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/

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.
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  
| 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

APPLICATION

(A Site Plan shall accompany each Application, and should include lot dimensions, all structures on the parcel, setbacks, and proposed structures)

*NOTE: This does not need to be an engineering drawing

APPLICANT TO SECURE AGENCY PERMITS IF REQUIRED

(SEE SECTION IV)

(Health Department, Soil Erosion, Road Commission/MDOT, DPW, MDEQ, Etc.)

ZONING ADMINISTRATOR REVIEW

(Applications are reviewed and permits issued within 7 working days. ZA verifies that all Agency Permits have been Secured)

APPLICATION MEETS REQUIREMENTS OF THE ZONING ORDINANCE

MAKE CHANGES TO PLANS & RESUBMIT TO ZONING ADMINISTRATOR

ZONING BOARD OF APPEALS

(Applicant may appeal within 30 days of the decision of the Zoning Administrator to the Zoning Board of Appeals)

ZA GRANTS LAND USE PERMIT

APPLICATION FOR BUILDING PERMIT

(SEE SECTION IV)

(County Construction Code Office)

*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 Condominium Subdivisions Review Flowchart

**PRE-APPLICATION CONFERENCE**
(A meeting with the ZA and/or the ZA and Planner. This meeting is not required, but is encouraged prior to making application for a Condominium Subdivision)

**APPLICATION**
(Application shall include 12 copies of the condominium subdivision plan, master deed and by-laws and preliminary engineering plans)

**DEVELOPER TO SEEK AGENCY APPROVALS & SUBMIT TO ZONING ADMINISTRATOR**
(See Section IV)
(Rural Fire, Health Department, Drain Commissioner, Road Commission/MDOT, MDEQ, Etc.)

**PRELIMINARY HEARING**
(PC meeting to assure completed site plan and compliance with Township Zoning Ordinance)

**MAKE CHANGES REQUIRED BY PLANNING COMMISSION & GT COUNTY AGENCIES**

**COMPLETED SITE PLAN, PERMIT APPLICATION, & AGENCY APPROVALS**

**PUBLIC HEARING**

**PLANNING COMMISSION RECOMMENDATION TO TOWNSHIP BOARD**
(Upon satisfactory completion of the project, the PC will recommend the project to the Township Board for Final Approval)

**TOWNSHIP BOARD APPROVAL**

**ZA GRANTS LAND USE PERMIT**

*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

**PRE-APPLICATION CONFERENCE**
(A meeting with the ZA and/or the ZA and Planner. This meeting is not required, but is encouraged prior to making application for Site Plan Review, SUP, or PUD.)

**APPLICATION**
(20 copies of an Application for Site Plan Review or 25 copies of an Application for a Special Use Permit shall be submitted. The application shall also be submitted in digital format, preferably PDF) [Rezoning requests are required to include CAD or GIS shapefiles for the proposed rezoning area]

**ZA APPLICATION REVIEW**
(Zoning Administrator will make a determination as to whether the application is complete and adequate to schedule the Preliminary Hearing of the Planning Commission)

**PRELIMINARY HEARING**
(PC meeting to assure complete site plan and SUP Application)

**PUBLIC HEARING**

**PLANNING COMMISSION RECOMMENDATION FOR APPROVAL**

**DEVELOPER TO SEEK STATE AGENCY APPROVALS WHEN APPLICABLE**
(MDOT, MDNRE)

**TOWNSHIP SUBMITS APPLICATION MATERIALS TO LOCAL AGENCIES FOR REVIEW (SEE SECTION IV)**
(Rural Fire, Health Department, Drain Commissioner, Road Commission, Etc.)

**DEVELOPER TO REVISE PROJECT AND SUBMIT FOR ADDITIONAL REVIEW**

**ADDITIONAL REVIEW & DELIBERATION**
Township staff and Planning Commission will review Developer’s revisions and deliberate at a future Planning Commission meeting)

**DEVELOPER REQUESTS APPLICATION REVIEW BY TOWNSHIP BOARD WITHOUT PC APPROVAL RECOMMENDATION**

**DEVELOPER MAY NOT RESUBMIT APPLICATION THAT IS SUBSTANTIALLY THE SAME FOR A PERIOD OF 1 YEAR**
(Substantially changed applications can be resubmitted sooner than the 1 year limitation)

**PLANNING COMMISSION RECOMMENDATION TO TOWNSHIP BOARD**
(Upon satisfactory completion of the project, the PC will recommend the Application to the Township Board for Final Approval)

**TOWNSHIP BOARD HEARING**

**TOWNSHIP BOARD APPROVAL**
(The Township Board may elect to send the Application back to the Planning Commission for additional review in addition to an approval or denial)

**ZA GRANTS LAND USE PERMIT**

**APPLICATION FOR BUILDING PERMIT (SEE SECTION IV)**
(Grand Traverse County Construction Code Office)
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_Ordinance/zoning_ordinance.html
Land Use Map:
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-
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](http://www.blairtownship.org/Planning-Zoning/APP_FOR_ADMIN_REV.pdf)
- Parcel Division Application
  [www.blairtownship.org/Planning-Zoning/Land_Division/land_division.html](http://www.blairtownship.org/Planning-Zoning/Land_Division/land_division.html)
- Fee Schedule
  [www.blairtownship.org/Planning-Zoning/2012_Fee_schedule_current.pdf](http://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.

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Blair Township Map
**Blair Township Land Use Permits Flowchart**

For Single Family, Duplexes, and Accessory Structures

**APPLICATION**
(A Site Plan shall accompany each Application, and should include lot dimensions, all structures on the parcel, setbacks, and proposed structures)

*NOTE: This does not need to be an engineering drawing*

**ZONING ADMINISTRATOR REVIEW**
(Applications are reviewed and permits issued within 7 working days. ZA verifies that all Agency Permits have been Secured)

**APPLICATION MEETS REQUIREMENTS OF THE ZONING ORDINANCE**

**ZA GRANTS LAND USE PERMIT**

**APPLICATION FOR BUILDING PERMIT (SEE SECTION IV)**
(Grand Traverse County Construction Code Office)

**APPLICANT TO SECURE AGENCY PERMITS IF REQUIRED (SEE SECTION IV)**
- Health Department if well & septic
- DPW if public water & sewer
- Road Commission Driveway Permit
- Soil Erosion Permit if Required

**ZONING BOARD OF APPEALS**
(Applicant may appeal within 30 days of the decision of the Zoning Administrator to the ZBA)

*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

APPLICATION
(A Site Plan shall accompany each Application, and should include lot dimensions, all structures on the parcel, setbacks, and proposed structures)
*NOTE: This does not need to be an engineering drawing

APPLICANT TO SECURE AGENCY PERMITS IF REQUIRED (SEE SECTION IV)
- Health Department if well & septic
- DPW if public water & sewer
- Township if Public Water
- Road Commission Driveway Permit
- Soil Erosion Permit if Required

ZONING ADMINISTRATOR REVIEW

APPLICATION MEETS REQUIREMENTS OF THE ZONING ORDINANCE

ZONING BOARD OF APPEALS
(Applicant may appeal within 30 days of the decision of the Zoning Administrator to the ZBA)

APPLY FOR LAND USE PERMIT TO THE ZONING ADMINISTRATOR

ZA GRANTS LAND USE PERMIT

APPLICATION FOR BUILDING PERMIT (SEE SECTION IV)
(Grand Traverse County Construction Code Office)

*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

PRE-APPLICATION CONFERENCE
(A meeting with the Zoning Administrator and/or the Zoning Administrator and Planner. This meeting is not required, but is encouraged prior to making application for a Condominium Subdivision)

APPLICATION
(Application shall include 11 copies of the condominium subdivision plan, master deed and by-laws and 10 copies of the preliminary engineering plans 30 days prior to the next Planning Commission Meeting)

SITE PLAN REVIEW
(Meeting with the Planning Commission)

COMPLETED SITE PLAN, PERMIT APPLICATION, AND AGENCY APPROVALS?

DEVELOPER TO PRESENT PLANS TO THE LAND DEVELOPMENT REVIEW COMMITTEE (SEE SECTION IV)

DEVELOPER TO SEEK AGENCY APPROVALS (SEE SECTION IV)
(Rural Fire, Health Department, Drain Commissioner, Road Commission/MDOT, MDEQ, Etc.)

APPLY FOR LAND USE PERMIT TO THE ZONING ADMINISTRATOR

ZA GRANTS LAND USE PERMIT

MAKE CHANGES REQUIRED BY PLANNING COMMISSION AND GTC AGENCIES

APPLICATION FOR BUILDING PERMIT (SEE SECTION IV)
(Grand Traverse County Construction Code Office)

*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

PRE-APPLICATION CONFERENCE
(A meeting with the ZA and/or the ZA and Planner. This meeting is not required, but is encouraged prior to making application for Site Plan Review, SUP, or PUD.)

APPLICATION
(12 copies of the Application shall be submitted 30 days prior to the next Planning Commission meeting to be placed on the agenda)

SITE PLAN & SPECIAL USE REVIEW PUBLIC HEARING WITH THE PLANNING COMMISSION

PLANNING COMMISSION APPROVAL?

SPECIAL USE?

PLANNING COMMISSION RECOMMENDATION OF SUP TO TOWNSHIP BOARD
(Upon satisfactory completion of the project, the PC will recommend the Application to the Township Board for Final Approval)

TOWNSHIP BOARD PUBLIC HEARING
(Applicant will need to submit 7 copies for the Township Board’s Use)

TOWNSHIP BOARD APPROVAL?

APPLY FOR & ZONING ADMINISTRATOR GRANTS LAND USE PERMIT

DEVELOPER TO PRESENT PLANS TO THE LAND DEVELOPMENT REVIEW COMMITTEE
(SEE SECTION IV)

DEVELOPER TO SEEK AGENCY APPROVALS
(SEE SECTION IV)
(Rural Fire, Health Department, Drain Commissioner, Road Commission/MDOT, MDEQ, Etc.)

MAKE CHANGES REQUIRED BY PLANNING COMMISSION & GTC AGENCIES

APPLY FOR & ZA GRANTS LAND USE PERMIT

TOWNSHIP BOARD APPROVAL?

APPLICATION FOR BUILDING PERMIT
(SEE SECTION IV)
(Grand Traverse County Construction Code Office)

DEVELOPER MAY NOT RESUBMIT APPLICATION FOR A PERIOD OF 1 YEAR
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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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.
East Bay Township Map
APPLICATION TO SECURE AGENCY PERMITS IF REQUIRED (SEE SECTION IV)
- Health Department if well & septic
- DPW if public water & sewer
- Road Commission Driveway Permit
- Soil Erosion Permit if Required

APPROVAL FROM SUBDIVISION ARCHITECTURAL CONTROL COMMITTEE
(See list to see if this step applies)

APPLICATION
(A Site Plan shall accompany each Application, and should include lot dimensions, all structures on the parcel, setbacks, and proposed structures)
*NOTE: This does not need to be an engineering drawing

ZONING ADMINISTRATOR REVIEW
(Applications are reviewed and Permits issued usually within 7 working days. ZA verifies that all Agency Permits have been Secured)

APPLICATION MEETS REQUIREMENTS OF THE ZONING ORDINANCE?
Yes
ZA GRANTS LAND USE PERMIT

APPLICATION FOR BUILDING PERMIT (SEE SECTION IV)
(Grand Traverse County Construction Code Office)

No
ZONING BOARD OF APPEALS
(Applicant may appeal within 30 days of the decision of the Zoning Administrator to the ZBA)

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

For Residential, Commercial and PUD Developments

PRE-APPLICATION CONFERENCE
(A meeting with the ZA and/or the ZA and Planner. This meeting is not required, but is encouraged prior to making application for Site Plan Review, SUP, or PUD.)

APPLICATION
(Application shall be submitted 30 days prior to the next PC meeting to be placed on the agenda)

DEVELOPER TO SEEK AGENCY APPROVALS
(SEE SECTION IV)
(Rural Fire, Health Department, Drain Commissioner, Road Commission/MDOT, MDEQ, Etc.)

COMPLETED SITE PLAN, PERMIT APPLICATION, AND AGENCY APPROVALS?

MAKE CHANGES REQUIRED BY PLANNING COMMISSION & GTC AGENCIES
(All Industrial Site Plan Reviews are conducted and approved/denied by staff.)

Yes

FINAL SITE PLAN REVIEW & PUBLIC HEARING

APPLICATION FOR BUILDING PERMIT
(SEE SECTION IV)
(Grand Traverse County Construction Code Office)

Special Land Use or PUD?

No

ZA GRANTS LAND USE PERMIT

Yes

PLANNING COMMISSION RECOMMENDATION OF SUP TO TOWNSHIP BOARD
(Upon satisfactory completion of the project, the PC will recommend the Application to the Township Board for Final Approval)

TOWNSHIP BOARD APPROVAL

ZONING ADMINISTRATOR GRANTS LAND USE PERMIT

*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
fitbdandzoning@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

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.

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.
Fife Lake Township Map
Fife Lake Township Land Use Permits Review Flowchart
For Single Family and Accessory Structures

APPLICATION
(A Site Plan shall accompany each Application, and should include lot dimensions, all structures on the parcel, setbacks, and proposed structures)
*NOTE: This does not need to be an engineering drawing

APPLICANT TO SECURE AGENCY PERMITS IF REQUIRED (SEE SECTION IV)
- Health Department if well & septic
- DPW if public water & sewer
- Road Commission Driveway Permit
- Soil Erosion Permit if Required

APPLICATION MEETS REQUIREMENTS OF THE ZONING ORDINANCE?

ZONING ADMINISTRATOR REVIEW
(Applications are reviewed and permits issued within 7 working days. Zoning Administrator A verifies that all Agency Permits have been Secured)

ZONING BOARD OF APPEALS
(Applicant may appeal within 30 days of the decision of the Zoning Administrator to the ZBA)

APPLICATION FOR BUILDING PERMIT (SEE SECTION IV)
(Grand Traverse County Construction Code Office)

*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

PRE-APPLICATION CONFERENCE
(A meeting with the Zoning Administrator and/or the Zoning Administrator and Planner. This meeting is not required, but is encouraged prior to making application for a Condominium Subdivision)

APPLICATION
(Application shall include 11 copies of the condominium subdivision plan, master deed and by-laws and 10 copies of the preliminary engineering plans 30 days prior to the next Planning Commission Meeting)

SITE PLAN REVIEW
(Meeting with the Planning Commission)

DEVELOPER TO PRESENT PLANS TO THE LAND DEVELOPMENT REVIEW COMMITTEE (SEE SECTION IV)

DEVELOPER TO SEEK AGENCY APPROVALS (SEE SECTION IV)
(Rural Fire, Health Department, Drain Commissioner, Road Commission/MDOT, MDEQ, Etc.)

Completed Site Plan, Permit Application, and Agency Approvals?

No

MAKE CHANGES REQUIRED BY PLANNING COMMISSION AND GTC AGENCIES

Yes

APPLY FOR LAND USE PERMIT TO THE ZONING ADMINISTRATOR

APPLICATION FOR BUILDING PERMIT (SEE SECTION IV)
(Grand Traverse County Construction Code Office)

ZA GRANTS LAND USE PERMIT

*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
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

APPLICATION (With Dimensioned Site Plan)

DEVELOPER TO SEEK AGENCY APPROVALS (SEE SECTION IV) (Health Department, Drain Commissioner, Road Commission/MDOT, DPW, MDEQ, Etc.)

MAKE CHANGES REQUIRED BY ZONING ADMINISTRATOR & GTC AGENCIES

COMPLETED SITE PLAN & AGENCY APPROVALS

MAKE CHANGES REQUIRED BY ZONING ADMINISTRATOR & GTC AGENCIES

GARFIELD TOWNSHIP BUILDING DEPARTMENT REVIEW (2 Complete sets of sealed Drawings, Site Plan, & Application for Plan Review)

APPLICATION TO G.T. COUNTY & FIRE DEPT. FOR CONSTRUCTION CODE PLAN REVIEW (SEE SECTION IV) (Electrical, Plumbing, Mechanical, & Health Plan Review)

GARFIELD TOWNSHIP BUILDING DEPARTMENT ISSUES BUILDING PERMIT

G.T. COUNTY CONSTRUCTION CODE & FIRE DEPARTMENT INSPECTIONS (SEE SECTION IV) (Electrical, Plumbing, Mechanical, & Health Plan Review)

GARFIELD TOWNSHIP BUILDING DEPARTMENT PERFORMS BUILDING INSPECTION

GARFIELD TOWNSHIP BUILDING DEPARTMENT ISSUES CERTIFICATE OF OCCUPANCY TO APPLICANT

ZA Grants Land Use Permit (ZA uses Building Department Plans to complete review)

APPLICATION TO GARFIELD TOWNSHIP BUILDING DEPARTMENT

MAKE CHANGES REQUIRED BY GARFIELD TOWNSHIP BUILDING DEPARTMENT

COMPLETED BUILDING PERMIT APPLICATION

GARFIELD TOWNSHIP BUILDING DEPARTMENT ISSUES BUILDING PERMIT

GARFIELD TOWNSHIP BUILDING DEPARTMENT PERFORMS BUILDING INSPECTION

ZONING ADMINISTRATOR PERFORMS ZONING INSPECTION
Garfield Township Land Use & Building Permits Flowchart
For Residential Buildings

APPLICATION
(With Dimensioned Site Plan)

DEVELOPER TO SEEK AGENCY PERMITS (SEE SECTION IV)
(Health Department, Drain Commissioner, Road Commission/MDOT, DPW, MDEQ, Etc.)

COMPLETED SITE PLAN & AGENCY APPROVALS

MAKE CHANGES REQUIRED BY ZONING ADMINISTRATOR & GTC AGENCIES

GARFIELD TOWNSHIP BUILDING DEPARTMENT REVIEW
(2 Complete sets of sealed Drawings, Site Plan, & Application for Plan Review)

ZA GRANTS LAND USE PERMIT
(ZA uses Building Department Plans to complete review)

GARFIELD TOWNSHIP BUILDING DEPARTMENT ISSUES BUILDING PERMIT

G.T. COUNTY CONSTRUCTION CODE INSPECTIONS (SEE SECTION IV)
(Electrical, Plumbing, Mechanical, & Health Plan Review)

GARFIELD TOWNSHIP BUILDING DEPARTMENT PERFORMS BUILDING INSPECTION

MAKE CHANGES REQUIRED BY GARFIELD TOWNSHIP BUILDING DEPARTMENT

GARFIELD TOWNSHIP BUILDING DEPARTMENT PERFORMS FINAL BUILDING INSPECTION

GARFIELD TOWNSHIP BUILDING DEPARTMENT ISSUES CERTIFICATE OF OCCUPANCY TO APPLICANT

APPLICATION TO G.T. COUNTY & FOR CONSTRUCTION CODE PLAN REVIEW (SEE SECTION IV)
(Electrical, Plumbing, Mechanical, & Health Plan Review)
Garfield Township Special Land Use Permits & Planned Unit Developments Flowchart

DEVELOPER TO SEEK AGENCY APPROVALS
(SEE SECTION IV)
(Rural Fire, Health Department, Drain Commissioner, Road Commission/MDOT, MDEQ, Etc.)

SUBMISSION ADEQUACY REVIEW
(Applicant shall submit all relevant materials for a Permit Application prior to the actual application for the Permit. Township staff shall review and comment within 5 working days on the adequacy of the submission)

ADEQUATE PERMIT APPLICATION PACKAGE?
Yes

PERMIT APPLICATION
(12 sets of documents shall be submitted and received 14 days prior to the meeting date that the matter will be on the PC agenda.)

INTRODUCTION OF SUP OR PUD
(The introduction of the application will occur at a regular meeting of the PC, which is held on the second Wednesday of each month.)

PLANNING COMMISSION DETERMINES WHETHER APPLICATION IS ADEQUATE FOR PUBLIC HEARING?
Yes

PLANNING COMMISSION PUBLIC HEARING

PLANNING COMMISSION PROJECT APPROVAL?
Yes

SPECIAL USE PERMIT

PLANNED UNIT DEVELOPMENT

TOWNSHIP BOARD PUBLIC HEARING

APPLICATION FOR BUILDING PERMIT
(Garfield Township Building Department)

TOWNSHIP BOARD PROJECT APPROVAL?
Yes

PUD ORDER FILED AT THE GRAND TRAVERSE COUNTY REGISTER OF DEEDS

MAKE CHANGES REQUIRED BY PLANNING DEPARTMENT UNTIL ADEQUATE APPLICATION IS RECEIVED

ADDITIONAL MEETINGS WITH THE PC UNTIL ALL CONDITIONS HAVE BEEN MET

MAKE CHANGES REQUIRED BY PLANNING COMMISSION UNTIL ADEQUATE APPLICATION IS RECEIVED

ZONING ADMINISTRATOR ISSUES LAND USE PERMIT
Grant Township

Township Office 8986 Davis Road
Buckley, Michigan 49620
231.263.7168 phone

Office Hours By appointment only

Website N/A

Supervisor & Douglas Moyer
Zoning Administrator 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
Master Plan
www.greenlaketownship.org/Master_Plan_Draft_6-2010.pdf
Interlochen Development District Conceptual Enhancement Plan
Land Use Application
www.greenlaketownship.org/Land_Use_Permit_Application.pdf
Land Division Application
The Village of Interlochen Gateway Master Plan

(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
Yes

APPLICATION MEETS REQUIREMENTS OF THE ZONING ORDINANCE?

ZA GRANTS LAND USE PERMIT

APPLICATION FOR BUILDING PERMIT (SEE SECTION IV)
(County Construction Code Office)

ZONING BOARD OF APPEALS
(Applicant may appeal within 30 days of the decision of the Zoning Administrator to the Zoning Board of Appeals)

MAKE CHANGES TO PLANS & RESUBMIT TO ZONING ADMINISTRATOR

APPLICANT TO SECURE AGENCY PERMITS IF REQUIRED (SEE SECTION IV)
(Health Department, Soil Erosion, Road Commission/MDOT, DPW, MDEQ, Etc.)

APPLICATION REVIEW
(Applications are reviewed and permits issued within 7 working days. Zoning Administrator verifies that all Agency Permits have been Secured)

APPLICATION
(A Site Plan shall accompany each Application, and should include lot dimensions, all structures on the parcel, setbacks, and proposed structures)
*NOTE: This does not need to be an engineering drawing

No

APPLICATION MEETS REQUIREMENTS OF THE ZONING ORDINANCE?

No

APPLICATION MEETS REQUIREMENTS OF THE ZONING ORDINANCE?

MAKE CHANGES TO PLANS & RESUBMIT TO ZONING ADMINISTRATOR

ZONING BOARD OF APPEALS
(Applicant may appeal within 30 days of the decision of the Zoning Administrator to the Zoning Board of Appeals)

APPLICATION FOR BUILDING PERMIT (SEE SECTION IV)
(County Construction Code Office)

ZA GRANTS LAND USE PERMIT

APPLICATION REVIEW
(Applications are reviewed and permits issued within 7 working days. Zoning Administrator verifies that all Agency Permits have been Secured)

APPLICATION
(A Site Plan shall accompany each Application, and should include lot dimensions, all structures on the parcel, setbacks, and proposed structures)
*NOTE: This does not need to be an engineering drawing

*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

PRE-APPLICATION CONFERENCE
(A meeting with the Zoning Administrator and/or the Zoning Administrator and Planner. This meeting is not required, but is encouraged prior to making application for a Condominium Subdivision)

APPLICATION
(Application shall include 12 copies of the condominium subdivision plan, master deed and by-laws, and preliminary engineering plans)

PRELIMINARY HEARING
(Planning Commission meeting to assure completed site plan and compliance with Township Zoning Ordinance)

DEVELOPER TO SEEK AGENCY APPROVALS
(SEE SECTION IV)
(Rural Fire, Health Department, Drain Commissioner, Road Commission/MDOT, MDEQ, Etc.)

COMPLETED SITE PLAN, PERMIT APPLICATION, AND AGENCY APPROVALS?

MAKE CHANGES REQUIRED BY PLANNING COMMISSION AND GTC AGENCIES

PLANNING COMMISSION PUBLIC HEARING

DEVELOPER TO REVISE PROJECT REQUIRED BY PLANNING COMMISSION

PLANNING COMMISSION APPROVAL?

APPLY FOR LAND USE PERMIT

ZA GRANTS LAND USE PERMIT

*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 Special Land Use Permits & Planned Unit Developments Flowchart

For Residential and Commercial Projects

**PRE-APPLICATION CONFERENCE**
(A meeting with the Zoning Administrator and/or the Zoning Administrator and Planner. This meeting is not required, but is encouraged prior to making application for Site Plan Review, SUP, or PUD)

**APPLICATION**
(12 copies of the Application shall be submitted 30 days prior to the next Planning Commission meeting to be placed on the agenda)

**COMPLETED SITE PLAN, PERMIT APPLICATION, AND AGENCY APPROvals?**

- **Yes**
  - **APPLICATION**
  - **ZA GRANTS LAND USE PERMIT**

- **No**
  - **MAKE CHANGES REQUIRED BY ZONING ADMINISTRATOR AND GTC AGENCIES**
  - **DEVELOPER TO REVISE PROJECT REQUIRED BY PLANNING COMMISSION**
  - **DEVELOPER TO SEEK AGENCY APPROVALs (SEE SECTION IV)**
    - (Rural Fire, Health Department, Drain Commissioner, Road Commission/MDOT, MDEQ, Etc.)

**PLANNING COMMISSION PUBLIC HEARING**

**PLANNING COMMISSION APPROVAL?**

- **Yes**
  - **APPLY FOR LAND USE PERMIT**
  - **APPLICATION FOR BUILDING PERMIT (SEE SECTION IV)**
    - (Grand Traverse County Construction Code Office)

- **No**
  - **MAKE CHANGES REQUIRED BY ZONING ADMINISTRATOR AND GTC AGENCIES**
  - **DEVELOPER TO REVISE PROJECT REQUIRED BY PLANNING COMMISSION**
  - **DEVELOPER TO SEEK AGENCY APPROVALs (SEE SECTION IV)**
    - (Rural Fire, Health Department, Drain Commissioner, Road Commission/MDOT, MDEQ, Etc.)

*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.*
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
Land Use Application
Land Division Ordinance
Site Plan Application
www.longlaketownship.com/planning/February%202011/spr-app.pdf

(continued)
Long Lake Township (continued)

Documents

- Private Road Ordinance
- Private Road Permit Application

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Long Lake Township Map

Legend
- State Thoroughfare
- County Roads
- Other Roads
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

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.
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
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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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.
Paradise Township Map
Paradise Township Land Use Permits Review Flowchart
For Single Family and Accessory Structures

APPLICATION
(A Site Plan shall accompany each Application, and should include lot dimensions, all structures on the parcel, setbacks, and proposed structures)
*NOTE: This does not need to be an engineering drawing

ZONING ADMINISTRATOR REVIEW
(Applications are reviewed and permits issued within 7 working days. Zoning Administrator verifies that all Agency Permits have been Secured)

APPLICATION MEETS REQUIREMENTS OF THE ZONING ORDINANCE?

ZA GRANTS LAND USE PERMIT

APPLICATION FOR BUILDING PERMIT (SEE SECTION IV)
(County Construction Code Office)

APPLICANT TO SECURE AGENCY PERMITS IF REQUIRED (SEE SECTION IV)
(Health Department, Soil Erosion, Road Commission/MDOT, DPW, MDEQ, Etc.)

MAKE CHANGES TO PLANS & RESUBMIT TO ZONING ADMINISTRATOR

ZONING BOARD OF APPEALS
(Applicant may appeal within 30 days of the decision of the Zoning Administrator to the Zoning Board of Appeals)

*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

**APPLICATION**
(A Site Plan shall accompany each Application, and should include lot dimensions, all structures on the parcel, setbacks, and proposed structures)

*NOTE: This does not need to be an engineering drawing*

**APPLICATION MEETS REQUIREMENTS OF THE ZONING ORDINANCE**

**APPLY FOR LAND USE PERMIT TO THE ZONING ADMINISTRATOR**

**ZA GRANTS LAND USE PERMIT**

**APPLICATION FOR BUILDING PERMIT**
(See Section IV)
(Grand Traverse County Construction Code Office)

**APPLICANT TO SECURE AGENCY PERMITS IF REQUIRED**
(See Section IV)
- Health Department if well & septic
- DPW if public water & sewer
- Road Commission Driveway Permit
- Soil Erosion Permit if Required

**ZONING BOARD OF APPEALS**
(Applicant may appeal within 30 days of the decision of the Zoning Administrator to the ZBA)

*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**

1. **PRE-APPLICATION CONFERENCE**
   (A meeting with the Zoning Administrator and/or the Zoning Administrator and Planner. This meeting is not required, but is encouraged prior to making application for a Condominium Subdivision)

2. **APPLICATION**
   (Application shall include 11 copies of the condominium subdivision plan, master deed and by-laws and 10 copies of the preliminary engineering plans 30 days prior to the next Planning Commission Meeting)

3. **SITE PLAN REVIEW**
   (Meeting with the Planning Commission)

4. **COMPLETED SITE PLAN, PERMIT APPLICATION, AND AGENCY APPROVALS?**
   - **YES**
     - **APPLY FOR LAND USE PERMIT TO THE ZONING ADMINISTRATOR**
   - **NO**
     - **MAKE CHANGES REQUIRED BY PLANNING COMMISSION AND GTC AGENCIES**

5. **DEVELOPER TO PRESENT PLANS TO THE LAND DEVELOPMENT REVIEW COMMITTEE**
   (SEE SECTION IV)

6. **DEVELOPER TO SEEK AGENCY APPROVALS**
   (SEE SECTION IV)
   (Rural Fire, Health Department, Drain Commissioner, Road Commission/MDOT, MDEQ, Etc.)

7. **APPLICATION FOR BUILDING PERMIT**
   (SEE SECTION IV)
   (Grand Traverse County Construction Code Office)

*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

**PRE-APPLICATION CONFERENCE**
(A meeting with the Zoning Administrator and/or the Zoning Administrator and Planner. This meeting is not required, but is encouraged prior to making application for a Condominium Subdivision)

**APPLICATION**
(Application shall include 12 copies of the condominium subdivision plan, master deed and by-laws, and preliminary engineering plans)

**PRELIMINARY HEARING**
(Planning Commission meeting to assure completed site plan and compliance with Township Zoning Ordinance)

**DEVELOPER TO PRESENT PLANS TO THE LAND DEVELOPMENT REVIEW COMMITTEE (SEE SECTION IV)**

**DEVELOPER TO SEEK AGENCY APPROVALS (SEE SECTION IV)**
(Rural Fire, Health Department, Drain Commissioner, Road Commission/MDOT, MDEQ, Etc.)

**COMPLETE SITE PLAN, PERMIT APPLICATION, AND AGENCY APPROVALS?**

**MAKE CHANGES REQUIRED BY PLANNING COMMISSION AND GTC AGENCIES**

**YES**

**PLANNING COMMISSION PUBLIC HEARING**

**PLANNING COMMISSION RECOMMENDATION TO TOWNSHIP BOARD**
(Upon satisfactory completion of the project, the PC will recommend the project to the Township Board for Final Approval)

**TOWNSHIP BOARD APPROVAL**

**APPLY FOR LAND USE PERMIT & ZONING ADMINISTRATOR GRANTS LAND USE PERMIT**
**Paradise Township Special Land Use Permits & PUD Flowchart**

For Residential and Commercial Projects

**PRE-APPLICATION CONFERENCE**
(A meeting with the ZA and/or the ZA and Planner. This meeting is not required, but is encouraged prior to making application for Site Plan Review, SUP, or PUD.)

**APPLICATION**
(12 copies of the Application shall be submitted 30 days prior to the next Planning Commission meeting to be placed on the agenda)

**DEVELOPER TO PRESENT PUD PLANS TO THE LAND DEVELOPMENT REVIEW COMMITTEE (SEE SECTION IV)**

**DEVELOPER TO SEEK AGENCY APPROVALS & SUBMIT TO ZA (SEE SECTION IV)**
(Rural Fire, Health Department, Drain Commissioner, Road Commission/MDOT, MDEQ, Etc.)

**COMPLETED SITE PLAN, PERMIT APPLICATION, AND AGENCY APPROVALS?**

**No**

**MAKE CHANGES REQUIRED BY PLANNING COMMISSION & GTC AGENCIES**

**Yes**

**PLANNING COMMISSION PUBLIC HEARING**

**PLANNING COMMISSION RECOMMENDATION FOR APPROVAL?**

**No**

**MAKE CHANGES REQUIRED BY PLANNING COMMISSION & GTC AGENCIES**

**Yes**

**PLANNING COMMISSION RECOMMENDATION TO TOWNSHIP BOARD**
(Upon satisfactory completion of the project, the PC will recommend the Application to the Township Board for Final Approval)

**TOWNSHIP BOARD HEARING**

**TOWNSHIP BOARD APPROVAL?**

**No**

**DEVELOPER MAY NOT RESUBMIT APPLICATION FOR A PERIOD OF 1 YEAR**

**Yes**

**APPLY FOR & ZONING ADMINISTRATOR GRANTS LAND USE PERMIT**

**APPLICATION FOR BUILDING PERMIT (SEE SECTION IV)**
(Grand Traverse County Construction Code Office)
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**
- Land Use Permit Applications and Other Forms: [www.peninsulatownship.com/blankforms.php](http://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.

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.
Peninsula Township Map
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 &  Charles Erickson
Zoning Administrator  231.564.2200 phone

Notes: Please contact the Zoning Administrator for all Projects and 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.
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](http://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](http://www.whitewatertownship.org/whtwater_twp6266.asp)  
Zoning Map  
[www.whitewatertownship.org/whtwater_twp4661.asp](http://www.whitewatertownship.org/whtwater_twp4661.asp)  
Master Plan (current)  
[www.whitewatertownship.org/whtwater_twp0439.asp](http://www.whitewatertownship.org/whtwater_twp0439.asp)  
Draft Master Plan  
[www.whitewatertownship.org/whtwater_twp6535.asp](http://www.whitewatertownship.org/whtwater_twp6535.asp)  
Permit Applications  
[www.whitewatertownship.org/whtwater_twp9848.asp](http://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.

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.
Whitewater Township Map
**Whitewater Township Land Use Permits Review Flowchart**

For Single Family, Duplexes, and Accessory Structures

**APPLICATION**

(A Site Plan shall accompany each Application, and should include lot dimensions, all structures on the parcel, setbacks, and proposed structures)

*N NOTE: This does not need to be an engineering drawing

**ZONING ADMINISTRATOR REVIEW**

(Applications are reviewed within 24-48 hours. Zoning Administrator verifies that all Agency Permits have been Secured)

**APPLICATION MEETS REQUIREMENTS OF THE ZONING ORDINANCE**

Yes

**ZA GRANTS LAND USE PERMIT**

**APPLICATION FOR BUILDING PERMIT (SEE SECTION IV)**

(Grand Traverse County Construction Code Office)

**APPLICANT TO SECURE AGENCY PERMITS IF REQUIRED (SEE SECTION IV)**

(Health Department, Soil Erosion, Road Commission/MDOT, MDEQ, Etc.)

**ZONING BOARD OF APPEALS**

(Applicant may appeal within 30 days of the decision of the Zoning Administrator to the ZBA)

*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

**PRE-APPLICATION CONFERENCE**
Either a meeting with the Zoning Administrator and a few members of the Planning Commission or at an initial PC meeting.

**APPLICATION**
(Application shall be submitted 30 days prior to the PC meeting to be placed on the agenda)

**DEVELOPER TO SEEK AGENCY APPROVALS (SEE SECTION IV)**
(Rural Fire, Health Department, Drain Commissioner, Road Commission/MDOT, MDEQ, Etc.)

**PRELIMINARY SITE PLAN HEARING**
(Planning Commission meeting to assure completed site plan and compliance with Township Zoning Ordinance)

**COMPLETED SITE PLAN, PERMIT APPLICATION, AND AGENCY APPROVALS?**

**MAKE CHANGES REQUIRED BY PLANNING COMMISSION AND GTC AGENCIES**

**FINAL SITE PLAN REVIEW & PUBLIC HEARING**
(Application shall be submitted 30 days prior to the PC meeting to be placed on the agenda)

**ZA GRANTS LAND USE PERMIT**

**PLANNING COMMISSION RECOMMENDATION TO TOWNSHIP BOARD**
(Upon satisfactory completion of the project, the PC will recommend the project to the Township Board for Final Approval)

**CONSTRUCTION OF PROJECT / DEVELOPMENT**
(Roads, infrastructure, parking lots, buildings, etc.)

**TOWNSHIP BOARD APPROVAL**

**APPLICATION FOR BUILDING PERMIT (SEE SECTION IV)**
(Grand Traverse County Construction Code Office)
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

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.
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/kingsleymichigan
codeofordinances?f=templates$fn=default.htm$3.0$vid=amlegal:kingsley_mi
Master Plan
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

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 Soyring, AICP
231.922.4465 phone
rsoyring@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

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

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.
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](http://www.co.grand-traverse.mi.us/departments/Soil_Erosion_-_Sedimentation_Control.htm)

Soil Erosion Ordinance

Soil Erosion Permit Application

Soil Erosion Affidavit For Permit Waiver
**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  
Tf Flynn@gtmetrofire.org

**Assistant Chief & Fire Marshal**
Brian Belcher  
231.947.3000 (ext. 1232) phone  
Bbelcher@gtmetrofire.org

**Applications & Forms**
Building Plan Review Application  
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

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
gtcrc@gtcrc.org

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

Website
http://www.gtcrc.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.gtcrc.org/Assets/Departments/Road+Commission/Weight+Restrictions/
Driveway+Application+712.pdf

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

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

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

Development Standards
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