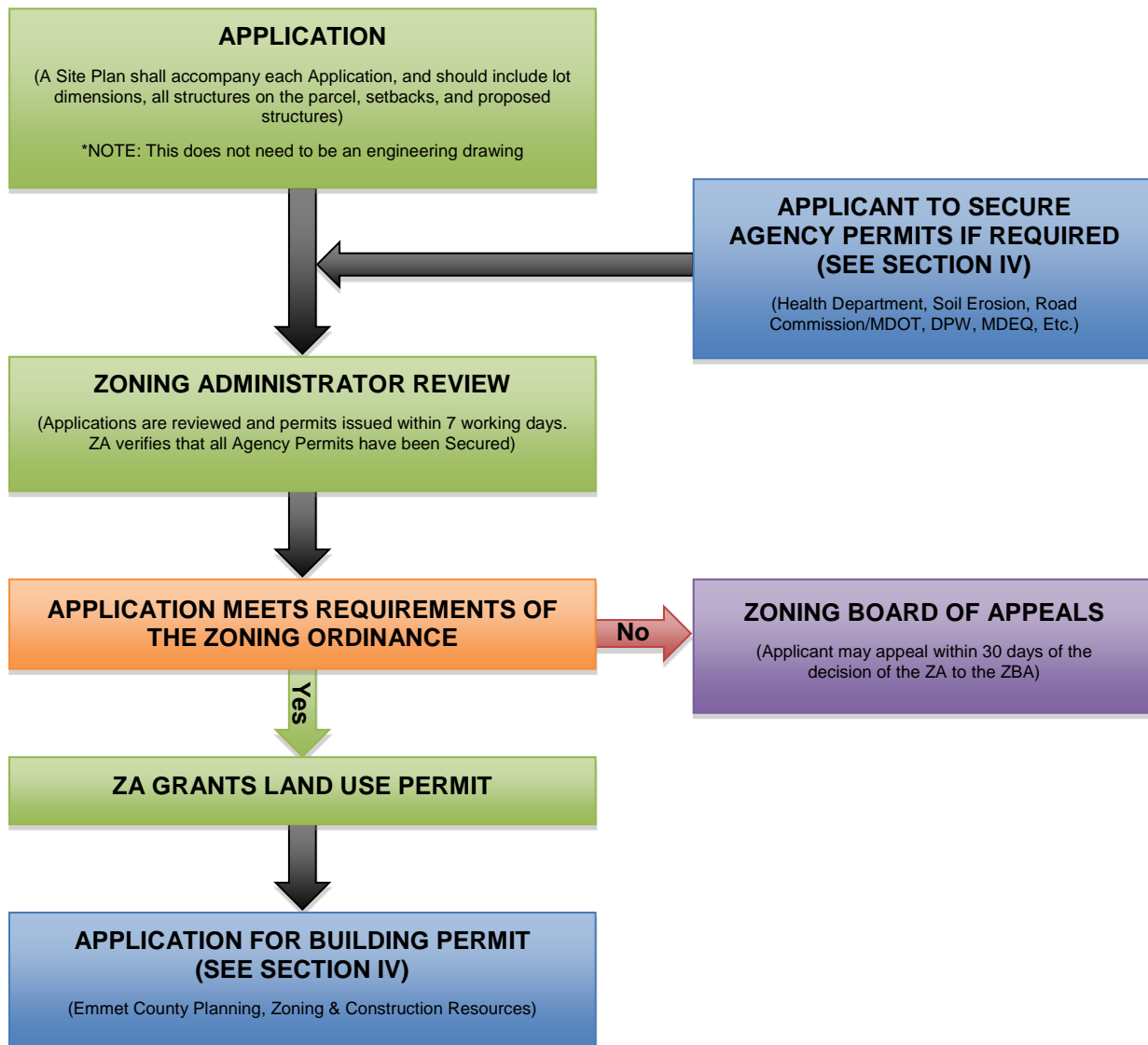
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City of Harbor Springs Map



City of Harbor Springs Land Use Permitting Process Flowchart

(For single family, duplexes and accessory structures permitted by right in the zoning ordinance)



*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.

City of Petoskey

City Office	101 E. Lake Street Petoskey, Michigan 49770 231.347.2500 phone 231.348.0350 fax
Website	www.petoskey.us
City Manager	Dan Ralley 231.347.2500 phone
City Planner	Amy Tweeten 231.347.2500 phone
City Assessor	John Gehres 101 E. Lake St. Petoskey, Michigan 49770 231.347.2500 phone 231.348.0350 fax jgehres@petoskey.us
Documents	Planning & Zoning Forms www.petoskey.us/documents/forms-a-permits/61-forms-a-permits

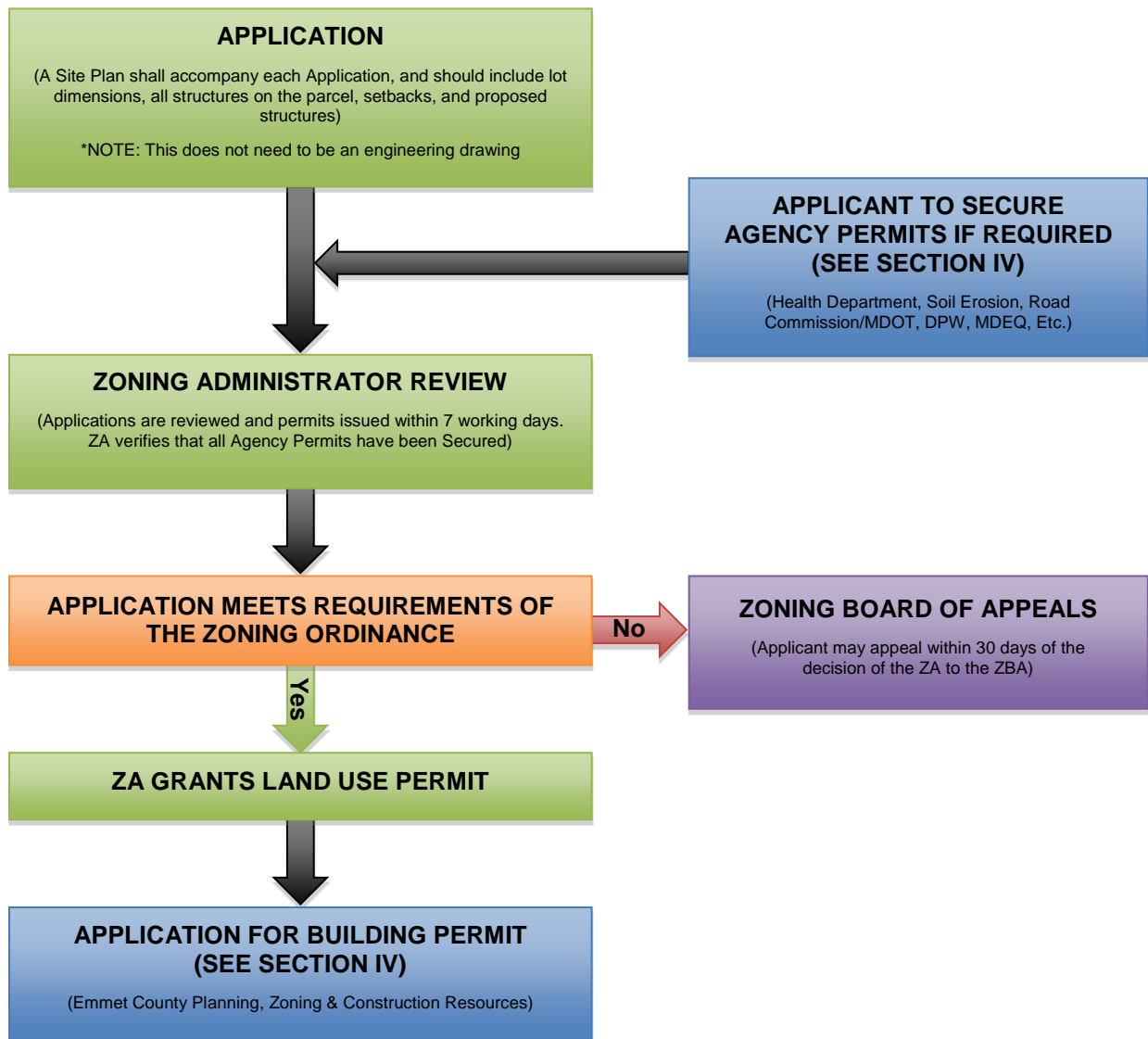
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City of Petoskey Map



City of Petoskey Land Use Permitting Process Flowchart

(For single family, duplexes and accessory structures permitted by right in the zoning ordinance)



*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.

SECTION IV – Emmet County Governmental Agencies

Emmet County Departments & Government Agencies

Website	www.emmetcounty.org
County Clerk	Gail A. Martin 200 Division, Suite 130 Petoskey, Michigan 49770 231.348.1744
County Treasurer	Marilyn May 200 Division, Suite 170 Petoskey, Michigan 49770 231.348.1715
Register of Deeds	Michele Stine 200 Division St., Suite 150 Petoskey, Michigan 49770 231.348.1761 phone 231.348.1773 fax registerofdeeds@emmetcounty.org Office Hours: Monday thru Friday 8:00 am - 5:00 pm www.emmetcounty.org/registerofdeeds
Equalization	Lynette Girard 200 Division, Suite 180 Petoskey, Michigan 49770 231.348.1708
GIS Mapping Dept.	Gary Appold 200 Division, Suite 182 Petoskey, Michigan 49770 231.348.0631
County Planning & Zoning Director	Tammy Doernenburg 3434 M-119, Suite E Harbor Springs, Michigan 49740 231.348.1735 phone 231.439.8933 fax PZCR@emmetcounty.org Office Hours: Monday thru Friday 8:00 am - 5:00 pm www.emmetcounty.org/pzcr/
Planning Commission Regular Meeting Date	First Thursday of each month – 7:30 p.m. Emmet County Building Commissioners Room 200 Division St. Petoskey, Michigan 49770

Emmet County Planning, Zoning & Construction Resources

Office	231.348.1735 phone 231.439.8933 fax
Office Hours	Monday – Friday, 8:00 am to 5:00 pm
Website	www.emmetcounty.org/pzcr/
On-Line Permit Applications:	www.emmetcounty.org/applications-and-forms-108
Planning & Zoning Director	Tammy Doernenburg
Building Official*	Martie VanBerlo
Soil Erosion, Critical Dune Officer & Assistant Planner	Nancy Salar On-line soil erosion permit application: www.emmetcounty.org/soil-erosion-232/
Administrative Assistant/ Permit Processor	Monica Linehan
Electrical, Mechanical & Plumbing Inspector	Roger Radcliffe
Mechanical, Plumbing Inspector	Keith Olsen
Plan Reviewers	Charles Partyka Sharon Wagar

- Bear Creek Township administers the building code, including electrical, mechanical and plumbing codes for their own township. Contact William Steffel – 231.347.3204. Emmet County inspects for all other jurisdictions for building and sub-trades, except on tribal trust properties and for public schools unless an agreement is in place between the school district and the County.

Emmet County Drain Commissioner

Office	231.529.6696 phone
Drain Commissioner	Arden Bawky

Health Department of Northwest Michigan

Office	3434 M-119, Suite B Harbor Springs, Michigan 49740 800.432.4121 phone 231.347.2861 fax
Website	www.nwhealth.org
Permit Information*	www.nwhealth.org/permitsandlicenses.html
Medical Director	Dr. Joshua Meyerson
Health Officer	Gerald M. Chase
Environmental Health Director	Scott Kendzierski

* For information on permits needed for such items as installing water wells, septic systems, serving food to the public, opening a public pool or spa, running a body art facility or public campground.

Friendship Centers of Emmet County – Council on Aging

Office	1322 Anderson Rd. Petoskey, Michigan 49770 231.347.3211 phone
Executive Director	Sue Engel
Web Site	www.emmetcoa.org
Note	The Friendship Center does not issue permits, but they can assist seniors interested in obtaining permits.

Emmet County Road Commission

Office	2265 E. Hathaway Rd. Harbor Springs, Michigan 49740 231.347.8142 phone 231.347.5787 fax
Office Hours	Monday – Thursdays 6:00 a.m. to 4:00 p.m.
Engineer/Manager	Brian Gutowski
Web Site	www.emmetcounty.org/roadcommission
Permit Information:	www.emmetcounty.org/permit-necessity-information--176/