

Guide to Permitting and Zoning

Leelanau County



2012



Created and Produced by:
Northwest Michigan Council of Governments and **Traverse Bay Economic Development Corporation**
with input from the
Leelanau County Planning Commission

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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 Leelanau 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 (<http://www.nwm.org/rpstaff.asp>).

Related Links:

New Designs for Growth

<http://www.newdesignsforgrowth.com/>

Northwest Michigan council of Governments

<http://www.nwm.org/>

New Designs for Growth Development Guidebook

<http://www.newdesignsforgrowth.com/pages/guidebook/introduction/>

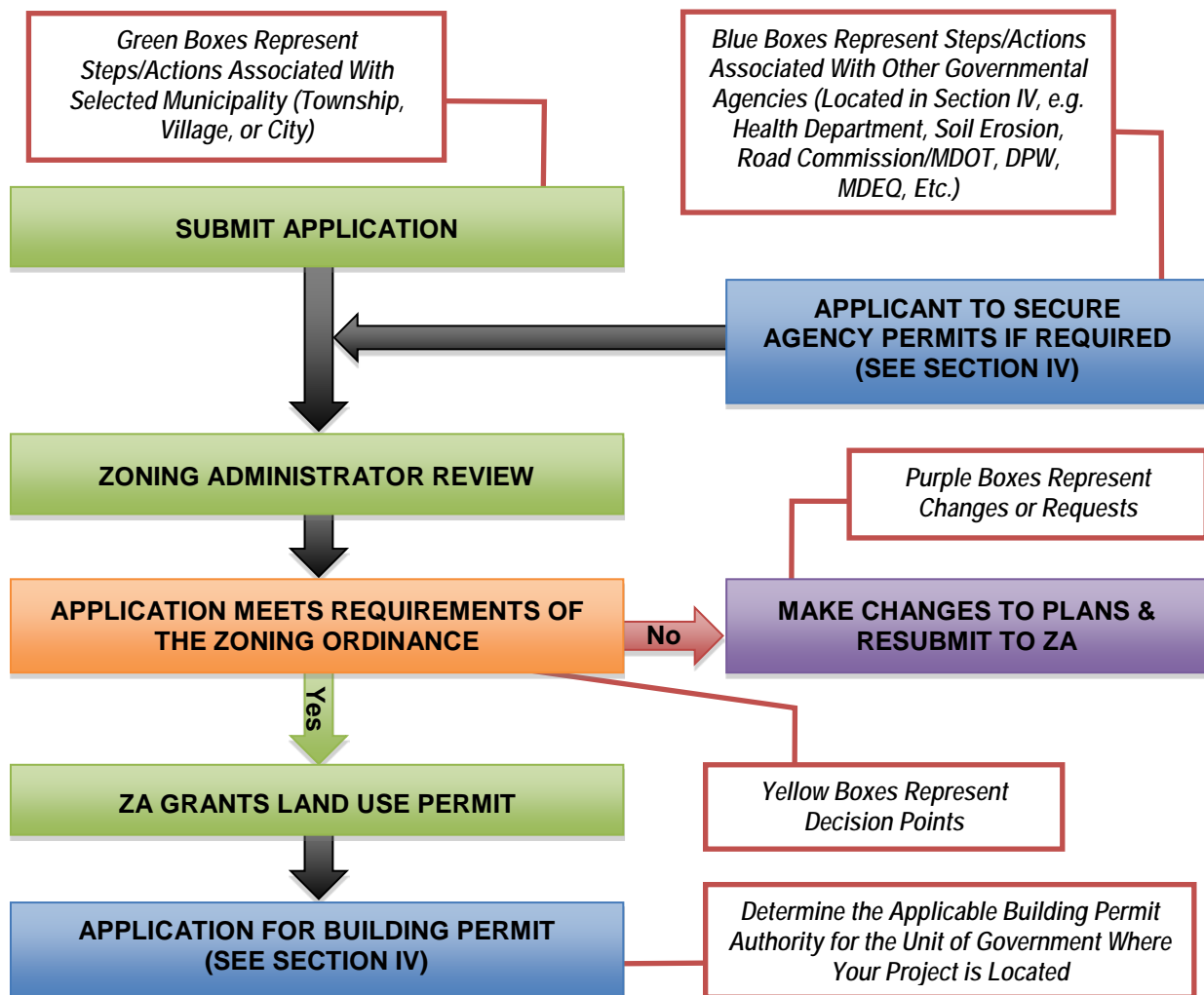
New Designs for Growth – A Citizen’s Guide to Planning & Zoning in Northwest Michigan

www.nwm.org/citizensguide-planning

How to Use This Guide

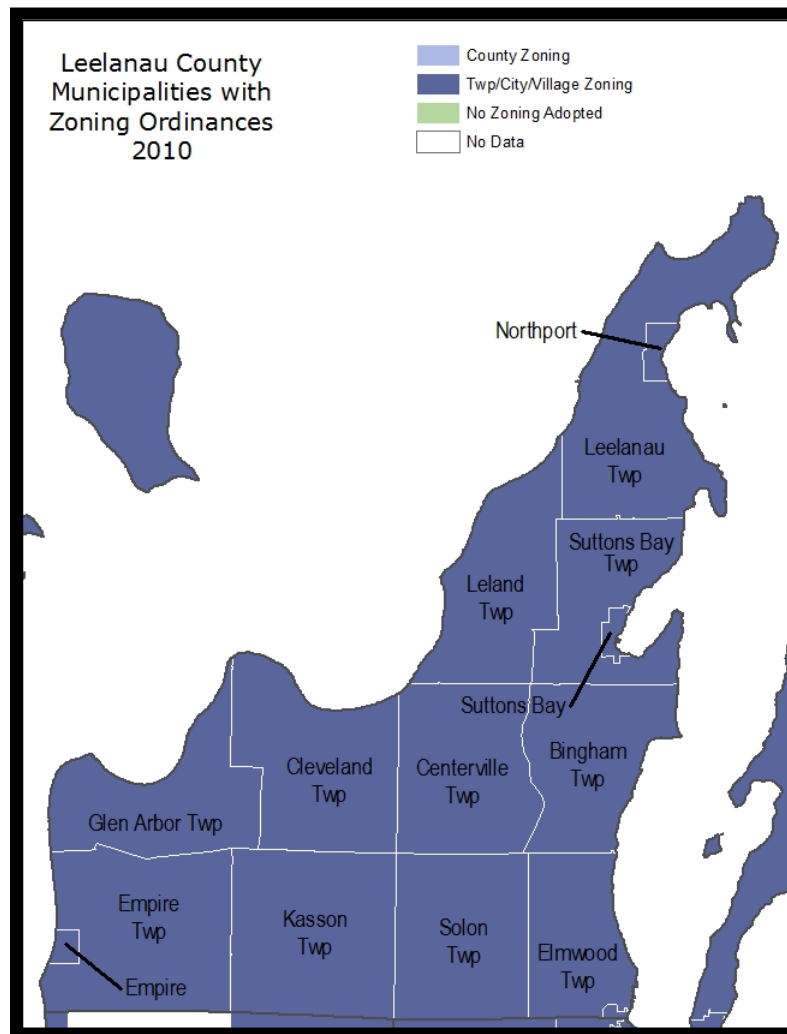
Flowchart Legend

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.

Leelanau County Governmental Units



As you can see from the zoning map shown above, there are 3 incorporated villages and 11 townships that are zoned in Leelanau County. County, village and township websites containing government contacts, zoning ordinances, master plans and more can be found at:

<http://www.newdesignsforgrowth.com/pages/smartgrowthresources/northwestlowermichiganmunicipalplanningresources/>.

Leelanau County Special Information

The Leelanau General Plan

The Leelanau General Plan (<http://www.leelanau.cc/generalplan.asp>) is intended to serve as the foundation for planning on the Peninsula. Developed with support and guidance from many citizens and all local governments in the County, the Plan sets forth a vision of balanced growth to protect and enhance the County's high quality of life. To attain that vision, the Plan provides a policy framework that is founded on coordination between the County's governments and citizens.

The Leelanau General Plan is a complex document. A great deal of background information, policy guidelines, and recommendations are provided to assist citizens and governments in research and decision making. However, the basic premise of the Plan is captured in the principal goal:

It is the principal goal of the Leelanau General Plan to establish a strategy for guiding growth that protects and, where possible, enhances the unique character of life on the peninsula. To that end, the General Plan focuses on balancing environmental protection, resource management, and economic development so as to provide a foundation for a suitable economy that permits long term prosperity for all present and future Leelanau County residents. The balance so achieved should not sacrifice environmental quality when reasonable and prudent development alternatives exist. This plan recognizes that a healthy economy depends on a healthy environment. Achievement of this goal means protecting the integrity of the land base for use by present generations without unnecessarily compromising the options of future generations.

The General Plan was first adopted in 1995. Updates were approved by the Leelanau County Planning Commission in 2000 and 2005.

(Source: Leelanau General Plan, updated 6/18/2008, <http://www.leelanau.cc/generalplan.asp>)

(continued)

Leelanau County Special Information (continued)

Leelanau County Brownfield Redevelopment Authority

Brownfields are abandoned, idle, or under-used industrial and commercial properties, often in urban areas, where expansion or redevelopment is hindered or complicated by real or perceived environmental conditions. Many areas across the country that were once used for industrial and commercial purposes have been abandoned or are underused for their location - some are also contaminated. Brownfield problems are not limited to large cities with long histories of heavy industry and large-scale manufacturing activity. Small towns and villages in Michigan also have properties suspected of contamination, or old buildings which have become eyesores in need of demolition. Brownfields present challenges to potential developers, whether contamination is discovered or suspected.

The Leelanau County Brownfield Redevelopment Authority (LCBRA) was created by the Leelanau County Board of Commissioners and is managed by the Board of Directors of the LCBRA, except as otherwise provided by statute or the Authority By-Laws. The LCBRA is also responsible for the management of brownfield grants and loans, including implementation of the Leelanau County Brownfield Revolving Loan Fund Program. The LCBRA will provide resources and expertise to help investigate, clean up, and return properties to productive use for the benefit of the county its communities, and its citizens.

Leelanau County was awarded \$1 million from the U.S. Environmental Protection Agency for eligible cleanup activities on contaminated sites. These funds are now available for loans to qualified applicants.

<http://www.leelanau.cc/BRAintro.asp>

Contact the Brownfield Director for further information:

8527 E Government Center Drive
Suite 108
Suttons Bay, Michigan 49682
231.256.9812

(Sources: Leelanau County Brownfield Redevelopment Authority, updated 5/30/2012, <http://www.leelanau.cc/BRAintro.asp>; *Leelanau County Brownfield Redevelopment Authority Revolving Loan Fund Program And Land Bank Fast Track Authority Policies And Procedures*, dated 1/17/2012)

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Leelanau County Special Information (continued)

Leelanau County Planning Office

The County Planning office provides a variety of technical support functions to the County Board of Commissioners, the County Planning Commission, the Solid Waste Council, the Brownfield Redevelopment Authority, Leelanau Clean Water and local units of government. Specific responsibilities include:

- Representing the County in Peninsula-wide committees and task forces, as well as regional planning and economic development groups.
- Assistance in maintaining, updating, and implementing the Leelanau General Plan.
- Responding to data requests from citizens, outside interests, local units, and county entities.
- Maintaining County-wide socio-economic, census, and environmental databases, as well as a Geographic Information System (GIS).
- Address and road name assignment and administration.
- Spearheading special studies, projects, and reports for the County Board and/or other entities as assigned.
- Assisting with the creation and updating of land-use plans and zoning ordinances of local governments, and preparing analysis on these plans and ordinances for the County Planning Commission.
- Administration of the County's affordable housing program.
- Monitoring contemporary land use and planning issues, state and federal planning policies and programs, conducting background studies and making recommendations for planning needs in the County.
- Budgeting and other administrative functions for the Planning Department.

(Source: Leelanau County Planning Department, updated 10/11/2012,

<http://www.leelanau.cc/coplanning.asp>)

SECTION II – Township Permitting & Zoning Process

Bingham Township

Township Office	7171 South Center Highway Traverse City, Michigan 49684 231.922.6767 phone 231.922.0228 fax office@twp.bingham.mi.us
Office Hours	Monday through Thursday 9:00 a.m. to 3:00 a.m.
Website	www.leelanau.cc/binghamtwp.asp
Township Board Meeting	Third Monday of each month, 7:00 p.m., at the Township Hall, 7171 South Center Highway.
Planning Commission Meeting	First Thursday of the month, 6:30pm, at the Township Hall, 7171 South Center Highway.
Supervisor	Rosswell Ard (Term expires January 1, 2013) 231.922.6767 office@twp.bingham.mi.us Office Hours: Thursday 9:30 a.m. to 3:30 p.m., or by appointment
Assessor	Angela Friske 231.922.6767
Planner	Kathy Egan 231.271.2722 phone sbaytwp@centurytel.net Office Hours: Wednesday and Thursday from 9:00 a.m. to 12:00 p.m., or by appointment
Zoning Administrator	Steve Patmore 231.271.2722 phone sbtza@centurytel.net Office Hours: Tuesday & Thursday 9:00 a.m. to 12:00 p.m., or by appointment
Documents	Zoning Ordinance (available on line and by hardcopy) www.leelanau.cc/government0095.asp Forms & Applications (including Land Use Permit Application) www.leelanau.cc/government125029.asp Comprehensive Plan www.leelanau.cc/government0364.asp

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Bingham Township (continued)

Notes:

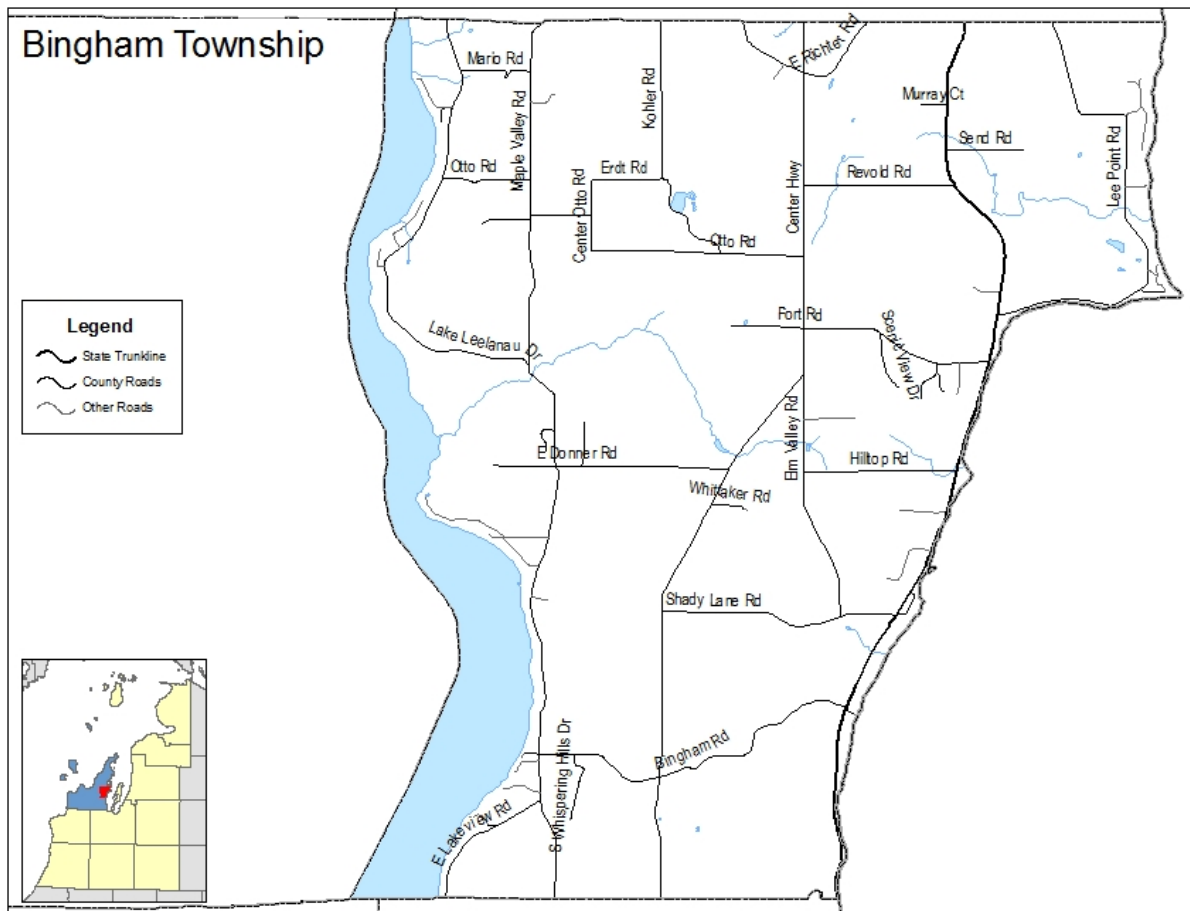
The Planning Commission is in the process of reviewing each article of the zoning ordinance and updating it as needed. The goal is to increase its ease of use and understandability.

Bingham Township suggests that a land use applicant communicate with other agencies prior to submitting an application in order to reduce the chance of processing delays and to make sure that the application is complete.

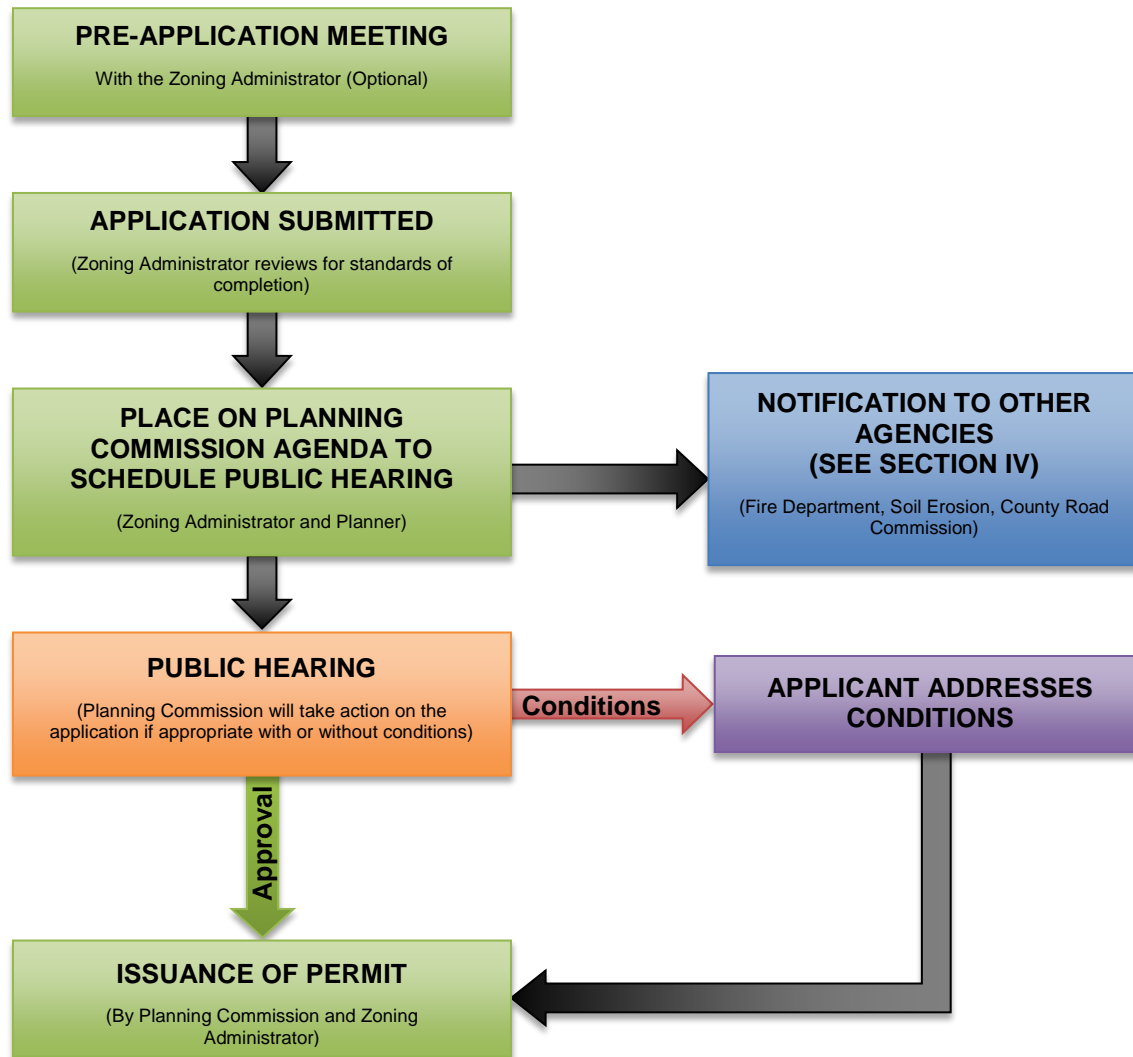
Bingham Township currently is encouraging and incentivizing clustered residential development.

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.

Bingham Township Map

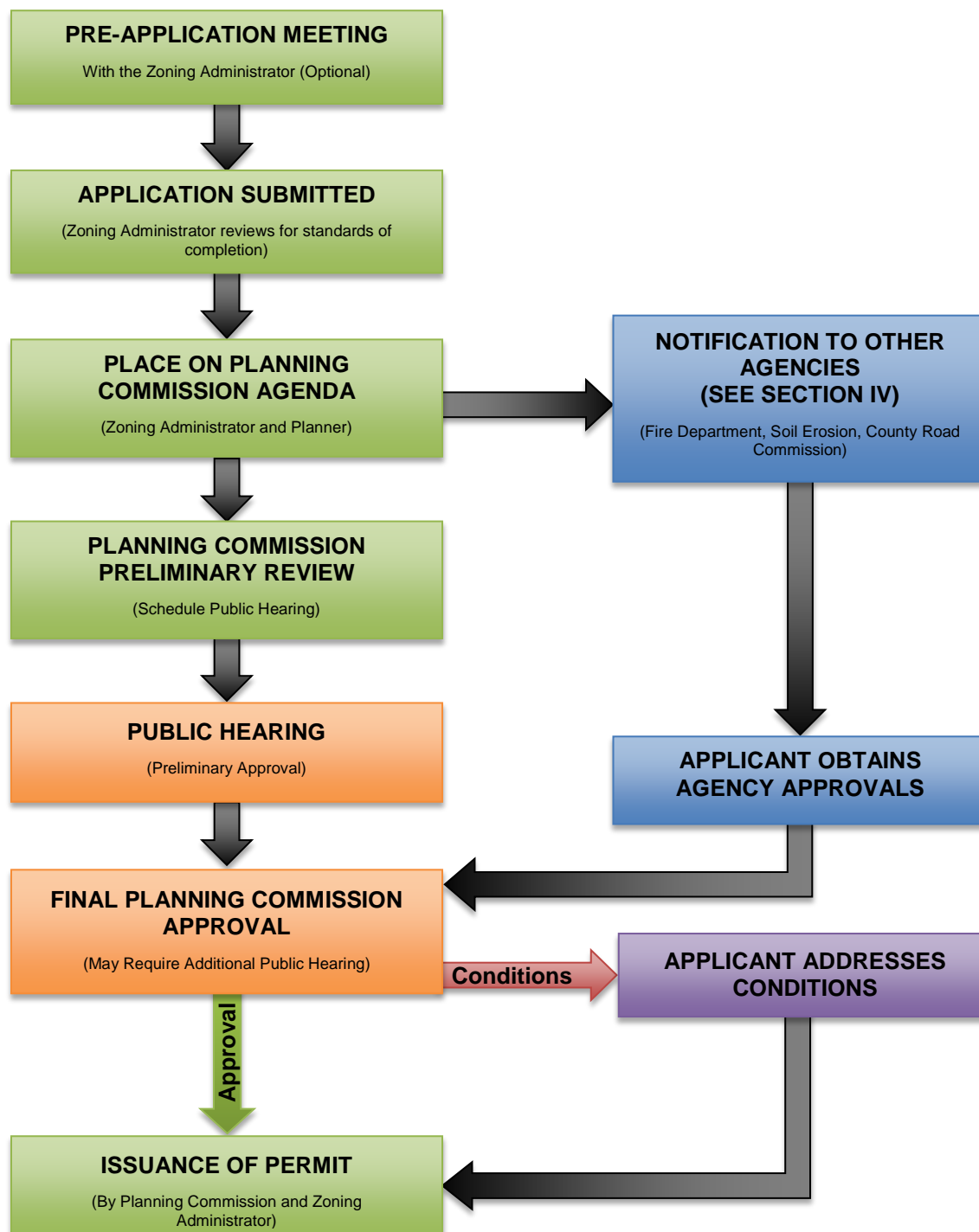


Bingham Township Abbreviated Site Plan Review Flowchart



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

Bingham Township Major Site Plan Review Flowchart



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

Centerville Township

Township Office	Intersection of French Road and Bodus Road Cedar, Michigan 49621
Office Hours	By appointment only
Website	www.leelanau.cc/centervilletwp.asp
Township Board Meeting	Second Wednesday of each month, 7:00 p.m., at the Township Hall, French Road-Bodus Road Intersection, or at the Cedar Fire Hall, 8907 Railroad Ave., Cedar, Michigan 49621 (winter months).
Planning Commission Meeting	Fourth Tuesday of the month, 7:00pm, at the Township Hall or at the Cedar Fire Hall
Supervisor	Leonard Kelenski 7031 East Kelenski Drive Cedar, Michigan 49621 231.228.5548 phone 231.228.5548 fax Office Hours: By appointment
Assessor	Julie Krombeen 3900 South Townline Road Cedar, Michigan 49621 231.228.5949 or 231-667.0570 twpassessor@gmail.com Office Hours: By appointment
Zoning Administrator	Tim Cypher PO Box 226 Lake Leelanau, Michigan 49653 231.360.2557 phone 231.256.7774 fax tim@allpermits.com Office Hours: By appointment, available during normal business hours
Documents	Zoning Ordinance & Map (available online and by hardcopy) www.leelanau.cc/government0120.asp Forms & Applications www.leelanau.cc/government125979.asp

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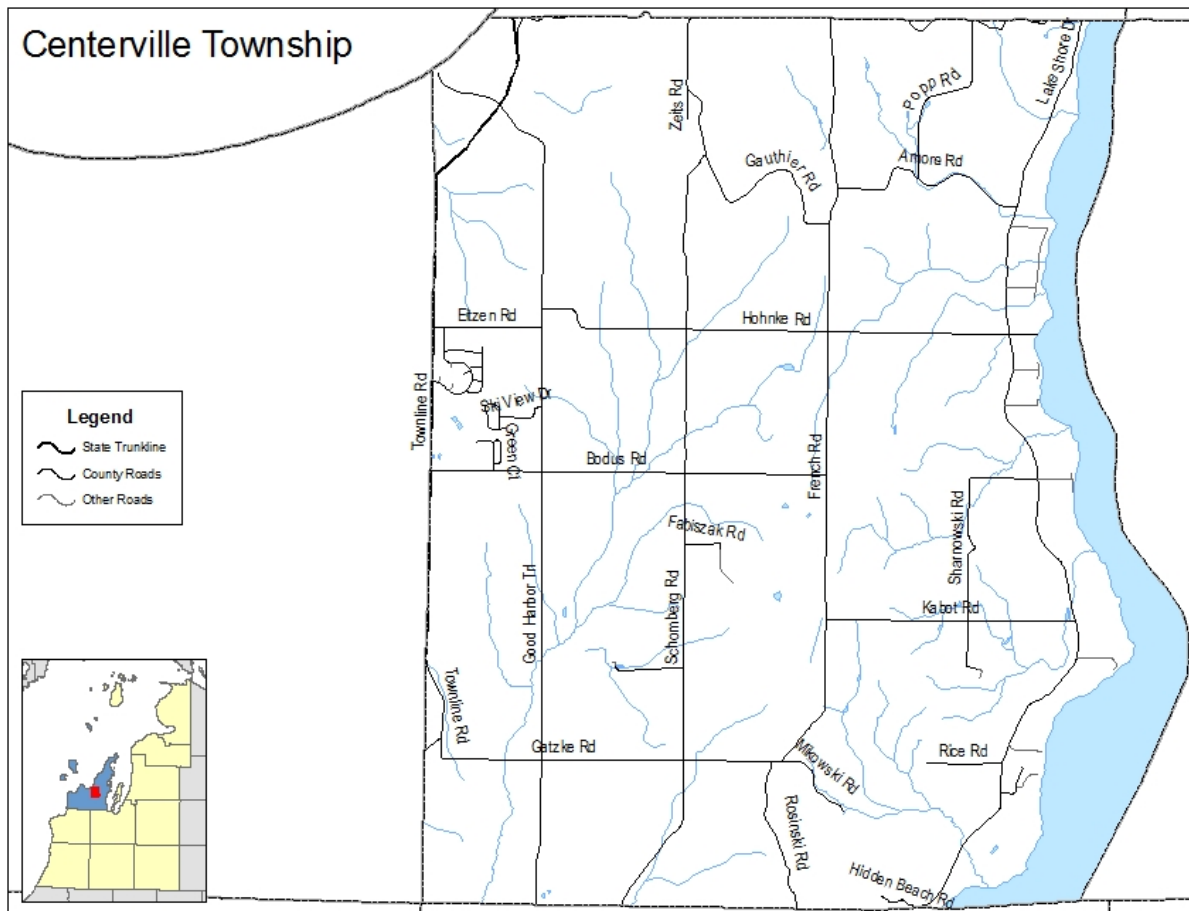
Centerville Township (continued)

Notes:

Centerville Township is in the process of updating its Master Plan and once complete will update the Zoning Ordinance. Permit applicants are encouraged to meet with the zoning administrator prior to submitting an application.

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Centerville Township Map



Cleveland Township

Township Office	Intersection of County Road 667 (South Maple City Road) and M-22 (East Harbor Hwy) 231.228.6599 fax (call to notify recipient) clevelandtwp@centurytel.net
Office Hours	N/A
Website	www.leelanau.cc/clevelandtwp.asp
Township Board Meeting	Second Tuesday of each month, 7:30 p.m., at the Township Hall
Planning Commission Meeting	First Wednesday in January, March, May, July, September, and November, 7:00pm, at the Township Hall
Supervisor	Tim Stein 1382 Traverse Lake Road Cedar, Michigan 49621 231.228.6984 phone clevelandtwp@centurytel.net Office Hours: By appointment
Assessor	Julie Krombeen 3900 South Townline Road Cedar, Michigan 49621 231.228.5949 phone twpassessor@gmail.com Office Hours: By appointment
Zoning Administrator	Ruth Shaffran 5339 South Maple City Road Maple City, Michigan 49664 231.228.5836 phone Office Hours: By appointment

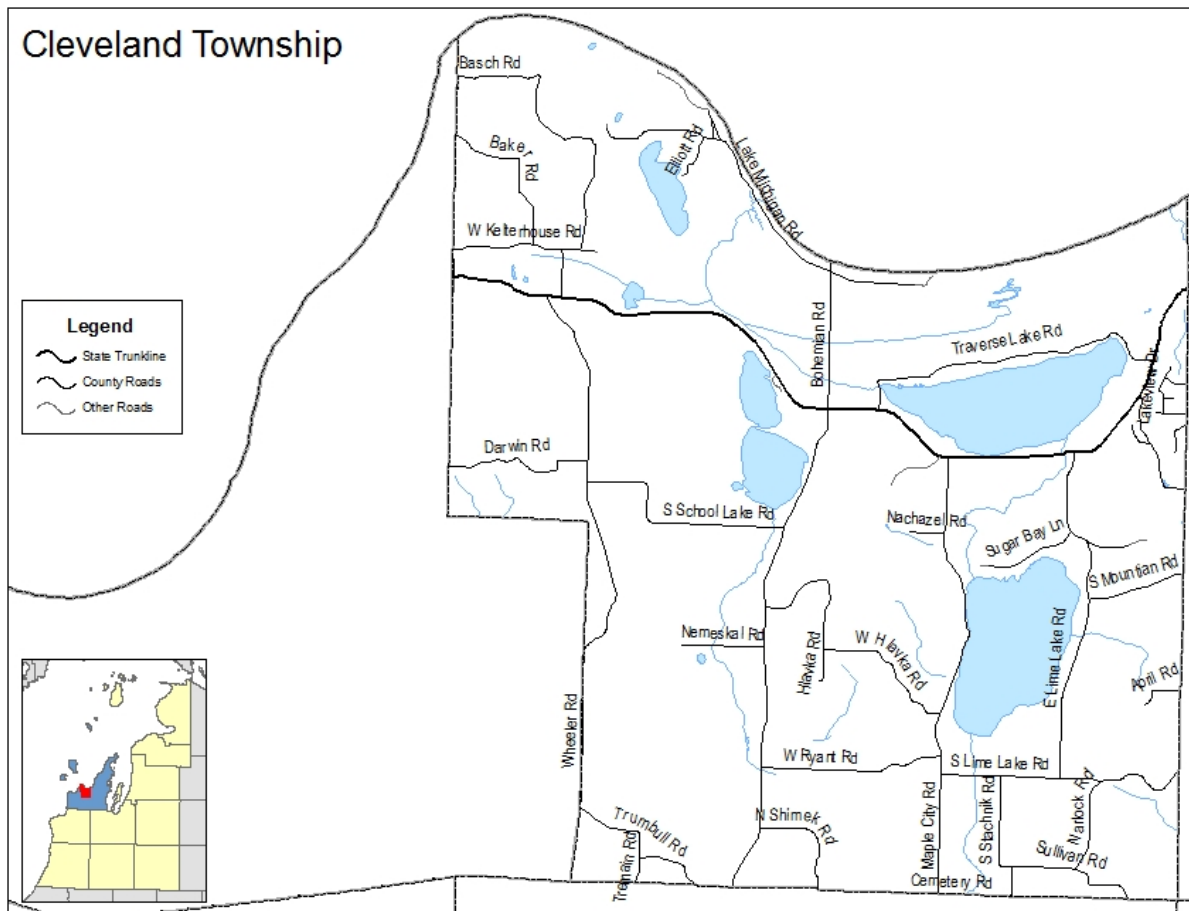
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Cleveland Township (continued)

Documents	Zoning Ordinance (available online and by hardcopy) www.leelanau.cc/government0365.asp Master Plan www.leelanau.cc/government0062.asp
Forms & Applications	Land Use Applications available from Zoning Administrator
Notes	Cleveland Township is in the process of updating their Zoning Map.

Cleveland Township Map



Elmwood Charter Township

Township Office	10090 East Lincoln Road Traverse City, Michigan 49684 231.946.0921 phone 231.946.9320 fax
Office Hours	Monday through Friday 9:00 a.m. to 5:00 p.m.
Website	www.leelanau.cc/elmwoodtwp.asp
Township Board Meeting	Second Monday of each month, 6:00 p.m., at the Township Hall, 10090 East Lincoln Road
Planning Commission Meeting	Third Tuesdays of the month, 7:00 p.m., at the Township Hall, 10090 East Lincoln Road
Supervisor	Jack Kelly 10090 East Lincoln Road Traverse City, Michigan 49684 231.946.0921 supervisor@elmwoodtownship.net
Assessor	Christopher Krellwitz 10090 East Lincoln Road Traverse City, Michigan 49684 231.946.0921 assessor@elmwoodtownship.net
Planning/Zoning Administrator	Dan Leonard 10090 East Lincoln Road Traverse City, Michigan 49684 231.946.0921 planner@elmwoodtownship.net Office Hours: Tuesday, Wednesday & Thursday 5:30 p.m. to 7:30 p.m., Friday 9:00 a.m. to 5:00 p.m.
Documents	Zoning Ordinance (available on line and by hardcopy) www.leelanau.cc/government0236.asp Master Plan www.leelanau.cc/government0214.asp Private Road Ordinance www.leelanau.cc/downloads/private_rd_ord_20074.pdf

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Elmwood Charter Township (continued)

Forms & Applications

Land Division Application

www.leelanau.cc/government126059.asp

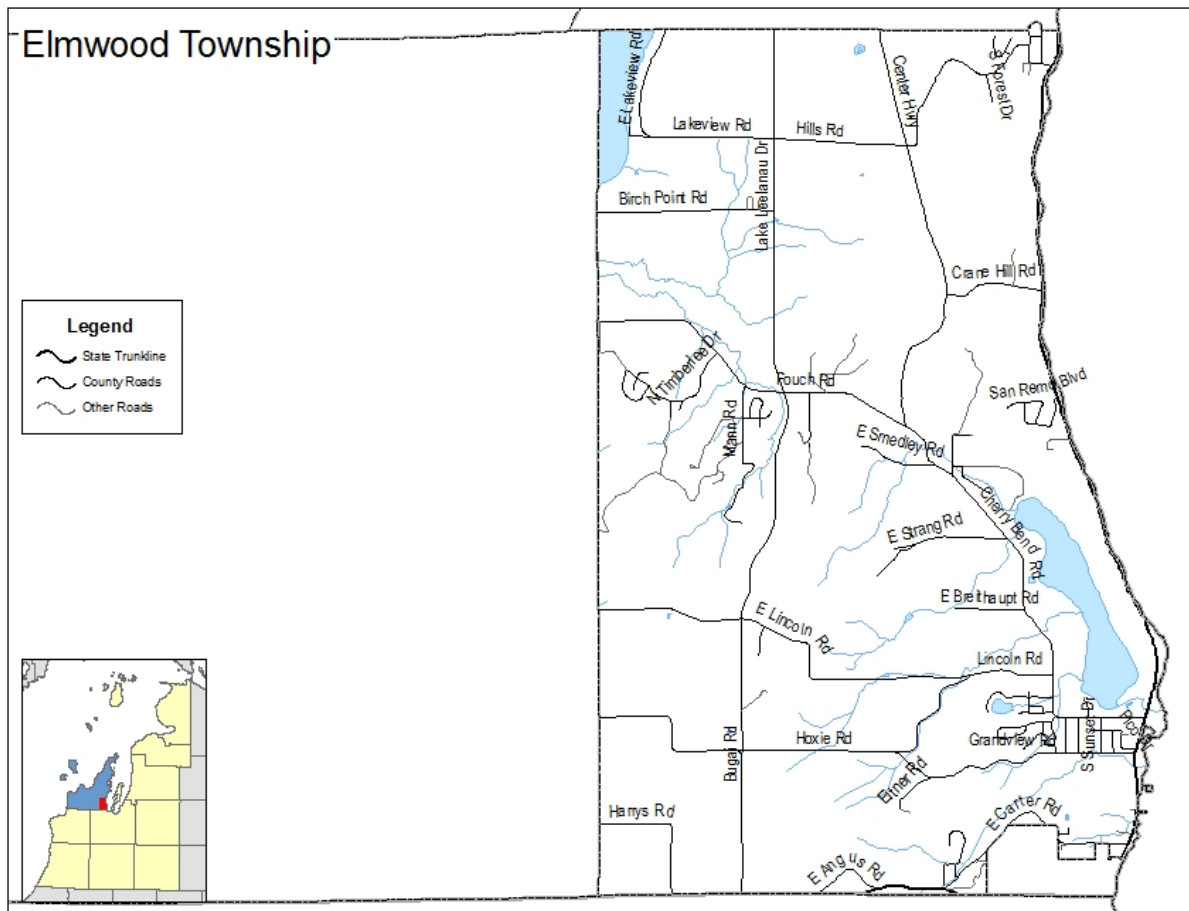
Additional Land Use Permit Applications are available from the Zoning Administrator.

Notes:

Elmwood Charter Township expects to adopt a new zoning ordinance by April 15, 2013. The Township incentivizes a more imaginative and creative approach to land development through zoning processes including planned unit developments and residential cluster developments. To avoid obstacles during the application process, applicants are encouraged to review the zoning ordinance with the zoning administrator prior to incurring any upfront land acquisition or development expenses.

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.

Elmwood Township Map

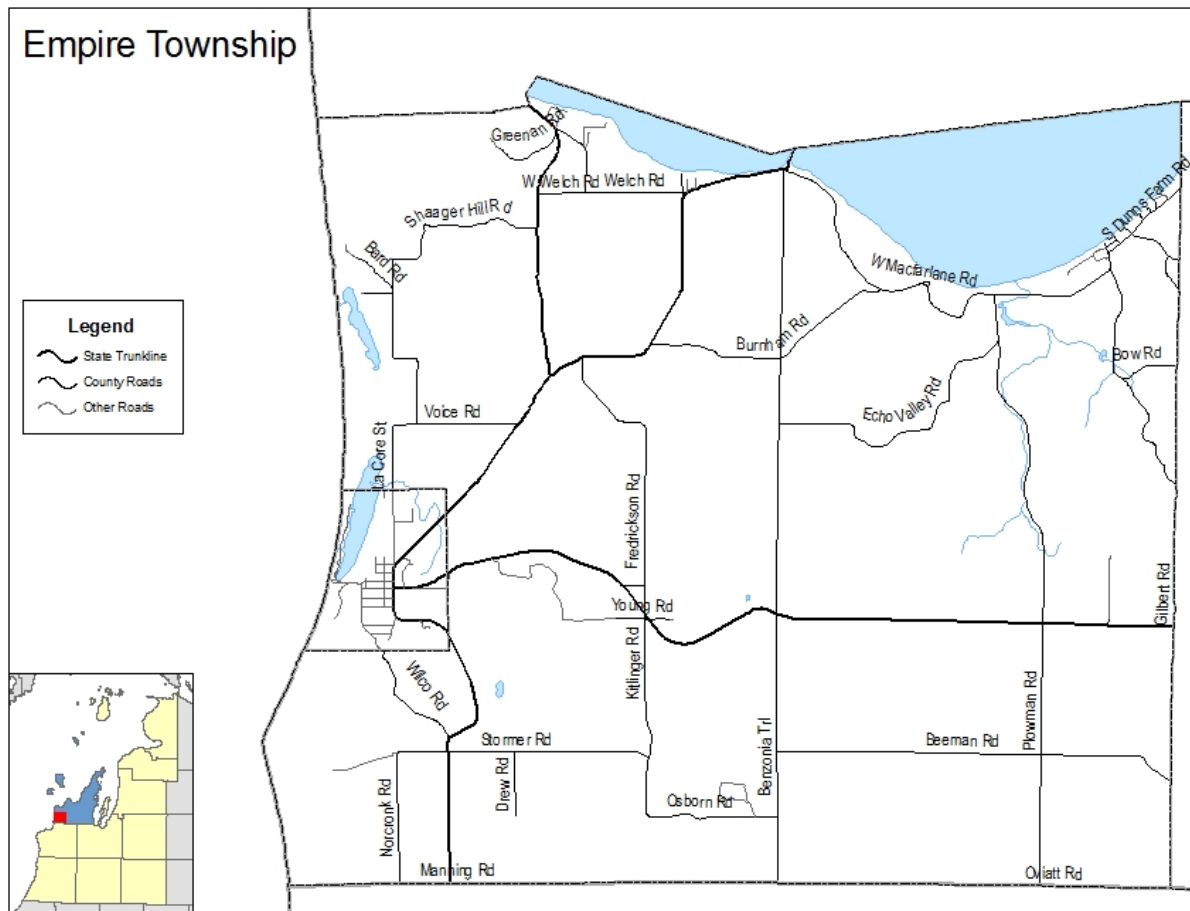


Empire Township

Township Office	10088 West Front Street PO Box 234 Empire, Michigan 49630 231.326.5182 phone
Office Hours	Monday through Friday 10:30 a.m. to 3:30 p.m. (During property tax collection season)
Website	www.leelanau.cc/empiretwp.asp
Township Board Meeting	Second Tuesday of each month, 7:30 p.m., at the Township Hall, 10088 West Front Street
Planning Commission Meeting	See meeting schedule (www.leelanau.cc/government081emp.asp)
Supervisor	William Bolton 231.326.5316 phone Office Hours: By appointment
Assessor	Christopher Krellwitz 231.326.5182
Zoning Administrator	Gene (Toni) Perfect PO Box 234 Empire, Michigan 49630 231.334.3895 phone 231.326.5822 fax toniperfect@charter.net Office Hours: By appointment
Documents	The Zoning Ordinance, Master Plan, and other Ordinances can be found at the following link: www.leelanau.cc/government126042.asp The Zoning Ordinance is for reference purposes only. Before taking any action or reliance upon this Ordinance, please check with the Township Zoning Administrator.
Forms & Applications	The Land Use Permit, Land Division, and Sign Permit Applications can be found at the following link: www.leelanau.cc/government126020.asp

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Empire Township Map



Glen Arbor Township

Township Office	6394 West Western Ave Glen Arbor, Michigan 49636 231.334.3539 phone glenarbor@glenarbortownship.com
Office Hours	Monday through Friday 9:00 a.m. to 5:00 p.m.
Website	www.glenarbortownship.com
Township Board Meeting	Third Tuesday of each month, 7:30 p.m., at the Township Hall, 6394 West Western Avenue
Planning Commission Meeting	First Tuesdays of the month, 7:30 p.m., at the Township Hall, 6394 West Western Avenue
Supervisor	John Soderholm 7259 West Day Forest Road Glen Arbor, Michigan 49636 231.835.0270 phone soderholm.john2011@gmail.com
Assessor	Tim & Polly Cairns PO Box 276 Glen Arbor, Michigan 49636 231.334.3539 assessor@glenarbortownship.com
Zoning Administrator	Bob Hawley 6831 Day Forest Road Empire, Michigan 49630 231.334.6224 hawley@centurytel.net Office Hours: By appointment
Documents	Zoning Ordinance (available on line and by hardcopy) www.glenarbortownship.com/pzcomm/ Forms & Applications www.glenarbortownship.com/township/permits_applications.asp

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.

Glen Arbor Township

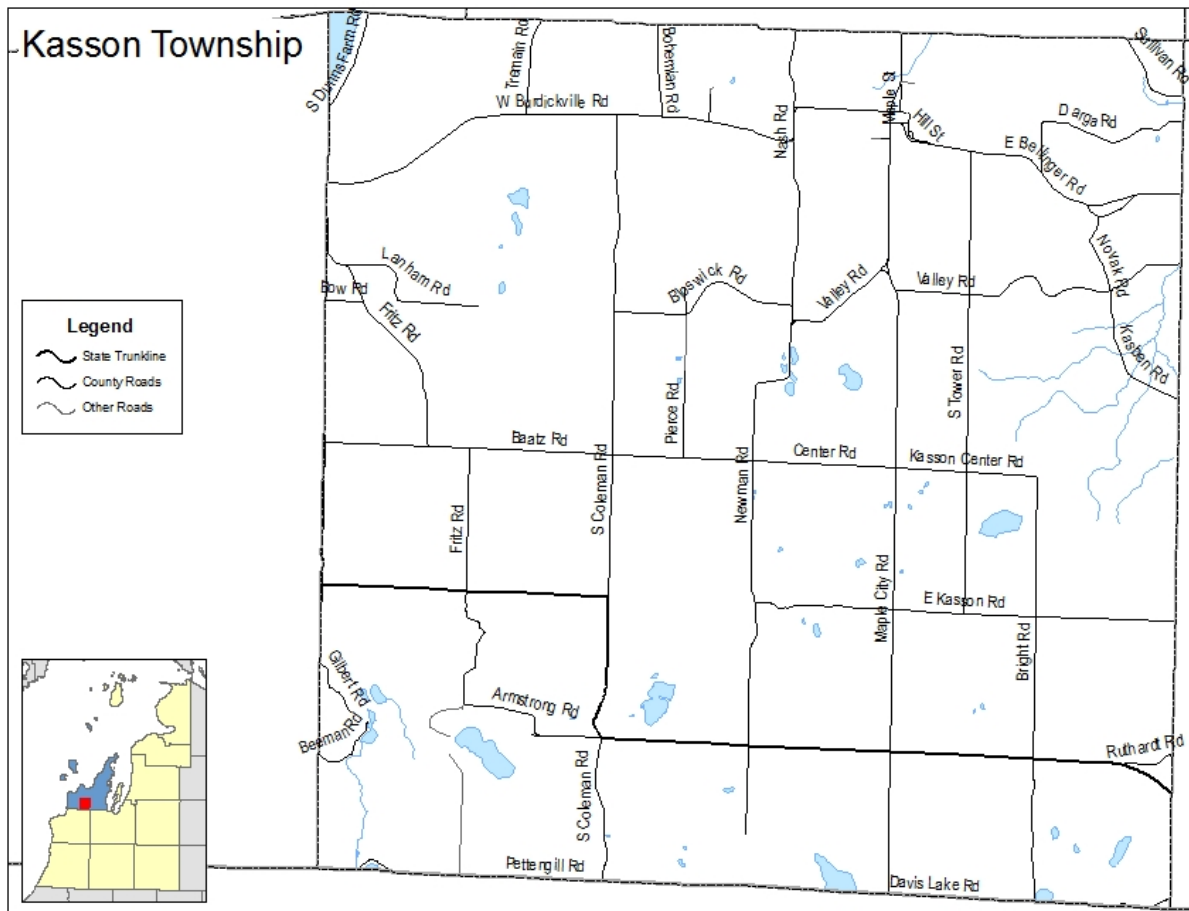


Kasson Township

Township Office	10988 South Newman Road Maple City, Michigan 49664 231.228.5736 phone
Office Hours	Not listed
Website	http://www.leelanau.cc/kassontwp.asp
Township Board Meeting	First Monday of each month, 7:30 p.m., at the Township Hall, 10988 South Newman Road
Planning Commission Meeting	Third Monday of each month, 7:00 p.m., at the Township Hall, 10988 South Newman Road
Supervisor	Fred Lanham 9724 South Fritz Road Maple City, Michigan 49664 231.334.4463 Office Hours: By appointment
Assessor	David Noonan 2801 West Armstrong Road Empire, Michigan 49630 231.228.6225
Zoning Administrator	Mike Lanham 6320 North Reynolds Road Lake Ann, Michigan 49650 231.499.8377 Office Hours: Tuesday & Thursday 9:00 a.m. to 3:00 p.m. or by appointment mlanham@centurylink.net
Documents	Zoning Ordinance (available on line and by hardcopy) http://www.leelanau.cc/government126184.asp Forms & Applications http://www.leelanau.cc/government126190.asp

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.

Kasson Township Map



Leelanau Township

Township Office	119 East Nagonaba Street PO Box 338 Northport, Michigan 49670 231.386.5138 phone 231.386.7909 fax
Office Hours	Monday through Thursday 9:00 a.m. to 4:00 p.m.
Website	www.leelanau.cc/leelanautwp.asp
Township Board Meeting	Second Tuesday of each month, 7:00 p.m., at the Township Hall, 119 East Nagonaba Street
Planning Commission Meeting	Second and Fourth Thursdays of the month, 7:00 p.m., at the Township Hall, 119 East Nagonaba Street
Supervisor	Jim Neve (Term expires November 2012) 231.386.5138 (ext. 3) phone Office Hours: Monday through Thursday 9:30 a.m. to 2:30 p.m.
Assessor	Kit Wilson 231.386.5138 (ext. 5) phone
Zoning Administrator	Steve Patmore 119 East Nagonaba Street PO Box 338 Northport, Michigan 49670 231.386.5138 (ext. 4) phone 231.271.2722 phone (Suttons Bay Township Office) 231.866.0799 cell Office Hours: Call for Schedule ltzone@leelanautwp.org sbtza@centurytel.net (alternative email address)
Documents	Zoning Ordinance and Land Use Applications http://www.leelanau.cc/government115217.asp Other Forms & Applications http://www.leelanau.cc/government505336.asp

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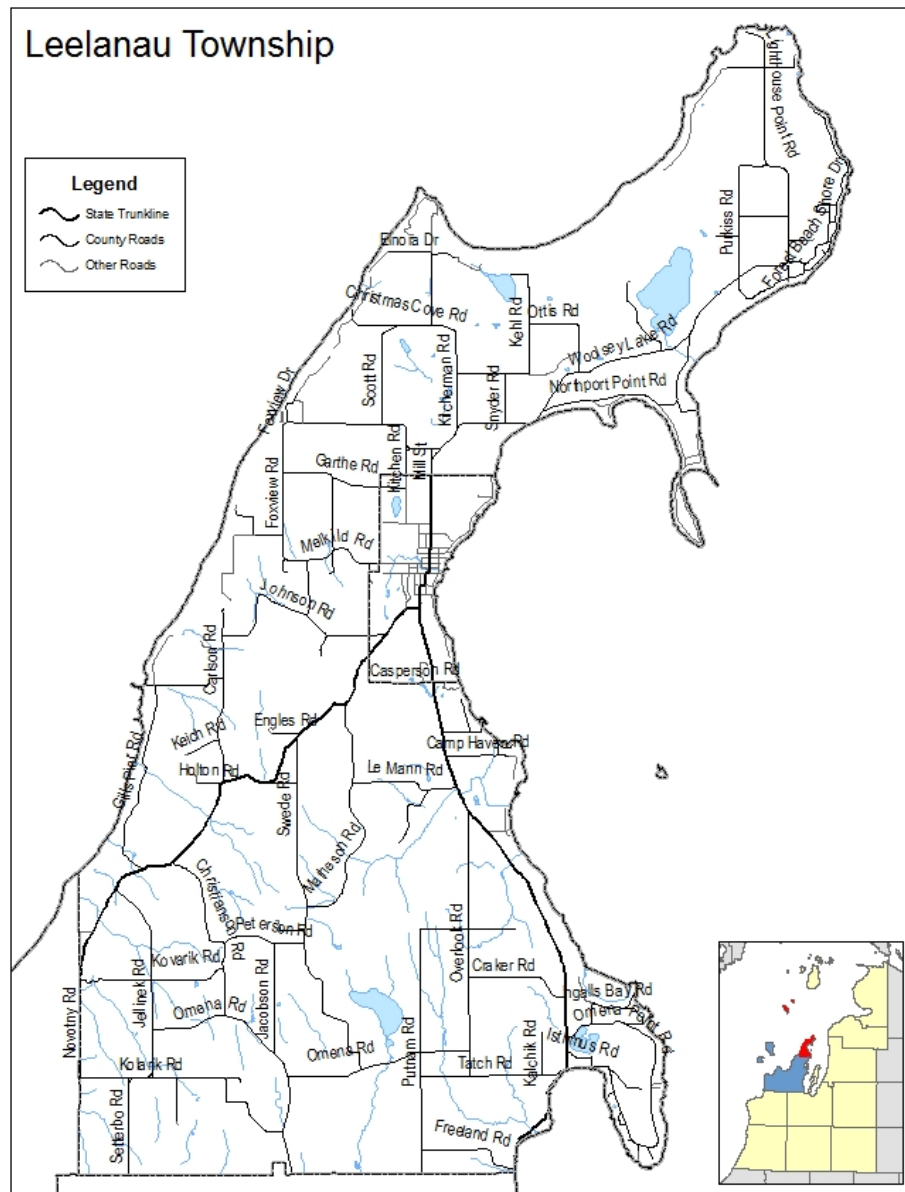
Leelanau Township (continued)

Notes:

Leelanau Township is continually updating their zoning ordinance to address any new statutory requirements, or to correct, streamline, or refine procedures, requirements, or regulations. Permit applicants should guard against inadequate information submittals and provide responses on a timely manner to avoid delays in processing requests. Applicants are encouraged to schedule a pre-application conference with the zoning administrator. Additional information on Township procedures are available on the Township's website.

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.

Leelanau Township Map



Leland Township

Township Office	112 West Philip Street Lake Leelanau, Michigan 49653 231.256.7546 phone clerk@lelandtownship.com
General Mail Address:	PO Box 1112 Leland, Michigan 49654
Office Hours	Monday through Friday 11:00 a.m. to 4:00 p.m. (Clerks)
Website	www.leelanau.cc/lelandtwp.asp
Township Board Meeting	Second Monday of each month, 7:30 p.m., at the Leland Library Munnecke Room, 203 East Cedar Street, Leland, Michigan 49654
Planning Commission Meeting	First Wednesday of the month, 6:30 p.m., mostly held at the Township Hall, 112 West Philip Street, Lake Leelanau (check calendar)
Supervisor	Harry Larkin (Term expires November 2012) PO Box 1112 Leland, Michigan 49654 231.256.7546 (ext. 202) phone Office Hours: By appointment
Assessor	Julie Krombeen PO Box 1112 Leland, Michigan 49654 231.256.7546 (ext. 203) phone twpassessor@gmail.com Office Hours: Monday 9:00 a.m. to 3:00 p.m. or by appointment
Zoning Administrator	Tim Cypher PO Box 1112 Leland, Michigan 49654 231.360.2557 Office Hours: By appointment tim@allpermits.com
Sewer Administrator	Steve Patmore 231.271.2722
Documents	Zoning Ordinance www.leelanau.cc/zo_103107.asp Zoning Ordinance Amendments www.leelanau.cc/government985791.asp

(continued)

Leland Township (continued)

Forms & Applications

Land Use Permit Process, Schedule of Zoning Districts, Land Use Permit Application, Land Division Application, Special Use/Planned Unit Development Application, and Zoning Fee Schedule are available at the following link:

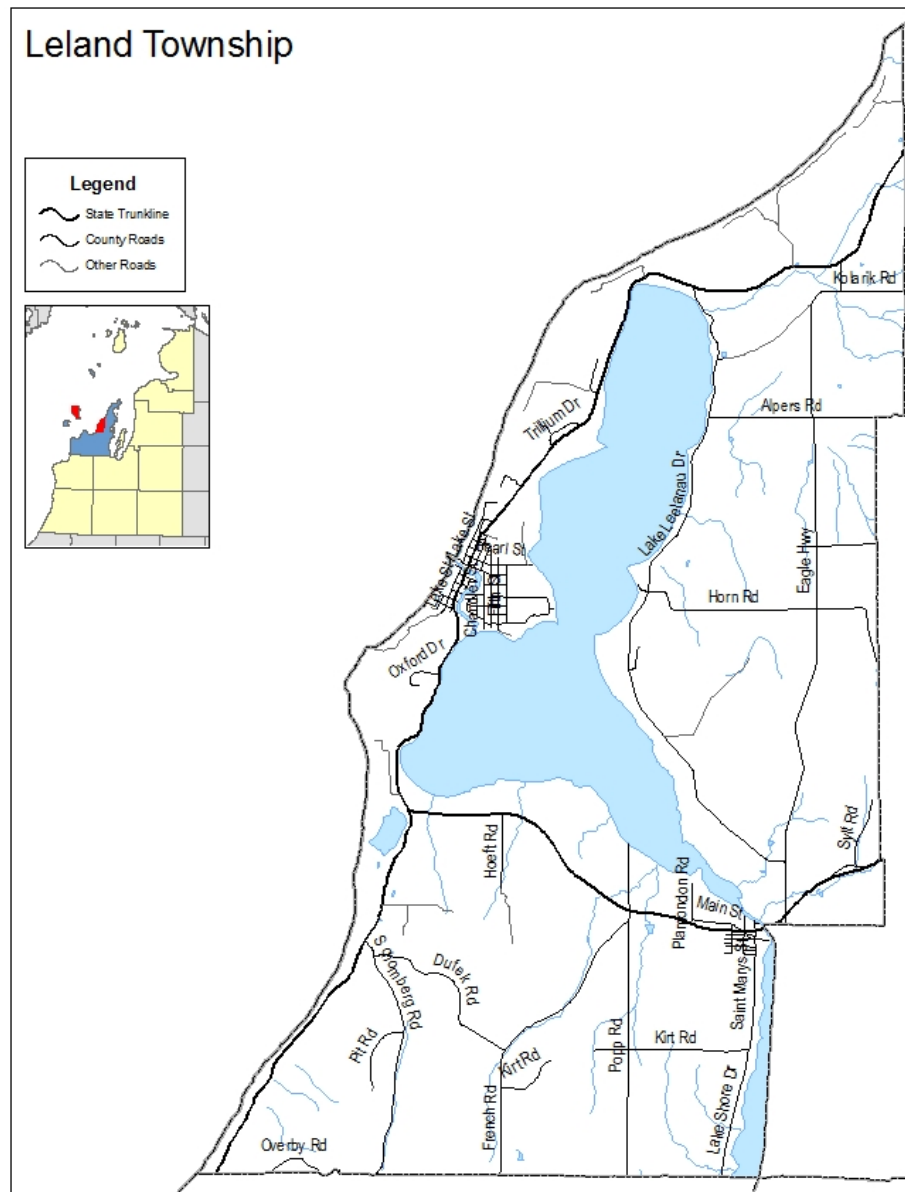
<http://www.leelanau.cc/government126255.asp>

Notes:

Leland Township has recently updated its Master Plan and is in the process of updating its Zoning Ordinance. Permit applicants are encouraged to meet with the zoning administrator 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.

Leland Township Map



Solon Township

Township Office	9191 South Kasson Street Cedar, Michigan 49621 231.228.7578 phone
Website	www.leelanau.cc/Solontwp.asp
Township Board Meeting	Second Thursday of each month, 7:00 p.m., at the Cedar Fire Department Meeting Room, 8907 Railroad Avenue, Cedar, Michigan 49621
Planning Commission Meeting	First Tuesdays of the month, 7:30 p.m., at the Cedar Fire Department Meeting Room, 8907 Railroad Avenue, Cedar, Michigan 49621
Supervisor	James Lautner 12708 S. Solon Road Cedar, Michigan 49621 231.947.2509 phone
Assessor	Marcie Hester 7728 Stachnik Road Maple City, Michigan 49621 231.228.6177 phone
Zoning Administrator	Tim Cypher PO Box 226 Lake Leelanau, Michigan 49653 231.360.2557 phone Office Hours: By appointment tim@allpermits.com
Documents	Zoning Ordinance & Map (available on line and by hardcopy) www.leelanau.cc/government0217.asp Comprehensive Plan www.leelanau.cc/government0412.asp Schedule of Regulations www.leelanau.cc/downloads/solon_schedule_of_regulations0001.pdf
Forms & Applications	Land Use Permit Application, Land Division Application, and Driveway Permit Application are available at the following link: www.leelanau.cc/government126262.asp

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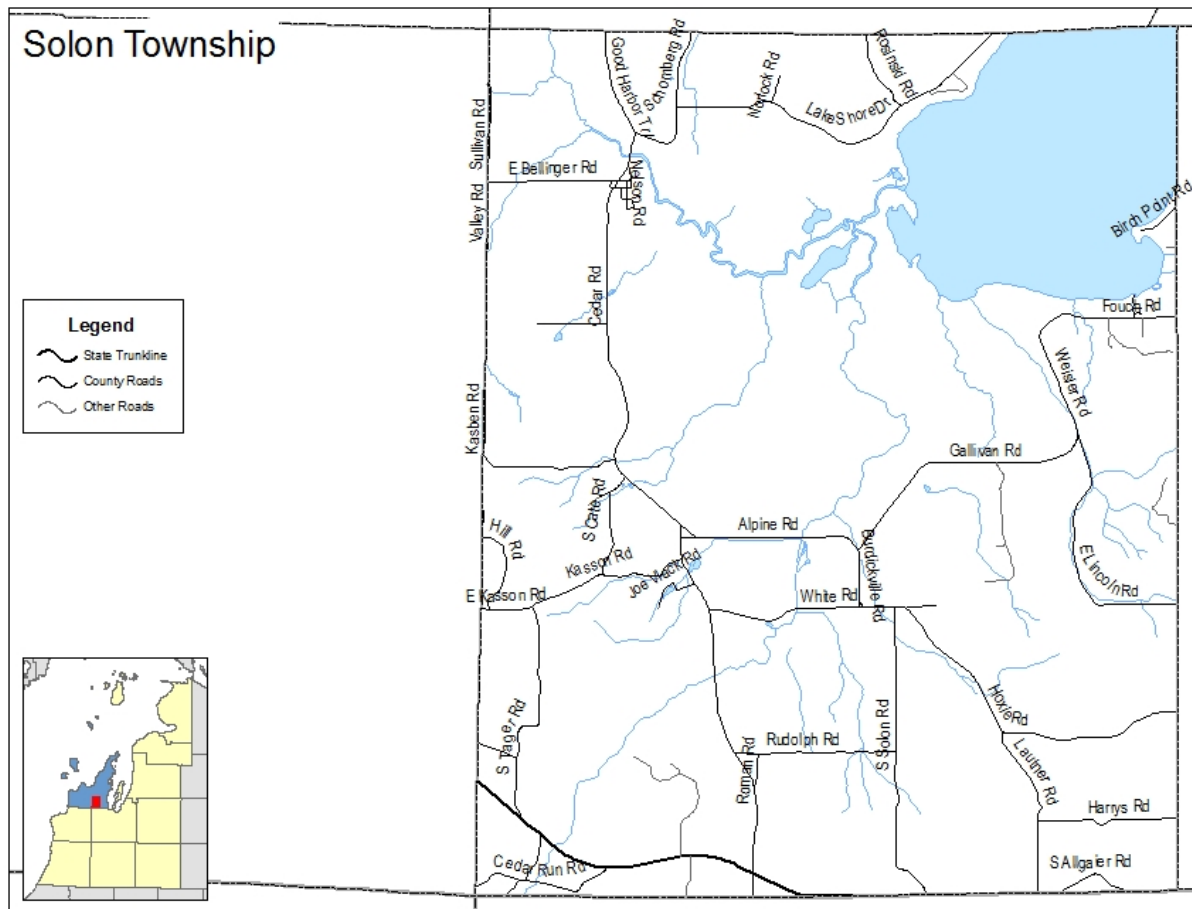
Solon Township (continued)

Notes:

Solon Township is in the process of updating its Master Plan and once complete will update the Zoning Ordinance. Permit applicants are encouraged to meet with the zoning administrator 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.

Solon Township Map



Suttons Bay Township

Township Office	321 Saint Joseph Street Suite C Suttons Bay, Michigan 49682 231.271.2722 phone 231.271.2773 fax sbaytwp@centurytel.net
General Mail Address:	PO Box 457 Suttons Bay, Michigan 49682
Office Hours	Monday 9:00 a.m. to 12:00 p.m., Tuesday 9:00 a.m. to 2:00 p.m., Wednesday 8:30 a.m. to 2:00 p.m., Thursday 8:30 a.m. to 12:00 p.m., Friday 9:00 a.m. to 12:00 p.m.
Website	www.leelanau.cc/suttonsbaytwp.asp
Township Board Meeting	Second Wednesday of each month, 5:15 p.m., at the Suttons Bay Township meeting Room, 321 Saint Joseph Street, Suite C.
Planning Commission Meeting	First Wednesday of the month, 6:30 p.m., at the Suttons Bay Township meeting Room, 321 Saint Joseph Street, Suite C.
Supervisor	Richard Bahle PO Box 457 Suttons Bay, Michigan 49682 231.271.2722 phone sbaytwp@centurytel.net Office Hours: Wednesdays from 8:00 a.m. to 10:00 a.m.
Assessor	Kit Wilson PO Box 457 Suttons Bay, Michigan 49682 231.271.2722 phone
Planner	Kathy Egan PO Box 457 Suttons Bay, Michigan 49682 231.271.2722 phone Office Hours: Call for Schedule sbtplan@centurytel.net

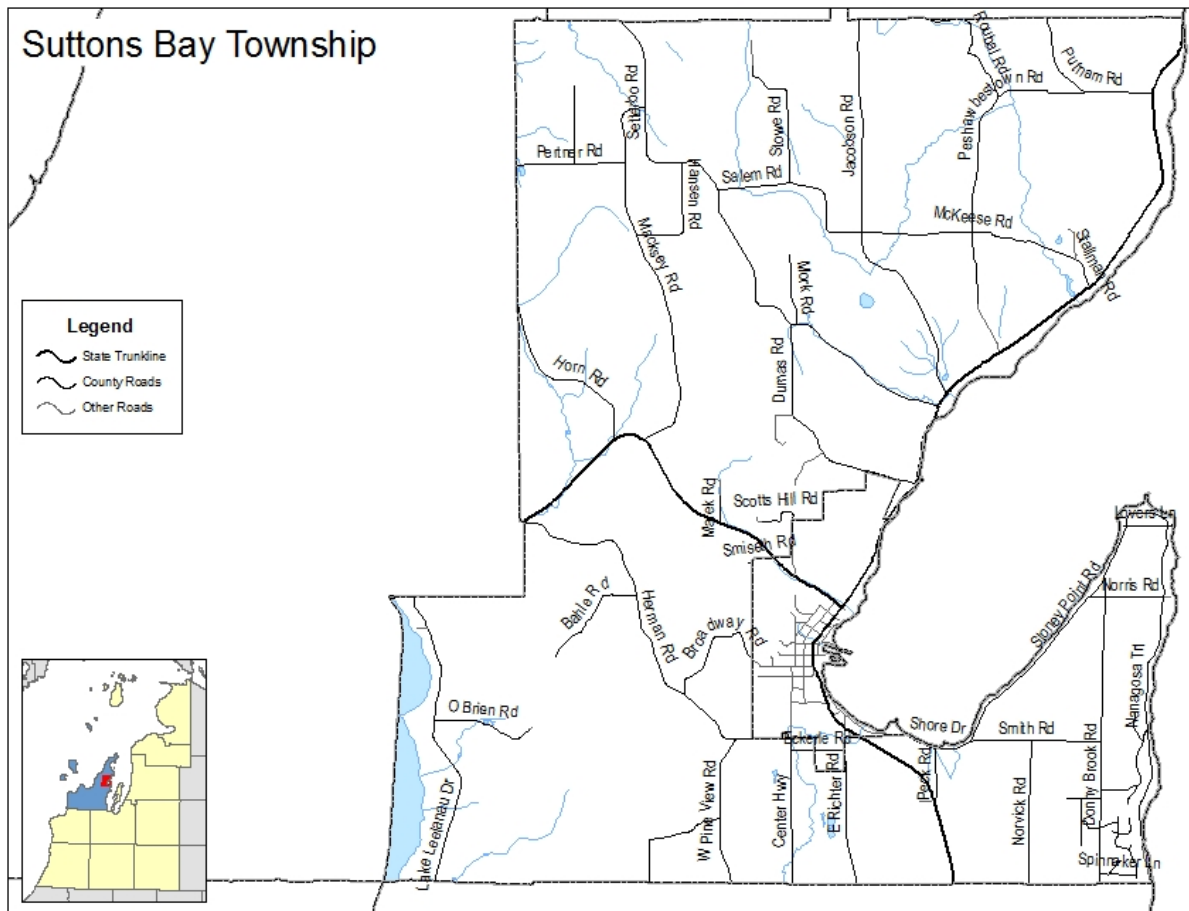
(continued)

Suttons Bay Township (continued)

Zoning Administrator	Steve Patmore PO Box 457 Suttons Bay, Michigan 49682 231.271.2722 phone Office Hours: Monday through Friday from 9:00 a.m. to 12:00 p.m. sbtza@centurytel.net
Documents	Zoning Ordinance (available on line and by hardcopy) www.leelanau.cc/government126335.asp Master Plan (Joint with the Village of Suttons Bay) www.leelanau.cc/downloads/master_plan.pdf Forms & Applications (Including Site Plan Review Application) www.leelanau.cc/government126347.asp
Notes:	Suttons Bay Township has a joint planning commission with the Village of Suttons Bay and adopted a joint Master Plan in 2011. The Township has decided not to adopt a joint zoning ordinance at this time. The Township encourages and incentivizes clustered residential developments. Permit applicants are encouraged to communicate with other permitting agencies prior to submitting an application to avoid potential obstacles in the review process.

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Suttons Bay Township Map



SECTION III – Village Permitting & Zoning Process

Village of Empire

Village Office	11518 South LaCore Street PO Box 253 Empire, Michigan 49630-0253 231.326.5466 phone 231.326.6068 fax deputyclerk@villageofempire.com
Office Hours	Monday – Friday, 8:30 a.m. – 4:30 p.m.
Website	http://www.leelanau.cc/empirevillage.asp
Village Council Meeting	Fourth Tuesday of each month, 7:00 p.m., at the Empire Town Hall, 10088 Front Street, Empire
Planning Commission Meeting	First Tuesday of the month, 7:00 p.m., at the Empire Town Hall, 10088 Front Street, Empire
President	Susan Carpenter 231.326.5249 phone
Clerk	Patricia Zoyhofski 231.326.5125 phone
Deputy Clerk/ Administrative Coordinator	Darlene Friend 231.326.5466 phone deputyclerk@villageofempire.com
Zoning Administrator	Bill Fuller 11328 South Cedar Cedar, Michigan 49621 231.758.4702 phone Office Hours: Wednesdays 1:00 p.m. – 4:30 p.m. fullerarchitech@yahoo.com
Documents	Zoning Ordinance (available on line and by hardcopy) http://www.leelanau.cc/government0239.asp Empire Village Master Plan including Recreation Plan http://www.leelanau.cc/government0240.asp

(continued)

Village of Empire (continued)

Forms & Applications

The following forms and applications are available at the link below:

Fee Schedule as of 5-25-11

Site Plan Application

Application for Special Use Permit

Application for Variance/Ordinance Interpretation

Land Use Permit Application

Fence Permit Application

Lot/Land Division Application

Sign Permit Application

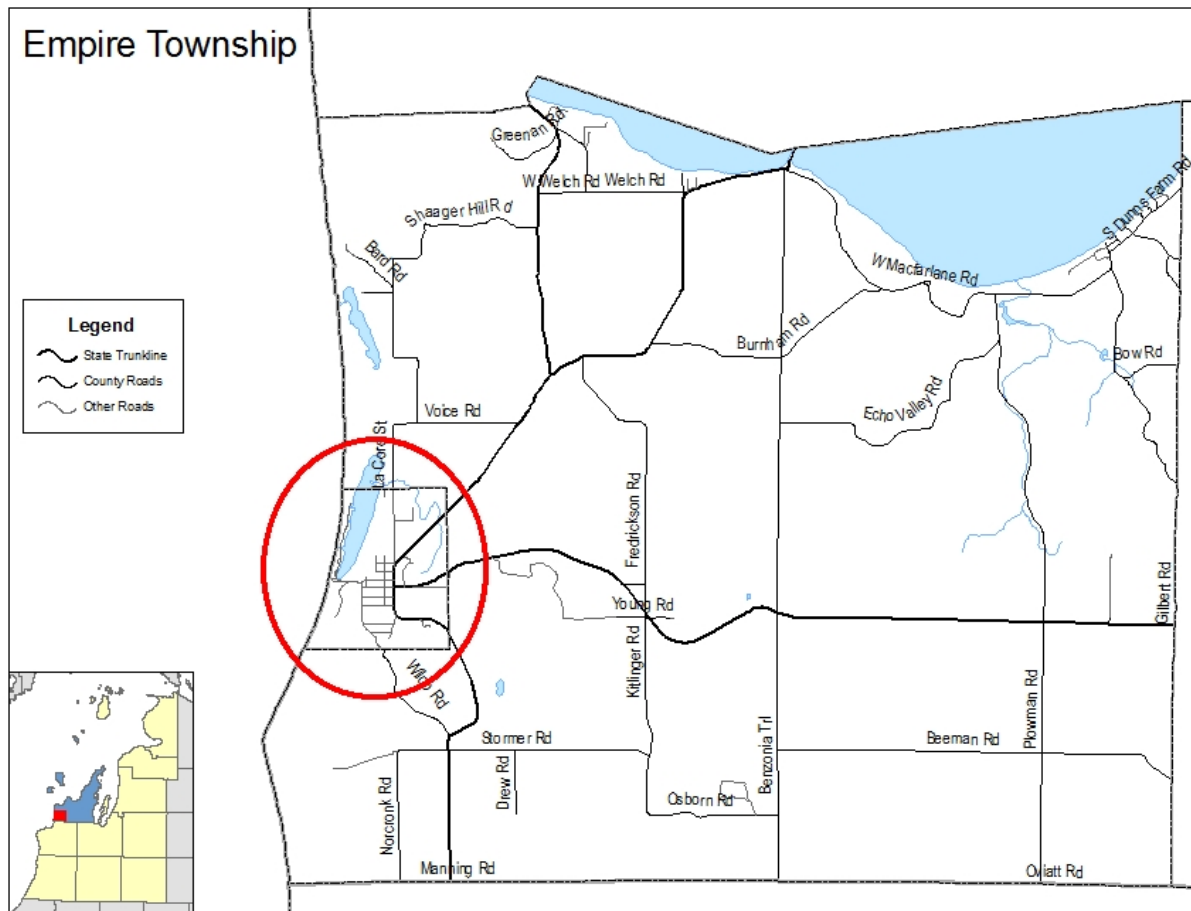
<http://www.leelanau.cc/government0625.asp>

Notes:

Permit applicants are encouraged to ask for a pre-submittal meeting to avoid potential obstacles in the application review process.

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Village of Empire Map

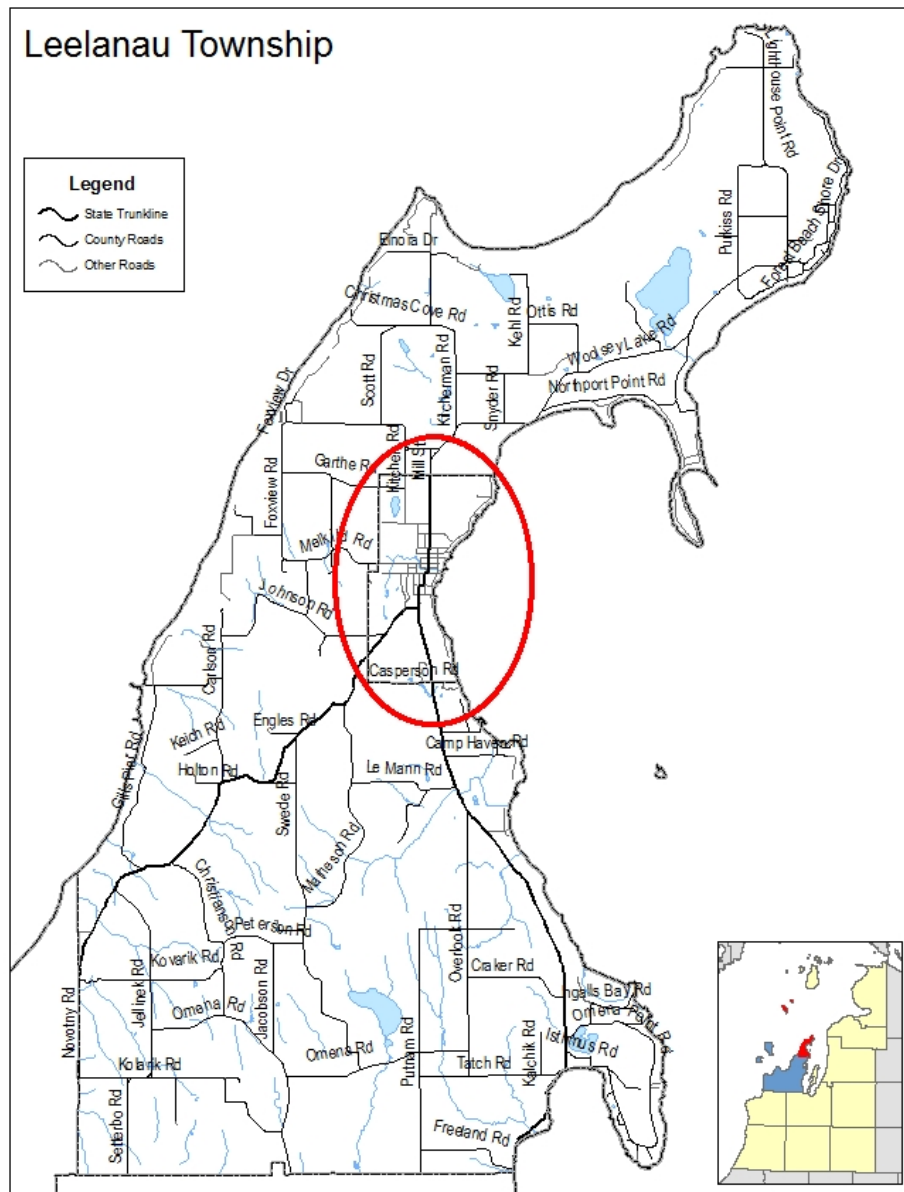


Village of Northport

Village Office	116 West Nagonaba PO Box 336 Northport, Michigan 49670 231.386.5182 phone 231.386.5184 fax clerk@villageofnorthport.net
Office Hours	Monday – Friday; 9:00 a.m. – 4:30 p.m.
Website	http://www.leelanau.cc/northport.asp
Village Council Meeting	First and Third Thursdays of each month, 7:00 p.m., at the Northport Village Office, 116 West Nagonaba, Northport
Planning Commission Meeting	Second Monday of the month, 7:00 p.m., at the Northport Village Office, 116 West Nagonaba, Northport
President	Fredrick Steffens 231.386.5182 phone
Clerk	Joni L. Scott 231.386.5182 phone clerk@villageofnorthport.net
Administrative Coordinator Zoning Administrator	Greg King 231.386.5182 phone administrativecoordinator@villageofnorthport.net
Documents	Zoning Ordinance (available on line and by hardcopy) http://www.leelanau.cc/government126455a.asp

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 Northport Map



Village of Suttons Bay

Village Office	420 Front Street PO Box 395 Suttons Bay, Michigan 49682 231.271.3051 phone 231.271.5904 fax suttonsbay@chartermi.net
Office Hours	Monday – Thursday, 8:00 a.m. – 4:00 p.m. Fridays 8:00 a.m. – 12:00 p.m.
Website	http://www.leelanau.cc/suttonsbayvill.asp
Village Council Meeting	Third Monday of each month, 5:30 p.m., at the Suttons Bay Township offices at 321 Saint Joseph Street, Suttons Bay
Planning Commission Meeting	Second Wednesday of the month, 6:00 p.m., at the Suttons Bay Township offices at 321 Saint Joseph Street, Suttons Bay
Village Council President	Larry Mawby 231.271.3051 phone
Village Clerk	Dorothy Petroskey 231.326.5125 phone suttonsbay@chartermi.net
Manager/ Zoning Administrator	Wally Delamater 231.271.3051 phone manager@suttonsbayvillage.org
Documents	Zoning Ordinance (available on line and by hardcopy) http://www.leelanau.cc/government596264.asp Master Plan (Joint with Suttons Bay Township) www.leelanau.cc/downloads/master_plan.pdf Suttons Bay Village Master Plan http://www.leelanau.cc/government0086.asp Forms & Applications http://www.leelanau.cc/government126574.asp

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Village of Suttons Bay (continued)

Notes:

The Village of Suttons Bay adopted a joint Master Plan with Suttons Bay Township in 2011. However, the Planning Commission and zoning authority will be retained by the Village and will not transition to a Joint Planning Commission with Suttons Bay Township at this time.

The Village's zoning ordinance incorporates form based code. Permit applicants are encouraged to communicate with other permitting agencies prior to submitting an application to avoid potential obstacles in the review process.

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.

Suttons Bay Township

Legend

- State Trunkline
- County Roads
- Other Roads

The map displays the following roads: Pettiner Rd, Seitz Rd, W. Jackson Rd, Keweenaw Rd, Salem Rd, Slowe Rd, Jacobson Rd, Rural Route n Rd, Putnam Rd, Peshaw Beach Rd, McKee Rd, Salmon Rd, Horn Rd, Dumas Rd, Mock Rd, Scotts Hill Rd, Mayak Rd, Smiley Rd, Bayview Rd, Herman Rd, Baker Rd, O'Brien Rd, Lake Leelanau Dr, W. Park View Rd, Center Hwy, Bickley Rd, Shore Dr, Smith Rd, Norvick Rd, County Brook Rd, Spring Lake Rd, Morris Rd, Storey Point Rd, and Algonquian Trl.

The map also shows Lake Leelanau and Lake Michigan. A red circle highlights the central area of the township, which includes the village of Suttons Bay.

An inset map of Michigan shows the location of Suttons Bay Township in the central part of the state.

SECTION IV – Leelanau County Governmental Agencies

Leelanau County Register of Deeds

Office

8527 East Government Center Drive
Suite 105
Suttons Bay, Michigan 49682
231.256.9682 phone
231.256.8149 fax
Office Hours: Monday - Friday, from 9:00 a.m. to 5:00 p.m.

Register of Deeds

Sue Stoffel
sstoffel@co.leelanau.mi.us

The REGISTER OF DEEDS office is the official office for all legal instruments pertaining to the transfer and encumbrances of properties in the county. Examples of real property are such documents as warranty deeds, quitclaim deeds, land contracts, and sheriff deeds; also mortgages and any assignments or discharges thereof. Probate orders, death certificates, agreements, leases, liens and numerous other instruments which affect real estate including certified surveys, plats and government corners are also documents kept by the office. Leelanau County records date back to 1863. Certified copies can be made from the records upon request.

The REGISTER OF DEEDS office assists the public, lending institutions, title companies, realtors and attorneys who are among the many people who check the records and filings of instruments in the office. Documents are recorded daily after being checked that all recording requirements are met according to statute. They are then time stamped, assigned liber and page numbers, indexed in the computer and images scanned. Our computer index dates back to January 1986 and we are currently working on indexing records to January 1981. Eventually we would like to have all records, indexed and imaged, back to 1971. For security purposes, duplicate microfilmed copies of all documents recorded are sent to an underground storage facility in Grand Rapids. Our records are available online and images can be viewed or copied for a fee. There are two public workstations in the office for searching the documents on the computer and the vault is available for record searching before January 1986.

The REGISTER is also the Chairman of the Leelanau County Plat Board.

The REGISTER OF DEEDS office has a policy that does not allow any personal electronic equipment in the office. The office has 2 public terminals available for searching and document printing purposes only.

(Source: Leelanau County Register of Deeds, updated 9/26/2012,
<http://www.leelanau.cc/corod.asp>)

Leelanau County Equalization Department

Office	8527 East Government Center Drive Suite 102 Suttons Bay, Michigan 49682 231.256.9823 phone 231.256.8159 fax Office Hours: Monday - Friday, from 9:00 a.m. to 5:00 p.m.
Equalization Director	Laurie Spencer
General Notes	The Department annually projects property values and studies the level of assessment by property class through appraisal and/or sales studies and applies equalization factors, if necessary, to comply with state law- the level of assessment is required to be 50% of true cash value. The Department is also assigned the responsibility of assisting local assessors in valuing all classes of property for assessment purposes.
Mapping	The Equalization Department maintains current property ownership maps for the entire county so that all land in the county subject to property tax is taxed once and is not subjected to double taxation. Copies of these tax maps are available for a fee to the public. Other information that we have available to the public include assessment rolls for current and some past years, sales ratio studies, equalization reports, millage rates, some unrecorded surveys, top ten taxpayer reports and others.
Assessment Data	<p>The Leelanau County Equalization Department also provides assessment information on the web site. Search by Owner Name, Location Address, Parcel Number and Jurisdiction. Find location on GIS map. Do a 300 foot radial search. Property owners, real estate professionals, appraisers and title companies can obtain this information free of charge.</p> <p>(Source: Leelanau County Equalization Department, updated 1/12/2012, http://www.leelanau.cc/coEqualization.asp)</p>

Leelanau County Planning and Community Development

Office	8527 East Government Center Drive Suite 108 Suttons Bay, Michigan 49682 231.256.9612 phone 231.256.0174 fax Office Hours: Monday - Friday, from 9:00 a.m. to 5:00 p.m.
Planning Director	Trudy Galla, AICP tgalla@co.leelanau.mi.us
Notes	<p>The County Planning office provides a variety of technical support functions to the County Board of Commissioners, the County Planning Commission, the Solid Waste Council, the Brownfield Redevelopment Authority, Leelanau Clean Water and local units of government. Specific responsibilities include:</p> <ul style="list-style-type: none">• Representing the County in Peninsula-wide committees and task forces, as well as regional planning and economic development groups.• Assistance in maintaining, updating, and implementing the Leelanau General Plan.• Responding to data requests from citizens, outside interests, local units, and county entities.• Maintaining County-wide socio-economic, census, and environmental data bases, as well as a Geographic Information System (GIS).• Address and road name assignment and administration.• Spearheading special studies, projects, and reports for the County Board and/or other entities as assigned.• Assisting with the creation and updating of land-use plans and zoning ordinances of local governments, and preparing analysis on these plans and ordinances for the County Planning Commission.• Administration of the County's affordable housing program.• Monitoring contemporary land use and planning issues, state and federal planning policies and programs, conducting background studies and making recommendations for planning needs in the County.

(Source: Leelanau County Planning Department, updated 10/11/2012, <http://www.leelanau.cc/coplanning.asp>)

Applications	Application for New Address www.leelanau.cc/downloads/application_for_address_march_2008.pdf Application for Road Name Assignment www.leelanau.cc/downloads/application_for_road_name_2008.pdf Other www.leelanau.cc/government195963.asp
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Leelanau County Construction Code Authority

Office	8527 East Government Center Drive Suite 109 Suttons Bay, Michigan 49682 231.256.9806 phone constructioncodes@co.leelanau.mi.us
Office Hours	Monday – Friday, 8:00 a.m. to 4:00 p.m.
Website	http://www.leelanau.cc/inspectionsdir.asp
Building Official	Glen A. Dempsey 231.256.9806 phone 231.256.8333 fax gdempsey@co.leelanau.mi.us
Applications and Forms	The following applications and documents can be downloaded from the link listed below: Building Guidelines Required Inspections Building Permit Application Plumbing Permit Application Requirements for a Building Permit Commercial Addendum Mechanical Permit Application Electrical Permit Application. www.leelanau.cc/government194362.asp
Note	“Our mission statement is to effectively administer the State of Michigan Construction Codes and County Ordinances to ensure public health, safety, and welfare; to provide professional services to our customers that will encourage the selection of Leelanau County as the preferred location to live, work, and invest; while striving to preserve and promote the quality of life in our community.” (Source: Leelanau County Construction Codes, updated 9/1/2011, http://www.leelanau.cc/cobuilding.asp)

Drain Commissioner

Office	112 West Philip Street PO Box 205 Lake Leelanau, Michigan 49653 231.256.7688 phone
Website	www.leelanau.cc/codrain.asp
Drain Commissioner	Steve Christensen schristensen@co.leelanau.mi.us
Applications & Forms	www.leelanau.cc/government194214.asp
Notes	<p>The Drain Commissioner provides assistance in the following areas:</p> <ul style="list-style-type: none">• Dam inspection• County Drainage Plan• Stormwater Ordinance• Drainage Districts• Soil Erosion Control Plan <p>Soil erosion permits are required prior to excavation if the site is within 500 feet of a lake or a stream, 100 feet of a regulated wetland, has a proposed driveway of 10% grade or more, has a proposed earth change of one acre or more and any commercial use site.</p> <p>(Source: Leelanau County Drain Commission, updated 4/16/2009, http://www.leelanau.cc/codrain.asp)</p>

Emergency Management Agency

Office 8525 East Government Center Drive
Suttons Bay, Michigan 49682
231.256.8800 phone (non-emergency)

Website www.leelanau.cc/coEMS.asp

Director Tom Skowronski
231.256.8775 phone
tskowronski@co.leelanau.mi.us
Office Hours: 8:00 a.m. – 4:00 p.m.

The Office of Emergency Management operates as the command center for the County of Leelanau during a state of emergency. The Emergency Operations Center (EOC) is staffed by representatives from local organizations and governmental agencies who form a unified decision making body. This group works together to prepare for and respond to area wide emergencies in Leelanau County. The staff strives to mitigate risk and maximize resources to protect lives, property, and the environment in a disaster.

(Source: Leelanau County Office of Emergency Management, retrieved 10/24/2012, <http://www.leelanau.cc/coEMS.asp>)

Benzie-Leelanau District Health Department

Lake Leelanau Office	7401 East Duck Lake Road Suite 100 Lake Leelanau, Michigan 49653 231.256.0200 phone 231.256.0225 fax
Website	www.bldhd.org/
Hours	8:00 a.m. – 12:00 p.m. 1:00 p.m. – 4:30 p.m. Environmental Health Window is closed on Fridays
Environmental Health Regulations	www.bldhd.org/pdfs/leelanau/leelacode.pdf
Permits and Applications	http://www.bldhd.org/permits.html
Note	The purpose of the sanitary code and its regulations is to protect the public health, safety and welfare, including preventing the spread of disease, sources of contamination of property, surface waters and ground waters, the public health and the environment; this purpose includes the implementation for carrying out of duties and functions vested in the Health Department by law by the regulation of sewage and sewage disposal, water supplies, sanitation of habitable buildings, dwellings and property for protecting surface and ground water, drinking water and the environment from improper or malfunctioning sewage disposal facilities, systems and devices and from sewage or related liquids and wastes.
Sewage Disposal Permitting	On or after December 31, 1989, no person or their contractor or agent shall construct any dwelling or any addition thereto, or install, modify or repair any sewage disposal facility as defined in the Leelanau County Environmental Health Regulations, without a permit and approval from a health officer as required by the Environmental Health Regulations Code and its regulations; provided, however, that no such application or construction permit shall be required in those cases where a permit from the State Department of Public Health is a statutory prerequisite and has been obtained. Such construction permit shall be issued only when plans and specification for the proposed installation of the average system are not less than the requirements set forth in these minimum standards. The health officer may attach conditions to the permit or approval.

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Benzie-Leelanau District Health Department (continued)**Water Supply Permitting**

On and after December 31, 1989, no person or his/her agent or contractor shall construct any habitable building or dwelling, any private, semi-public and other certain water supplies as defined in these minimum standards, or no person shall install any new or make any alteration of an existing water supply unless and until such person or his duly authorized agent or contractor has been obtained approval and permit from a health officer as required by the Leelanau County Environmental Health Regulations. The health officer may attach conditions to the permit or approval.

(Source: *Environmental Health Regulations for Leelanau County Health Department Authority, Jurisdiction, Purpose and General Definition*, 2002, <http://www.bldhd.org/pdfs/leelanau/leelacode.pdf>)

Leelanau County Road Commission

Office	10550 East Eckerle Road Suttons Bay, Michigan 49682 231.271.3993 phone lcrc@leelanauroads.org
Website	www.leelanau.cc/coRoads.asp
Board Chairman	Lee A. Bowen 231.271.3993 lbowen@leelanauroads.org
Manager	Herb Cradduck 231.271.3993 (ext. 225) phone hcradduck@leelanauroads.org
Engineer	James Johnson 231.271.3993 (ext. 224) phone jjohnson@leelanauroads.org
Permits and Applications	The following applications and documents can be downloaded from the link listed below: Driveway Permit Application Act 591 Land Division Review Form Annual Oversize Transportation form Single Move Permit Form Single Move Mobile Home Permit Form Right-of-way Standards Schedule of Fees Utility Permit Form Utility Policy adopted 5-15-07 Building Move Permit www.leelanau.cc/government476650.asp

Soil Erosion Control Program

Office	The Leelanau Conservation District 112 West Philip Street PO Box 205 Lake Leelanau, Michigan 49653-0205 231.256.9783 phone 231.256.7851 fax
Info Request	info@leelanaucd.org
Office Hours	Monday – Thursday from 8:00 a.m. to 4:30 p.m. Friday from 9:00 a.m. to 4:30 p.m.
Website	www.leelanaucd.org/
Executive Director	Buzz Long blong@leelanaucd.org
Documents	Soil Erosion Permit Application: http://www.leelanaucd.org/wp-content/uploads/2007/07/permit_app_erosion_2007.pdf Other Available Documents: Erosion Permit Fee Schedule Erosion Permit Checklist Example Site Plan for Erosion Permit Critical Dunes Permit Application & Information www.leelanaucd.org/services/erosion-control/
Note	<p>The Leelanau County Stormwater Ordinance, which incorporates Part 91 of Act 451 (formerly Act 347), Michigan’s Soil Erosion and Sedimentation Control Law, regulates all commercial projects, any earthwork within 500 feet of a lake or stream, within 100 feet of a regulated wetland, and constructing a driveway with a slope of 10% or greater. It is necessary to obtain a soil erosion permit before work begins. The soil erosion law includes minor work such as digging postholes for a deck. It also requires a permit any time an acre or more of land is disturbed regardless of the location of that land to any watercourse.</p> <p>If a permit is required from the MDEQ, it must be obtained first before the erosion control permit can be issued.</p> <p>(Source: Leelanau Conservation District, 2010-2012, http://www.leelanaucd.org/services/erosion-control/)</p>