2017 Guide to Permitting & Zoning

Benzie County

Created and Produced by:
Networks Northwest, Traverse City Area Chamber of Commerce &
Benzie County Planning Commission
## Contents

### SECTION I – General Information
- Introduction & Purpose
- Northwest Michigan Regional Prosperity Plan
- How to Use This Guide
- Benzie County Governmental Units
- Benzie County Permitting & Zoning: Status Update

### SECTION II – Township Permitting & Zoning Process
- Almira Township
- Benzonia Township
- Blaine Township
- Colfax Township
- Crystal Lake Township
- Gilmore Township
- Homestead Township
- Inland Township
- Joyfield Township
- Lake Township
- Platte Township
- Weldon Township

### SECTION III – Village & City Permitting & Zoning Process
- Village of Benzonia
- Village of Beulah
- Village of Elberta
- Village of Honor
- Village of Lake Ann
- Village of Thompsonville
- City of Frankfort

### SECTION IV – Benzie County Governmental Agencies
- Benzie County Register of Deeds
- Benzie County Surveyor
- Benzie County Planning Commission
- Building Safety & Construction Code Enforcement
- Land Bank Authority
- Brownfield Redevelopment Authority
- Economic Development Information
- Drain Commissioner
- Emergency Management Agency
- Benzie County Road Commission
SECTION I – General Information
Introduction & Purpose

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 Benzie County is the result and collaboration of stakeholders in Northwest Lower Michigan to assist individuals and businesses involved with construction and development projects.

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
Northwest Michigan Regional Prosperity Plan

For Northwest Michigan to be competitive in today’s economic climate, where innovation is key to growth and development, the region needs to provide fertile ground for economic activity to flourish. The presence of Talent, a skilled and knowledgeable workforce to support existing and new business; Vibrant Communities, offering a high quality of life and place to attract the talent needed to drive job creation and economic growth; and Business friendly community policies that provide a supportive regulatory structure and efficient, cost-effective services and infrastructure all work together to help create fertile ground.

The Framework for Our Future: A Regional Prosperity Plan for Northwest Michigan is a regional resource for communities working to meet local goals. The Framework was developed, with participation from a broad range of community leaders, stakeholders, and the public, as part of Michigan’s Regional Prosperity Initiative. It includes a wealth of information and tools that all parts of the community – the public, community leaders, businesses, nonprofits, public agencies, and statewide stakeholders – can use to supplement their local deliberation, planning, and decision-making processes.
Related Links:

Networks Northwest  
www.nwm.org/

Northwest Michigan Regional Prosperity Plan  
http://nwm.org/rpp

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.
There are 6 incorporated villages, 11 townships, and 1 city in Benzie County that are zoned as of 6/1/2017.
Benzie County Permitting & Zoning: Status Update

Planning
There is a County-wide master plan, adopted in 2017, which serves as an overview and coordination document for planning within the County. Several jurisdictions have developed their own master plans. Additionally, master plans are currently being formulated jointly by several townships in the southern part of the County. The County master plan is currently being updated by the County Planning Commission.

Each community’s plan provides information on its unique qualities which make it a desirable place for persons to live, work, recreate; and to describe the community’s approved development path for residential, commercial, recreational, agricultural, industrial and other land uses for individuals and businesses to consider for investment.

Zoning
Zoning administration and enforcement within Benzie County is performed at the local level (by the respective Townships, Villages and City of Frankfort). Joyfield Township has proposed a zoning ordinance, but as of 6/1/2017 as not adopted it. With the exception of Joyfield, the presentation of zoning approval is necessary to obtain building permits from the County Building and Code Enforcement Office.

The following is a summary of the current zoning status:

- Benzonia Township and Platte Township formed the West Benzie County Joint Planning Commission and adopted a joint zoning ordinance in July of 2012.
- Almira Township, Blaine Township, Crystal Lake Township, Gilmore Township and Lake Township all administrate and enforce their own individual ordinances.
- Colfax Township, Weldon Township, and the Village of Thompsonville have adopted a joint master plan and planning/zoning authority.
- Inland Township currently has a joint planning and zoning authority with Homestead Township.
- Joyfield Township has adopted a master plan and has proposed a zoning ordinance.
- The Villages of Benzonia, Beulah, Elberta, Honor, Lake Ann and Thompsonville, as well as the City of Frankfort, all have zoning ordinances and zoning administrators.

It is strongly recommended that the Zoning Administrators be contacted prior to the commencement of a new project.
SECTION II – Township Permitting & Zoning Process
Almira Township

Township Office 7276 Ole White Drive
Lake Ann, Michigan 49650-9617
231.275.5862 phone
231.275.7164 fax

Office Hours Monday, Tuesday and Wednesday – 8:00 am to 4:00 pm

Website www.almiratownship.org/

Supervisor Mark Roper
231.275.5862 phone
supervisor@almiratownship.org

Assessor Susanne Muha
231.275.5862 phone
assessor@almiratownship.org

Zoning Administrator Roger Williams
231.275.5862 phone
zoning@almiratownship.org

Documents:

Zoning Ordinance-
http://www.almiratownship.org/downloads/article_X.pdf

Applications and Permits:

Zoning Permit-
Application for a Land Division-
Demand for Appeal-

Master Plan-

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.
Almira Township Map
**Benzonia Township**

Township Office
1020 Michigan Avenue
PO Box 224
Benzonia, Michigan 49616
231.882.4411 phone
231.882.5778 fax

Office Hours
Monday through Thursday 9:00 am – 4:00 pm

Website

Supervisor
Jason Barnard
231.882.4411 (ext 15) phone
[supervisor@benzoniatownship.org](mailto:supervisor@benzoniatownship.org)
Hours: Monday thru Thursday 9:00 am – 2:00 pm

Assessor
Jill Brown
231.882.4411 (ext 12) phone
Hours: Monday and Wednesday 9:00 am – 4:00 pm

Zoning Administrator
David Neiger
231.882.4411 (ext 13) phone
Office Hours: Monday & Friday 9 a.m. – 12 p.m.

Documents:

Zoning Ordinance-

Zoning Map-

Applications and Forms-
[http://www.benzoniatownship.org/docs_forms.html](http://www.benzoniatownship.org/docs_forms.html)
Benzonia Township Map

Legend
- State Trunkline
- County Road
- Other Roads

Benzonia Township
**Benzonia Township Process Flowchart**

**PRE-APPLICATION CONFERENCE**
Optional for any application for development approval under ordinance. Applicant describes general development and engages ZA in discussion relative to process.

**APPLICATION**
A Site Plan shall be submitted with each application, and will include basic site and improvement specifications as required by ordinance.

**ZA REVIEW SITE PLAN**
ZA reviews and approves, denies, or provisionally approves. ZA has fourteen days to make determination of sufficiency. If sufficient, ZA circulates through staff to receive additional input; and then forwards to Zoning Commission.

**STAFF REVIEW**
Township staff reviews application and ZA commentary before making additional recommendations of sufficiency.

**APPLICANT MODIFICATION OF PLANS & RESUBMIT TO ZA**

**APPLICANT SEeks OTHER PERMITS**
The ZA recommends that all other permits be secured after receipt of Planning Commission Approval but before applying for Building Permit.

**APPLICATION FOR BUILDING PERMIT**
County building office shall issue a building permit assuming all other permits and approvals are secured and the Planning Commission approves.

**ZONING COMMISSION REVIEW**
Zoning Commission review application and site plan, considers ZA recommendation, and makes a decision to approve, deny, or provisionally approve.

*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.*
**Blaine Township**

Township Office 4760 Herring Grove Road
Arcadia, Michigan 49613
231.352.9880 phone (Clerk)

Mailing Address 6352 Putney Road
Arcadia, Michigan 49613

Website [http://www.networksnorthwest.org/community/governments/area-governments/?prof=blaine-township](http://www.networksnorthwest.org/community/governments/area-governments/?prof=blaine-township)

Supervisor Tom Campbell
231.352.5968 phone

Assessor Julie Krombeen
2900 South Townline Road
Cedar, Michigan 49621
231.228.5949 phone

Zoning Administrator Dan Rineer
231.352.4977 phone

Documents:
Blaine Township Map
Colfax Township

Township Office
7607 Michigan Avenue
Thompsonville, Michigan 49683

Mailing Address
PO Box 68
Thompsonville, Michigan 49683
231.378.2144 phone
231.378.4665 fax

Website
http://www.colfaxtownship.org/

Supervisor
Ron Evitts
4522 Long Road
Thompsonville, Michigan 49683
231.378.2334 home
231.383.1749 cell

Assessor
Christy Brow
Michigan Assessing Service, Inc.
10655 Riverside Drive
Honor, MI 49640
231.941.2004 phone
231.941.4309 fax

Zoning Administrator
Craig Meredith
PO Box 115
Thompsonville, MI 49683

Documents:
Zoning Ordinance-

Zoning Map-
http://www.colfaxtownship.org/PDF/master_plan/maps/map_12_zoning.pdf

Applications and Permits-
http://www.colfaxtownship.org/doc_forms.html#Permits_Apps

Master Plan-
http://www.colfaxtownship.org/jpc.html#Master_Plan

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.
Colfax Township Map
Crystal Lake Township

Township Office 1651 Frankfort Highway
Frankfort, Michigan 49635

Mailing Address PO Box 2129
Frankfort, Michigan 49635
231.352.9791 phone
231.352.6689 phone

Office Hours Monday-Friday 9:00 a.m. – 12:00 p.m. (Closed on Thursdays)

Website www.crystallaketwp.org

Supervisor Amy Ferris
PO Box 2129
Frankfort, Michigan 49635
supervisor@crystallaketwp.org

Assessor Jill Brown and Dave Brown
7421 Hency Road
Kingsley, MI 49649
231.881.4000 cell
Assessing.clt@gmail.com

Zoning Administrator Tom Kucera
231.352.9791 phone
Zoning.clt@gmail.com
Office Hours: Wednesday 9:00 a.m. – 12:00 p.m.

Documents:

Zoning Ordinance-
https://www.crystallaketwp.org/ordinances

Zoning Map-

Applications & Forms-
https://www.crystallaketwp.org/forms

Master Plan-
http://www.lakestoland.org/crystal-lake/master-plan/
Gilmore Township

Township Office 1198 West Stevenson Lake Road
Farwell, MI 48622
gimoretwp@hotmail.com

Website http://www.gimoretwp.com/

Supervisor Vincent Stark
989.588.0241 phone

Assessor Brenda Beach
PO Box 376
Mecosta, MI 49332
866.921.9293 phone

Documents:

Zoning Ordinance-

Zoning Map-
http://www.isabellacounty.org/gis/county-maps/360-zoning-maps/1034-zoning-maps

Applications and Forms-
http://www.gimoretwp.com/forms.htm

Master Plan-

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.
Gilmore Township Map
### Homestead Township

| Township Office                  | 11508 Honor Highway  
|                                | Honor, Michigan 49640  
|                                | clerk@homesteadtwp.com  
| Mailing Address                | PO Box 315  
|                                | Honor, Michigan 49640  
|                                | 231.325.6772 phone  
|                                | 231.325.2031 fax  
| Website                        | www.homesteadtwp.org  
| Supervisor                     | Shannon Purchase  
|                                | 231.325.6772 phone  
| Assessor                       | Kit Wilson  
|                                | 231.227.1095  
|                                | By appointment only  
| Zoning Administrator           | Sara Kopriva  
|                                | 231.590.9977 cell  
|                                | 19668 Honor Highway  
|                                | Interlochen, MI 49643  
|                                | By appointment only  

**Documents:**

- Zoning Ordinance-  
  [http://www.homesteadtwp.org/docs_forms_maps.html#Zoning_Ordinances](http://www.homesteadtwp.org/docs_forms_maps.html#Zoning_Ordinances)

- Applications & Forms-  
  [http://www.homesteadtwp.org/docs_forms_maps.html](http://www.homesteadtwp.org/docs_forms_maps.html)

- Zoning Map-  

- Master Plan-  
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.
Inland Township

Township Office 19668 US 31
Interlochen, Michigan 49643-9604
231.275.6568 phone

Website http://www.inlandtownship.org/

Supervisor Paul Beechraft
544 Bendon Road
Interlochen, Michigan 49643
231.275.7029 phone
supervisor@inlandtownship.org

Assessor Kit Wilson
231.227.1095 phone
kitwilson@michiganassessing.com

Zoning Administrator Sara Kopriva
231.590.9977
PlanNorth45@gmail.com

Documents:

Zoning Ordinance-
http://www.inlandtownship.org/zoning_ordinance.asp

Applications and Forms-
http://www.inlandtownship.org/zoning_ordinance.asp

Zoning Map-

Master Plan-
http://www.homesteadwp.org/PDF/Hmstd_Inland_MP_04152008.pdf
Inland Township Map
# Joyfield Township

**Township Office**
- 5940 Benzie Highway
- Benzonia, Michigan 49616

**Mailing**
- PO Box 256
- Benzonia, Michigan 49616
- 231.882.0133 phone

**Supervisor**
- Matt Emery
- 231.871.1396 phone

**Assessor**
- Gary Sauer
- 4106 Wallaker Road
- Benzonia, Michigan 49616
- 231.882.5989 phone

### Documents:
- **Zoning Ordinance**

- **Master Plan**

---

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.
Joyfield Township Map
Lake Township

Township Office  5135 Scenic Hwy  
                  Honor, Michigan 49640  
                  231.325.5202 phone  
                  231.325.4177 fax  

Office Hours  Monday and Friday, 9:00 a.m. – 12:00 p.m.  
              Wednesday 9:00 a.m. – 3:00 p.m.  

Website  www.laketwp.org  

Supervisor  William L. Robinson  
            5251 Park Lane  
            Honor, Michigan 49640  
            231.325.5613 phone (home)  

Assessor  Carol Merrill  
          7320 Norconk Road  
          Bear Lake, Michigan 49614  
          231.864.2587 phone (home)  
          231.510.6119 cell  

Zoning Administrator  Richard Krupp  
                      3859 Highland Drive  
                      Beulah, MI 49617  
                      231.383.3017 cell  

Documents:  

Zoning Ordinance-  
www.laketwp.org/docs_forms.htm  

Applications, Forms & Permits-  
http://www.laketwp.org/docs_forms.htm  

Zoning Map-  
http://www.laketwp.org/images/Lake_Twp_Zoning_Map.jpg
Lake Township Map
Platte Township

Township Office
11935 Fowler Road
Honor, Michigan 49640
231.325.2459 phone
Plattetownship@gmail.com

Website
http://www.plattetownship.org/pages/index.php

Office Hours
Thursdays 9:00 am to 12:00 pm

Supervisor
Paul L. Solem
231.325.2450 phone

Assessor
Shelly Rosa
231.325.2000 phone

Zoning Administrator
David Neiger
231.882.7037 phone
231.871.1346 cell

Documents:

Zoning Ordinance-
http://www.benzoniatownship.org/zoning_ordinance.html

Applications, Forms & Permits-
http://www.benzoniatownship.org/docs_forms.html

Master Plan-

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.
Platte Township Map
Weldon Township

Township Office  
14731 Thompson Avenue  
Thompsonville, Michigan 49683  
231.378.2477 phone  
231.378.2477 fax  
weldonclerk@acegroup.cc

Website  
http://www.weldontwp.org/

Supervisor  
Ron Hitesman  
231.882.7304 phone

Assessor  
Jessica Nuytten  
231.378.2477 phone

Zoning Administrator  
Craig Meredith  
231.378.2477 phone

Documents:

Zoning Ordinance-  
http://www.weldontwp.org/yahoo_site_admin/assets/docs/Greater_Thompsonville_Area_Zoning_Ordinance.14272222.pdf

Applications & Permits-  
http://www.weldontwp.org/jpc_zoning_and_planning

Zoning Map-  
http://www.weldontwp.org/yahoo_site_admin/assets/docs/Greater_Thompsonville_Area_Zoning_Map.14272448.pdf

Master Plan-  
http://www.colfaxtownship.org/jpc.html#Master_Plan

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.
Weldon Township Map
SECTION III – Village & City Permitting & Zoning 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.
**Village of Beulah**

Village Hall  
7228 Commercial Street  
Beulah, Michigan 49617  
PO Box 326  
231.882.4451 phone  
231.882.5759 fax

Website  
www.villageofbeulah.org

Office Hours  
Tuesday, Wednesday & Thursday - 10:00 a.m. – 2:00 p.m.

President  
Dan Smith

Clerk  
Laura Spencer  
231.920.4445 phone

Zoning Administrator  
Ron Edwards  
231.882.4451 phone

Documents:

Zoning Ordinance-  

Zoning Map-  

Master Plan-  

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 Beulah Map
**Village of Elberta**

Village Hall  
401 First Street  
Elberta, Michigan 49628

Office Address  
151 Pearson  
PO Box 8  
Elberta, Michigan 49628  
231.352.7201 phone  
231.352.4033 fax

Website  
villageofelberta.com

President  
Holly O’Dwyer- President Pro-Tem (updated June 2017)  
231.352.7201 phone  
hodwyer@villageofelberta.com

Clerk  
Cathy Anderson  
231.352.7201 phone  
clerk@villageofelberta.com

Assessor  

Zoning Administrator  
Don Tanner  
151 Pearson Street  
Elberta, MI 49628  
231.383.3771 phone  
231.352.4033 fax  
zoning@villageofelberta.com

Documents:  

Zoning Ordinance-  

Zoning Map-  

Master Plan-  

Applications, Permits and Forms-  
Village of Elberta Map
**Village of Honor**

Village Hall  
10922 Platte Street  
PO Box 95  
Honor, Michigan 49640  
231.325.8432 phone  
231.325.8432 fax

Office Hours  
Monday and Tuesday 3:30 pm – 6:00 pm or by appointment

President  
Bill Ward  
586.419.0099 cell

Clerk  
Jeanne McPherson  
231.930.8017 cell

Zoning Administrator  
Christy Flynn  
231.383.2342 phone  
honorplanningandzoning@gmail.com

Documents:

- Zoning Ordinance-  

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 Honor Map
### Village of Lake Ann

<table>
<thead>
<tr>
<th>Village Hall</th>
<th>Almira Township Hall</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>19639 Maple Street</td>
</tr>
<tr>
<td></td>
<td>Lake Ann, Michigan 49650</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Mailing Address</th>
<th>PO Box 61</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Lake Ann, Michigan 49650</td>
</tr>
<tr>
<td></td>
<td>231.275.5862 phone</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>President/ Zoning Administrator</th>
<th>Jim Sturmer</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>231.620.0600 phone</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Assessor</th>
<th>(Assessing is through Almira Township)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>231.275.6346 phone</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:assessor@almiratownship.org">assessor@almiratownship.org</a></td>
</tr>
<tr>
<td></td>
<td>Office Hours: Monday, Tuesday, Wednesday 8:00 am – 4:00 pm</td>
</tr>
</tbody>
</table>

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 Lake Ann Map


2017 Benzie County Guide to Permitting and Zoning

**Village of Thompsonville**

Village Hall 14714 Lincoln Avenue Thompsonville, Michigan 49683

Mailing Address PO Box 184 Thompsonville, Michigan 49683 231.378.2560 phone 231.378.2560 fax

President Wayne Northbeck

Clerk Catherine Scott

Zoning Administrator Patrick Worman

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 Thompsonville Map
City of Frankfort

City Hall
412 Main Street
Frankfort, Michigan 49635

Mailing Address
PO Box 351
Frankfort, Michigan 49635
231.352.7117 phone
231.352.7100 fax

Website
www.frankfortmich.com

Office Hours
Monday – Friday, 8:00 a.m. to 5:00 p.m.

Mayor
Robert Johnson
mayorbobby2015@gmail.com

Superintendent
Joshua Mills
231.352.7117 phone
jmills@cofrankfort.net

Clerk/Treasurer
Kimberly Kidder
231.352.7117
kkidder@cofrankfort.net

Documents:

Zoning Ordinance-

Applications & Forms-

Master Plan-
http://www.frankfortmich.com/pdf/frankfort%20master%20plan%20as%20adopted%20051110_FINAL.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.
City of Frankfort Map
SECTION IV – Benzie County Governmental Agencies
Benzie County Register of Deeds

Register of Deeds  Amy J. Bissell
Upper Level
Government Center
448 Court Place
Beulah, Michigan 49617
231.882.0016 phone
231.882.0167 fax

Office Hours  Monday – Friday, 8:30 a.m. – 12 p.m. & 1:00 p.m. – 5:00 p.m.

Website  

Services Offered  Recording of legal documents including: warranty deeds, quit claim deeds, mineral deeds, administrator, tax and sheriff’s deed’s, mortgages, assignment of mortgages, discharge of mortgages, patents, oil and gas leases, subdivisions (plats) and restrictions, rights of way, various liens including state and federal tax liens, circuit court orders, probate orders, and wills where real property is concerned, condominium documents, surveys, and land corner and remonumentation records.

The Register of Deeds collects the Michigan State Transfer Tax.

Specific document searches. See fee schedule below.

Collection of State Remonumentation Fees.

Fee Schedule  www.benzieco.net/PDF/Register_Of_Deeds/Register_Of_Deeds_Fees.pdf
**Benzie County Surveyor**

<table>
<thead>
<tr>
<th>County Surveyor</th>
<th>John B. Smendzuik</th>
</tr>
</thead>
<tbody>
<tr>
<td>Crystal Surveying LLC</td>
<td></td>
</tr>
<tr>
<td>114 South Benzie Boulevard</td>
<td>Beulah, Michigan 49617-0377</td>
</tr>
<tr>
<td></td>
<td>231.882.4303 phone</td>
</tr>
</tbody>
</table>

| Office Hours | Monday – Friday, 8:00 a.m. – 12 p.m. & 1:00 p.m. – 5:00 p.m. |

<table>
<thead>
<tr>
<th>Website</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Services Offered</th>
<th>Running of the Benzie County Remonumentation Program</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Source for Survey information for the County and State</td>
</tr>
</tbody>
</table>
Benzie County Planning Commission

Contact Persons

Peg Minster, Chair
231.378.2259 phone
231.357.7145 cell

Chris Olson, County Administrator
231.882.0558 phone
231.882.7072 fax
colson@benzieco.net

Website
http://www.benzieco.net/departments/planning_commission/index.php

Description
The Planning Commission is a seven member commission appointed by the County Board of Commissioners. Planning Commissioners are appointed to three year terms. The County Administrator and Recording Secretary provide staff support to the County Planning Commission.

Documents:

Plans, Reports & Ordinances
http://www.benzieco.net/departments/planning_commission/documents.php
Building Safety & Construction Code Enforcement

Director
Bert Gale, Building Official

Office
Lower Level
Government Center
448 Court Place
Beulah, Michigan 49617
231.882.9673 phone
231.882.0033 fax

Office Hours
Monday – Friday
8:00 a.m. – 12:00 p.m. & 1:00 p.m. – 5:00 p.m.

Services Offered
- Issuance of construction and demolition, electrical, mechanical, and plumbing permits
- Plan reviews
- Inspections of construction projects (all trades) for compliance of State Codes
- State Code enforcement

Fees:
www.benzieco.net/PDF/building/Building_Permit_Fee_Sched.pdf

Documents, Applications and Forms:
http://www.benzieco.net/departments/building_safety_and_code_enforcement/documents_forms.php
**Land Bank Authority**

Contact  
Michelle Thompson, County Treasurer  
231.882.0011 phone  
231.882-4844 fax  

Webpage  

Office  
Upper Level  
Government Center  
448 Court Place  
Beulah, Michigan 49617  

Office Hours  
Monday – Friday, 8:30 a.m. – 12 p.m. & 1:00 p.m. – 5:00 p.m.  

Services Offered  
Cleared parcels available for sale for development/redevelopment.  

Documents available on webpage  

**Brownfield Redevelopment Authority**

Benzie County is in the process of formulating a brownfield redevelopment authority in order to establish a financing mechanism for the redevelopment of parcels. Further information will be forthcoming.

**Economic Development Information**

General Information  

Contact  
Chris Olson, County Administrator  
231.882.0558 phone  
231.882-7072 fax  

Services Offered  
Information for development/redevelopment opportunities in Benzie County, coordination with other services, local units and authorities.

Benzie Economic Development Corporation  

Chairman  
Troy Terwilliger  
231.352.7181 (ext. 2003) phone
Drain Commissioner

Commissioner          Edward Hoogterp
Office                9225 Gilstone
                      Beulah, Michigan 49617
                      231.882.4932 phone
                      ehoogterp@benzieco.net
Emergency Management Agency

Coordinator                  Frank Post
Office                        448 Court Place
                                Beulah, Michigan 49617
                                231.882.0567 phone
                                231.882.0568 fax

Website

http://www.benzieco.net/departments/emergency_operations_management/index.php

Services Offered

- Maintain Emergency Operations Plan
- Provide Benzie County Natural Hazards Mitigation Plan
- Operate the Emergency Operations Center
- Coordinate resources and efforts during response and recovery

Documents available for viewing on webpage
Benzie County Road Commission

Office
PO Box 68
11318 Main Street (US-31)
Honor, Michigan 49640
231-325-3051 phone
231-325-2627 fax

Website  
[www.benziecrc.org](http://www.benziecrc.org)

Office Hours
Winter Hours: Monday – Friday, 7:00 am – 3:30 pm
Summer Hours: Monday – Thursday 6:00 am – 4:30 pm

Manager
Matthew Skeels
231-325-3051 (ext 207) phone
bcrcengineer@benzieroad.org

Superintendent
Bradley Schaub
231-325-3051 (ext 203) phone
bcrcclerk@benzieroad.org

Documents
[http://www.benziecrc.org/docs_forms.htm](http://www.benziecrc.org/docs_forms.htm)
- Residential Driveways Specifications
- Commercial Driveways Specifications
- Well Site Driveway Specifications
- Mailbox Installation Guide
- Miscellaneous Permit Information
- Permit Fee Schedule
- Private Road Specifications
- Standards & Specifications (For subdivisions, site condominiums, and other development projects)

Application and Forms
[http://www.benziecrc.org/docs_forms.htm](http://www.benziecrc.org/docs_forms.htm)
- Utility Permit Fee Calculation Spreadsheet
- Land Division Review Application
- Plan Review Application (for proposed planned unit developments including site condominiums and subdivisions)
- Right of Way Application
- Mobile Home Transportation
- Transportation of Building or Special Load Permit