

2017 Guide to Permitting and Zoning

Emmet County



Created and Produced by:
**Networks Northwest, Northern Lakes Economic Alliance &
Emmet County Planning, Zoning, and Construction Resources Department**

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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 Emmet 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

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.

The Framework is a starting point for community discussions and action around important community development issues. While it does not, and cannot, comprehensively address the enormous breadth of community data and issues associated with these issues, ongoing community participation, deliberation, and action will help to make this document a valuable resource that can support community planning and action over the long term.



FRAMEWORK FOR OUR FUTURE

A REGIONAL PROSPERITY PLAN
for northwest lower michigan

Related Links:

Northwest Michigan council of Governments

www.nwm.org/

Northwest Michigan Regional Prosperity Plan

<http://nwm.org/rpp>

New Designs for Growth Development Guidebook

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

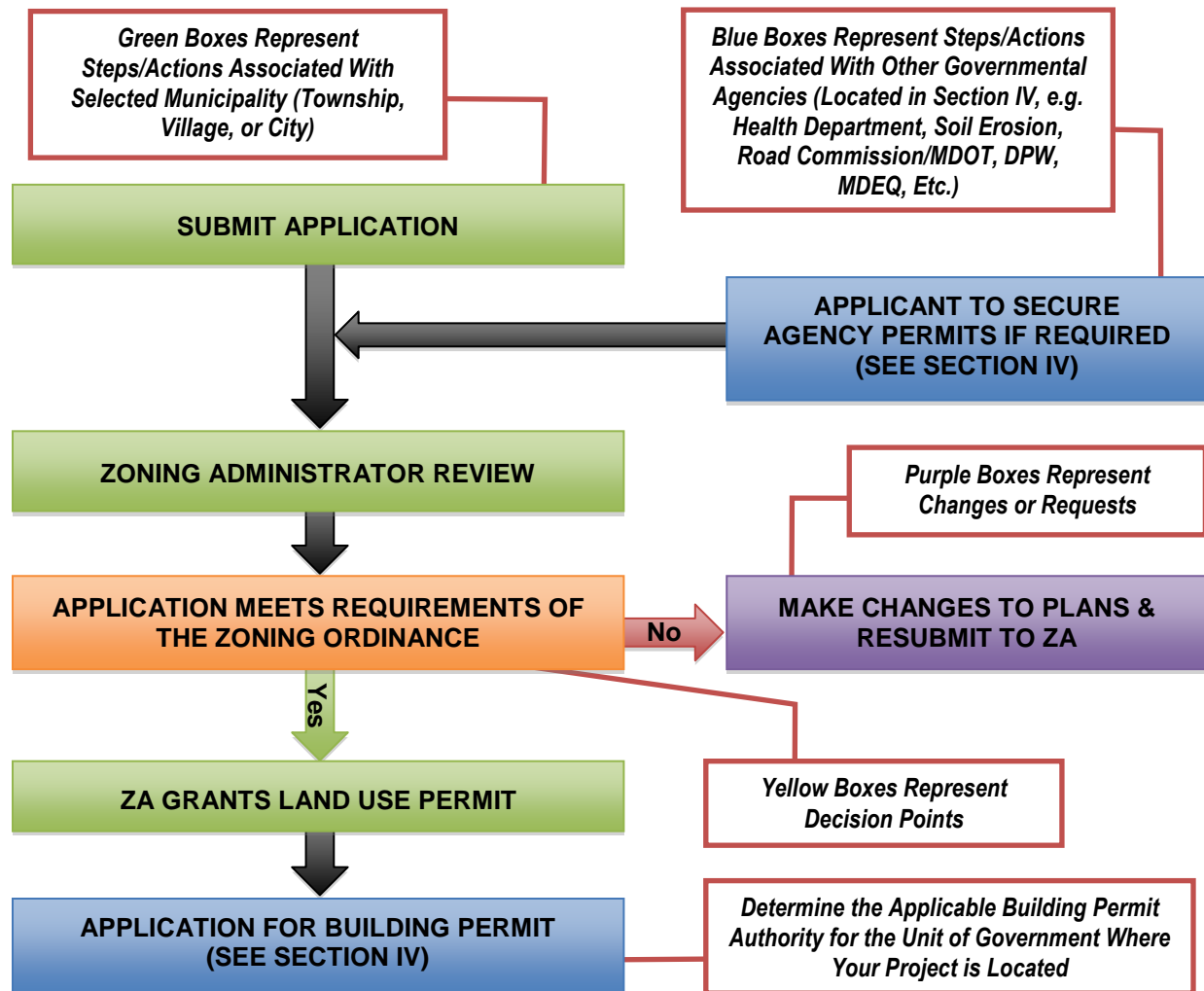
New Designs for Growth – A Citizen’s Guide to Planning & Zoning in Northwest Michigan

www.nwm.org/citizensguide-planning

How to Use This Guide

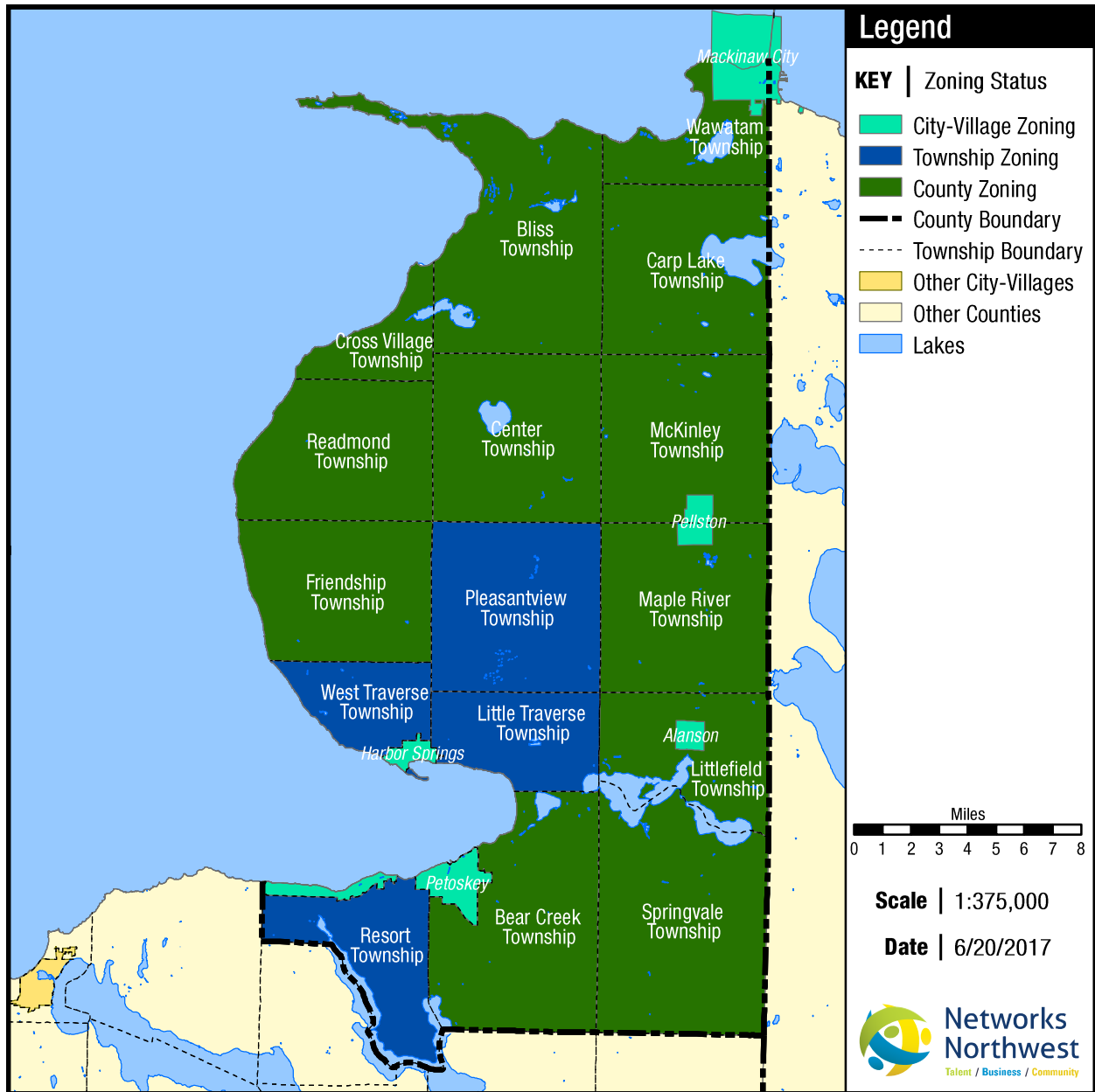
Flowchart Legend

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



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

Emmet County Governmental Units



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

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

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

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

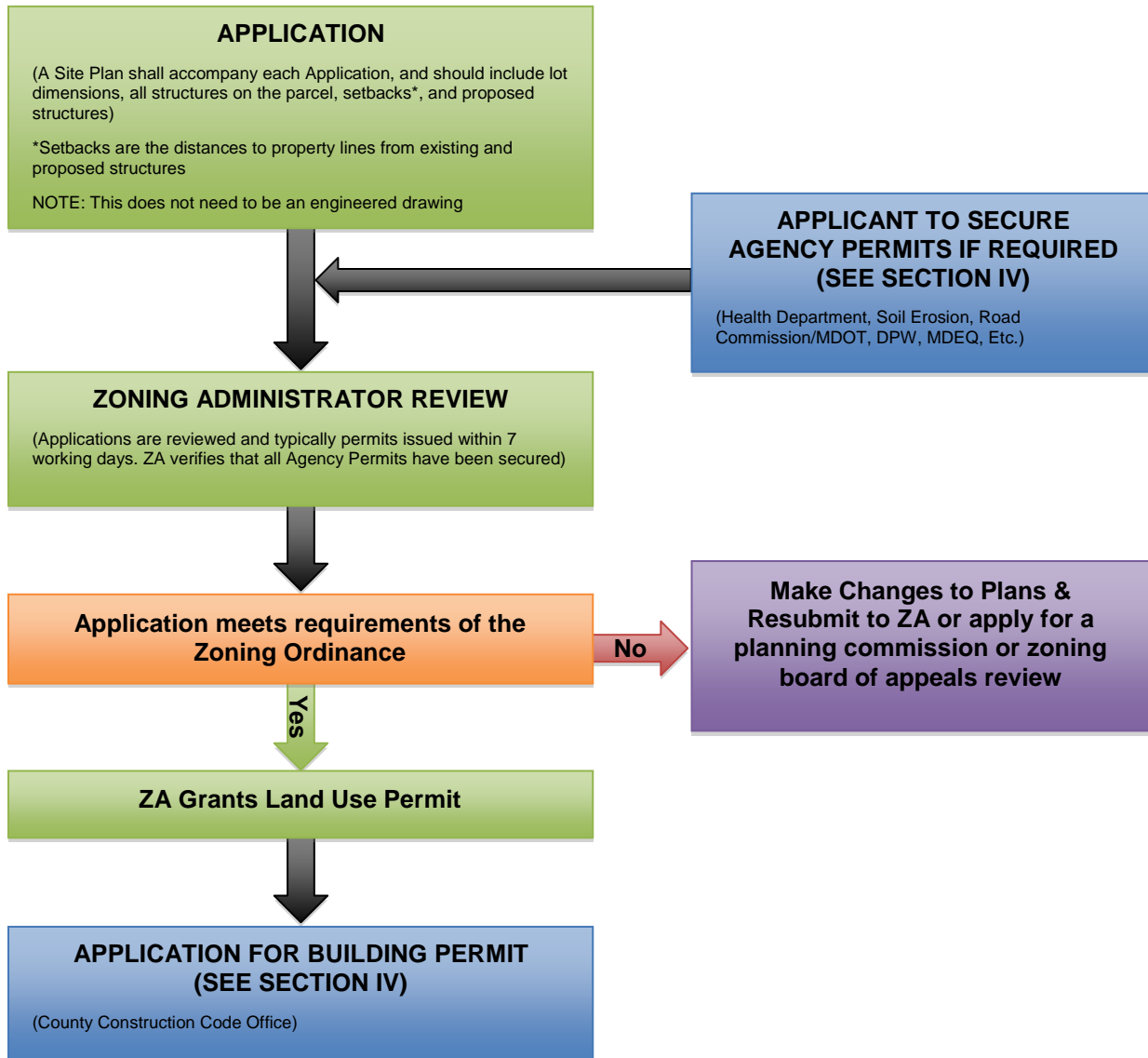
These guidelines are typical for new construction for residential buildings. Commercial construction would, in most cases, require Planning Commission review. New construction requires zoning, building, septic/well and drive permits. Developments on properties within 500 feet of a lake, river or stream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

Emmet County Requirements for Entire County

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

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

Emmet County Land Use Permitting Process Flowchart



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

SECTION II – Township Permitting & Zoning Process

Bear Creek Township

Township Office	373 North Division Road Petoskey, Michigan 49770 231.347.0592 phone 231.347.0736 fax bctwp@sbcglobal.net
Website	apps1.emmetcounty.org/twp/BearCreek/default.html
Supervisor/Assessor	Dennis Keiser 231.347.1311 phone 231.347.0736 fax supervisor@bearcreektownship.com
Zoning:	3434 Harbor-Petoskey Rd (M-119), Suite E Harbor Springs, MI 49740 231.348.1735 phone 231.439.8933 fax PZCR@emmetcounty.org

Documents:

Emmet County Zoning Ordinance-

http://www.emmetcounty.org/wp-content/uploads/2017/05/PZ_2017_Zoning-Ordinance.pdf

Master Plan-

http://www.benziecrc.org/docs_forms.htm

Other Ordinances-

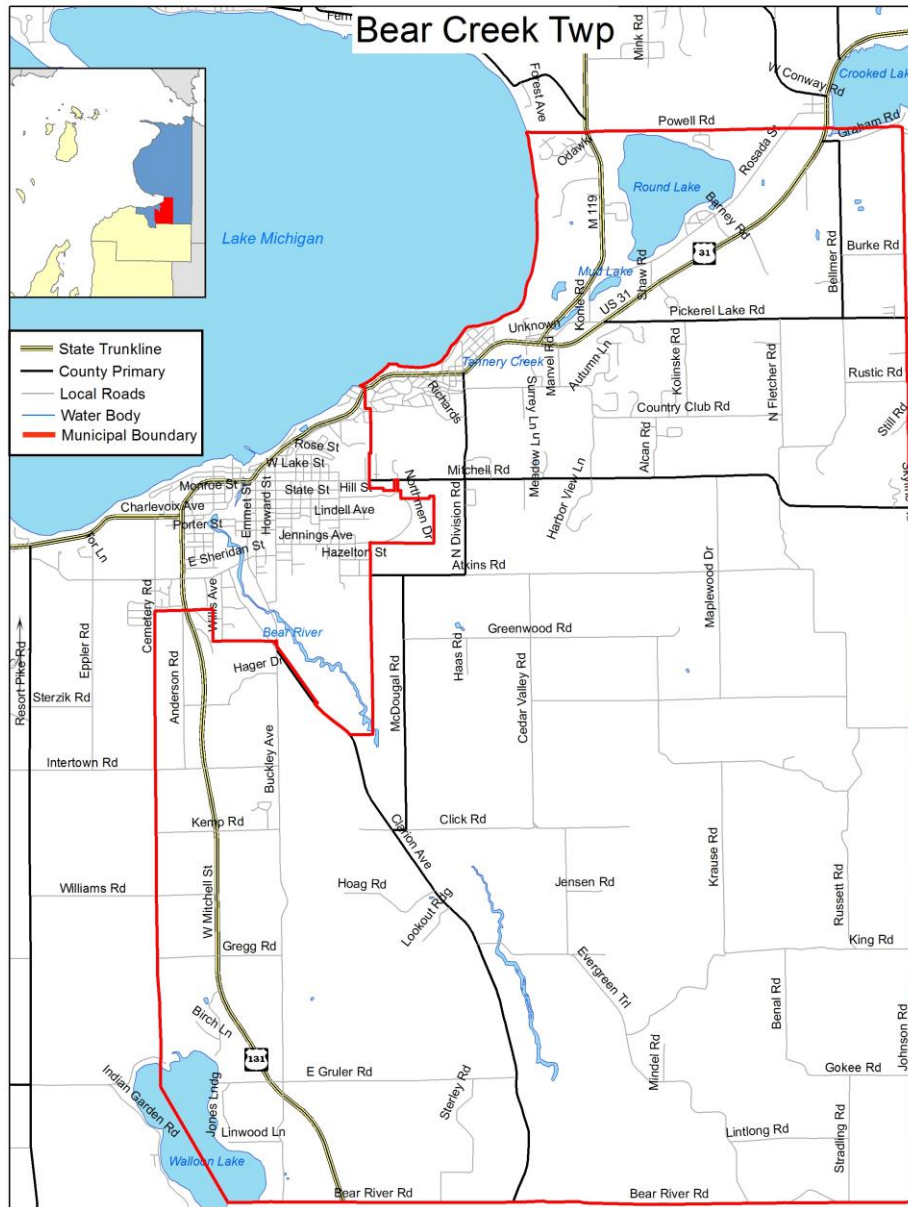
<http://apps1.emmetcounty.org/twp/BearCreek/ordinances.asp>

Applications, Forms & Permits-

<http://apps1.emmetcounty.org/twp/BearCreek/forms.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.

Bear Creek Township Map



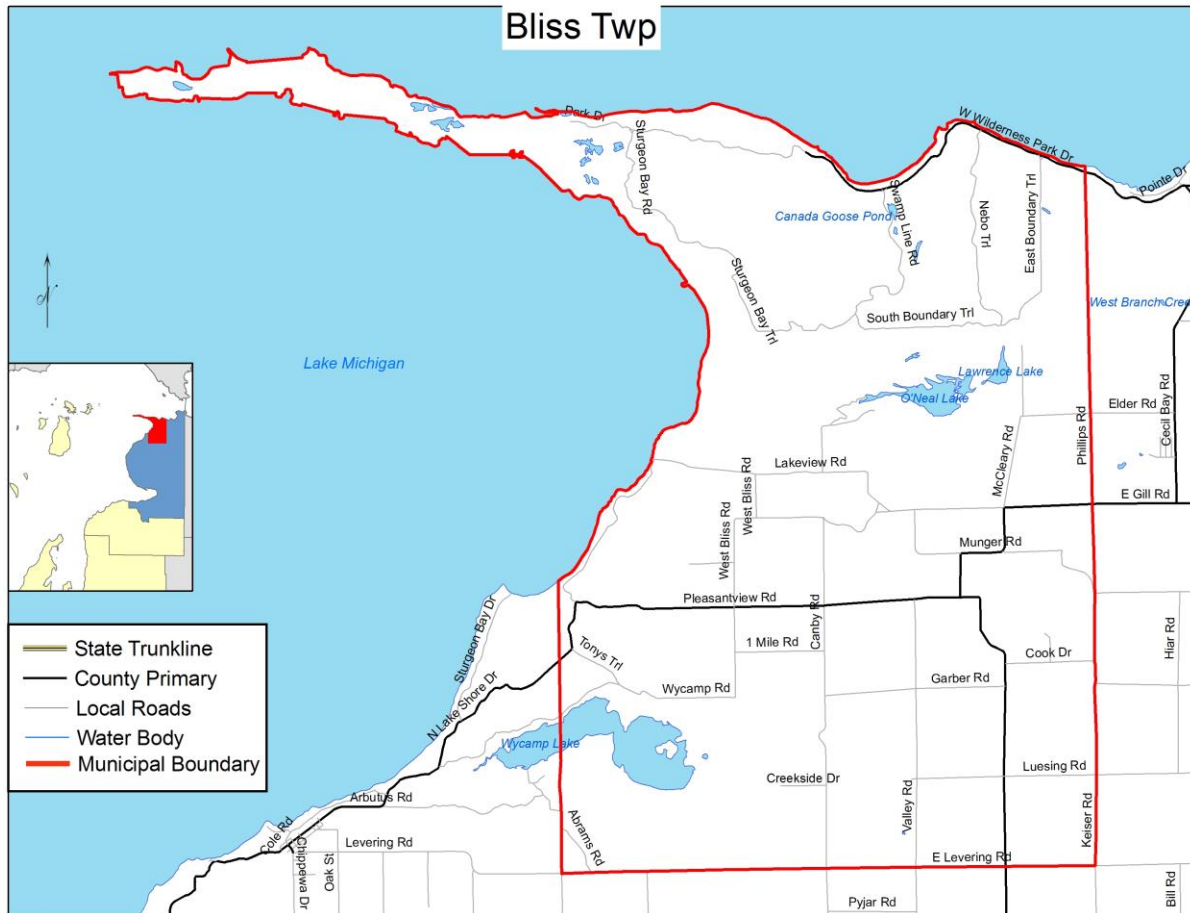
Bliss Township

Township Office 265 N. Sturgeon Bay Trail
Levering, Michigan 49755
231.537.4590 phone

Supervisor Philip Lechowicz

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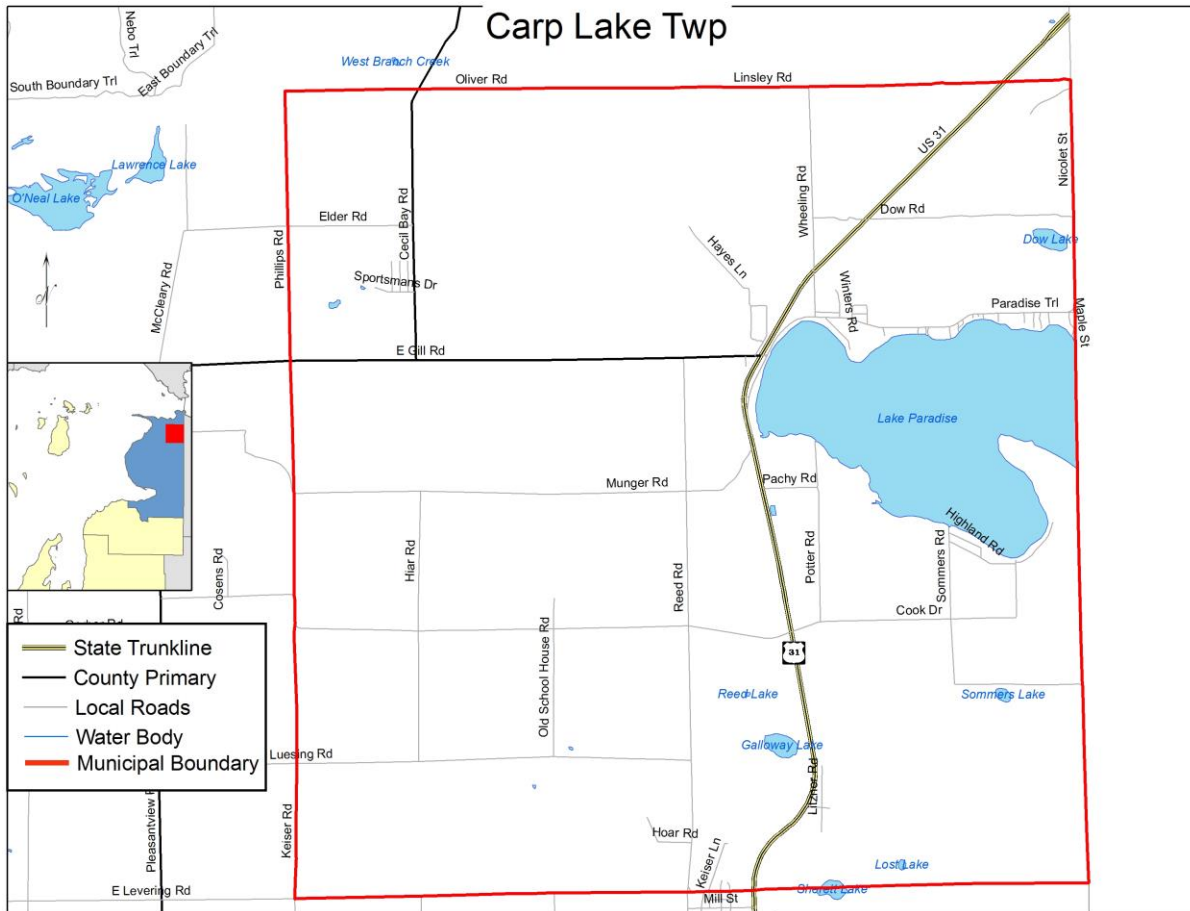
Bliss Township Map



Carp Lake Township

Township Office	6339 Gill Road Carp Lake, Michigan 49718
Website	http://ontonagoncounty.org/township/carp-lake-township/
Supervisor	Homer Colclasure PO Box 235 White Pine, MI 49971 906.885.5072 phone
Assessor	Mark Slocum 311 N Steel Street Ontonagon, MI 49953 906.884.6724 phone

Carp Lake Township Map

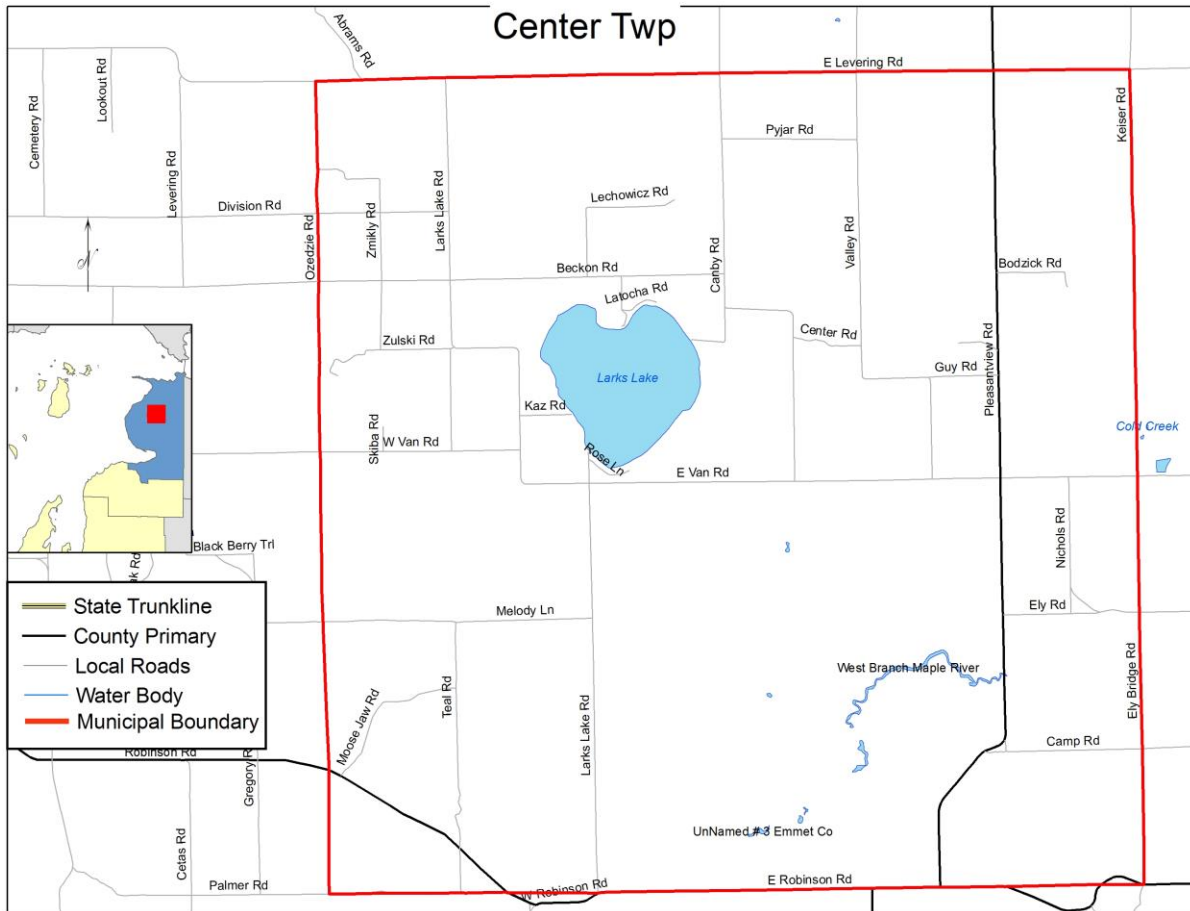


Center Township

Township Office	981 Van Road Pellston, Michigan 49769 231.539.8592 phone
Website	N/A
Supervisor	Chris Jurek

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Center Township Map



Cross Village Township

Township Office 5954 Wadsworth
P.O. Box 182
Cross Village, Michigan 49723
231.242.0182 phone/fax

Website <http://crossvillage.info/>

Supervisor Gene Reck
P.O. Box 221
Cross Village, MI 49723
231.838.9927 phone
gene@threepinesstudio.com

Assessor Tim Grimm
819 Ottawa Street
Harbor Springs, MI 49740
231.838.8054 phone
harbortim@gmail.com

Documents:

Applications, Forms, & Permits-
Facilities Use- <http://crossvillage.info/Facilities%20use%202014.pdf>

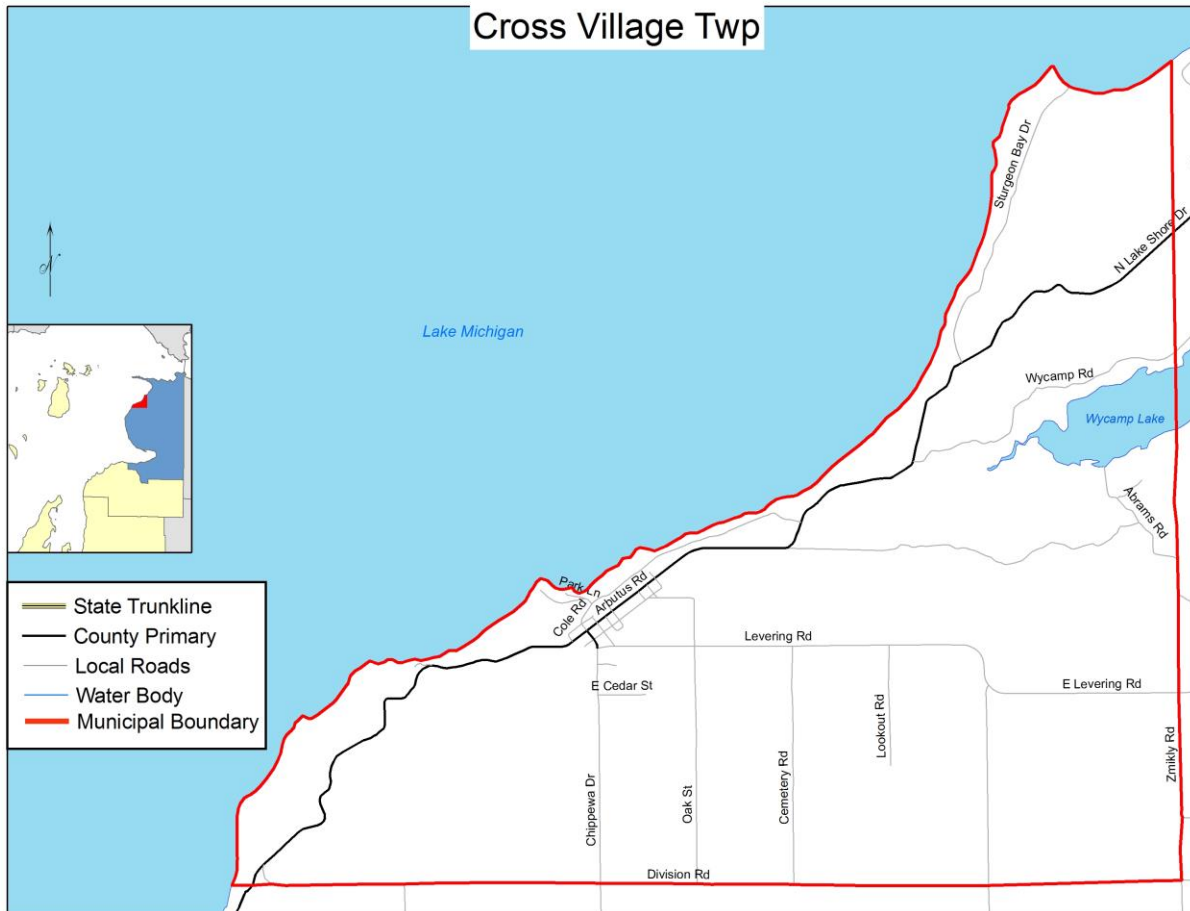
Land Division App- <http://crossvillage.info/land%20division%20application.pdf>

FOIA Request- <http://crossvillage.info/FOIA/crossvillage%20foiarequest.pdf>

FOIA Estimate- <http://crossvillage.info/FOIA/cvcostestimatefoia.pdf>

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Cross Village Township Map

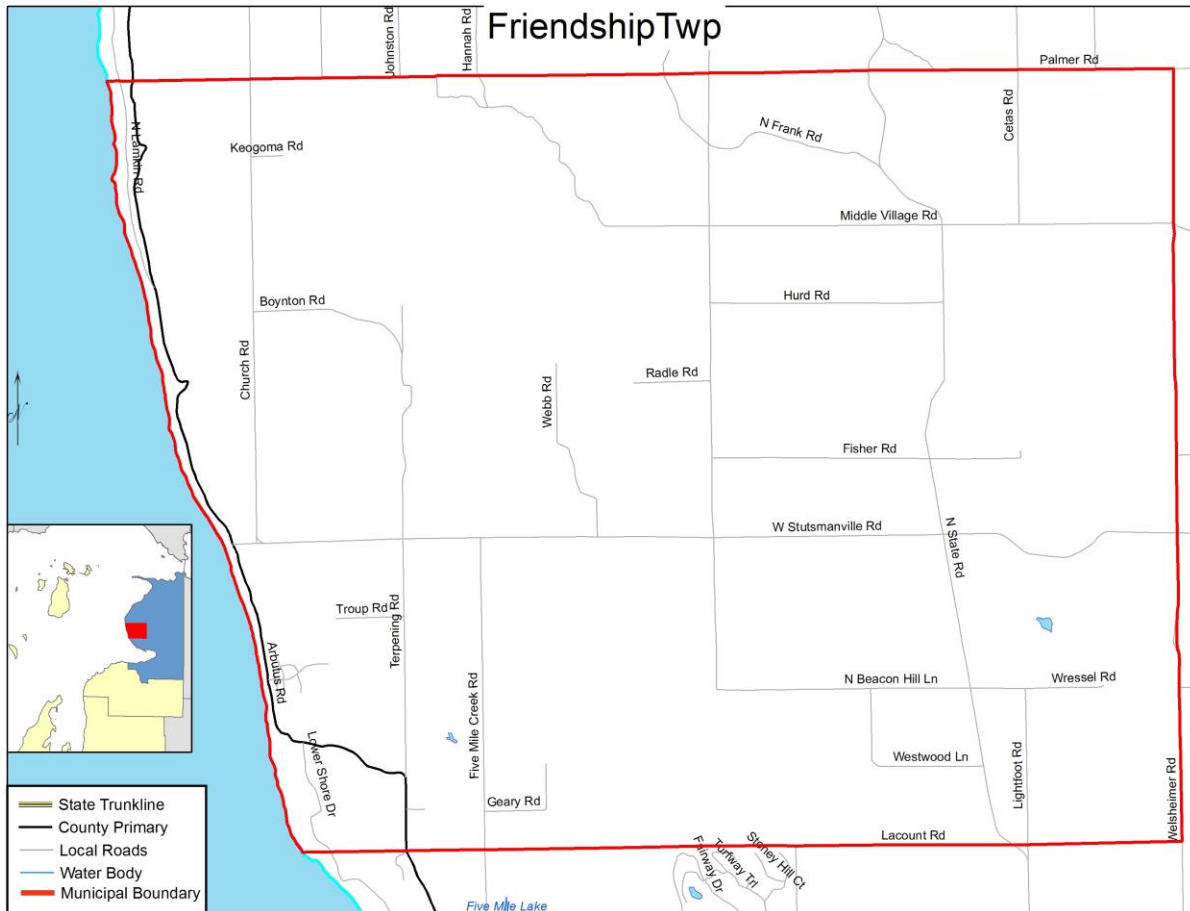


Friendship Township

Township Office	3018 Beacon Hill Harbor Springs, Michigan 49740 231.526.8955 phone
Website	http://www.harborinc.org/friendship-township-13/
Supervisor	Frederick Troup 8079 Troup Road Harbor Springs, Michigan 49740 231.526.6918 phone friendshiptownshipsupervisor@gmail.com
Clerk/Assessor	Janell Van Divner 8774 Kawegoma Road Harbor Springs, Michigan 49740 231.526.6410 phone jvandivner.friendshiptwp@wildblue.net
County Zoning:	3434 Harbor-Petoskey Rd., Suite E Harbor Springs, MI 49740 231.348.1735 phone Office Hours: Monday thru Friday 8:00 am - 5:00 pm
Documents:	
County Zoning Ordinance-	http://www.emmetcounty.org/wp-content/uploads/2017/05/PZ_2017_Zoning-Ordinance.pdf
Master Plan-	http://is0.gaslightmedia.com/wwwharborincorg/_ORIGINAL_/fs84-1464886988-92199.pdf

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Friendship Township Map



Little Traverse Township

Township Office	8288 S. Pleasantview Road 231.526.0351 phone office@littletraversetownship.org
Website	http://www.harborinc.org/little-traverse-township-14/
Supervisor/ Zoning Administrator	William Dohm 231.526.0351 phone 231.526.0352 fax dohm@freeway.net
Assessor	Joe Lavender 8288 S. Pleasantview Rd. Harbor Springs, Michigan 49740 231.526.0351 phone 231.526.0352 fax divemi@gmail.com

Documents:

Zoning Ordinance- http://is0.gaslightmedia.com/wwwharborincorg/_ORIGINAL_/fs81-1378928627-83645.pdf

Zoning Map- http://is0.gaslightmedia.com/wwwharborincorg/_ORIGINAL_/fs31-1372865032-20819.pdf

Master Plan- http://is0.gaslightmedia.com/wwwharborincorg/_ORIGINAL_/fs80-1372866494-42831.pdf

Applications, Forms & Permits-

Zoning Variance App- http://is0.gaslightmedia.com/wwwharborincorg/_ORIGINAL_/fs59-1443029762-58934.pdf

Sewer App- http://is0.gaslightmedia.com/wwwharborincorg/_ORIGINAL_/fs95-1461678645-55817.pdf

Water App- http://is0.gaslightmedia.com/wwwharborincorg/_ORIGINAL_/fs52-1461678743-66998.pdf

FOIA Forms- <http://www.harborinc.org/legal-and-public-notices-96/>

Littlefield Township

Township Office 7631 Burr Avenue
Alanson, Michigan 49706
231.548.2220 phone

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

Supervisor Damien Henning
7572 Smith Road
Alanson, MI 49706
231.548.5443 phone
Supervisor@littlefieldtpw.org

Assessor Jim Lapeer
7912 Afton Road
Afton, MI 49705
231.238.9606 phone
assessor@littlefieldtpw.org
Office Hours: Tuesdays 9:00 am to 11:00 am

Zoning Chair Katie Derrohn

Trustee.pz@littlefieldtpw.org

Documents:

Zoning Ordinance-

http://www.emmetcounty.org/wp-content/uploads/2015/12/2015_Interactive_Zoning_Ordinance.pdf

Other Ordinances- <http://www.littlefieldtpw.org/government-2/ordinances-2/>

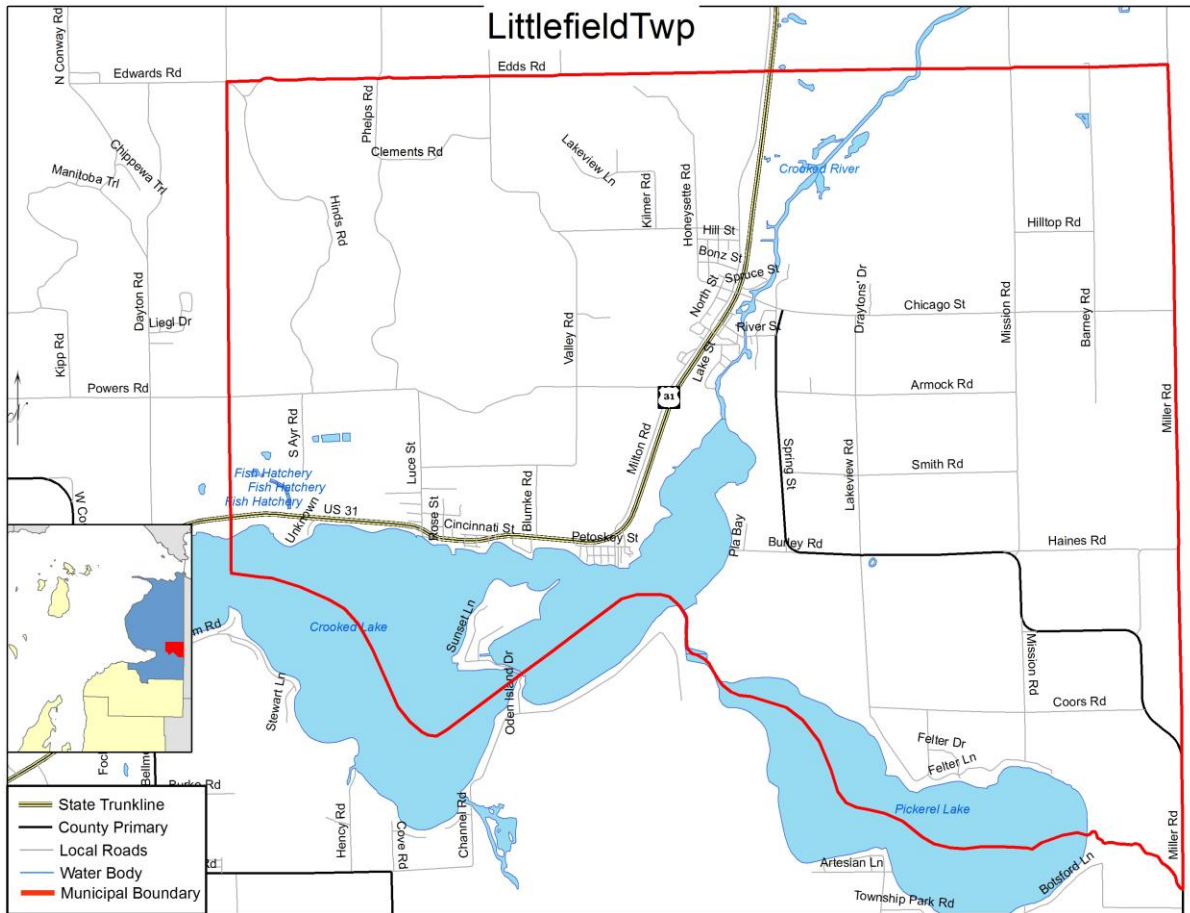
Master Plan- <http://www.littlefieldtpw.org/wp-content/uploads/2016/02/Littlefield-Township-Corridor-Report-Final-Feb-2012.pdf>

Applications, Forms & Permits- <http://www.littlefieldtpw.org/departments/applications/>

Twp Division App- <http://www.littlefieldtpw.org/wp-content/uploads/2016/02/Township-Parcel-Division-Application.pdf>

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Littlefield Township Map

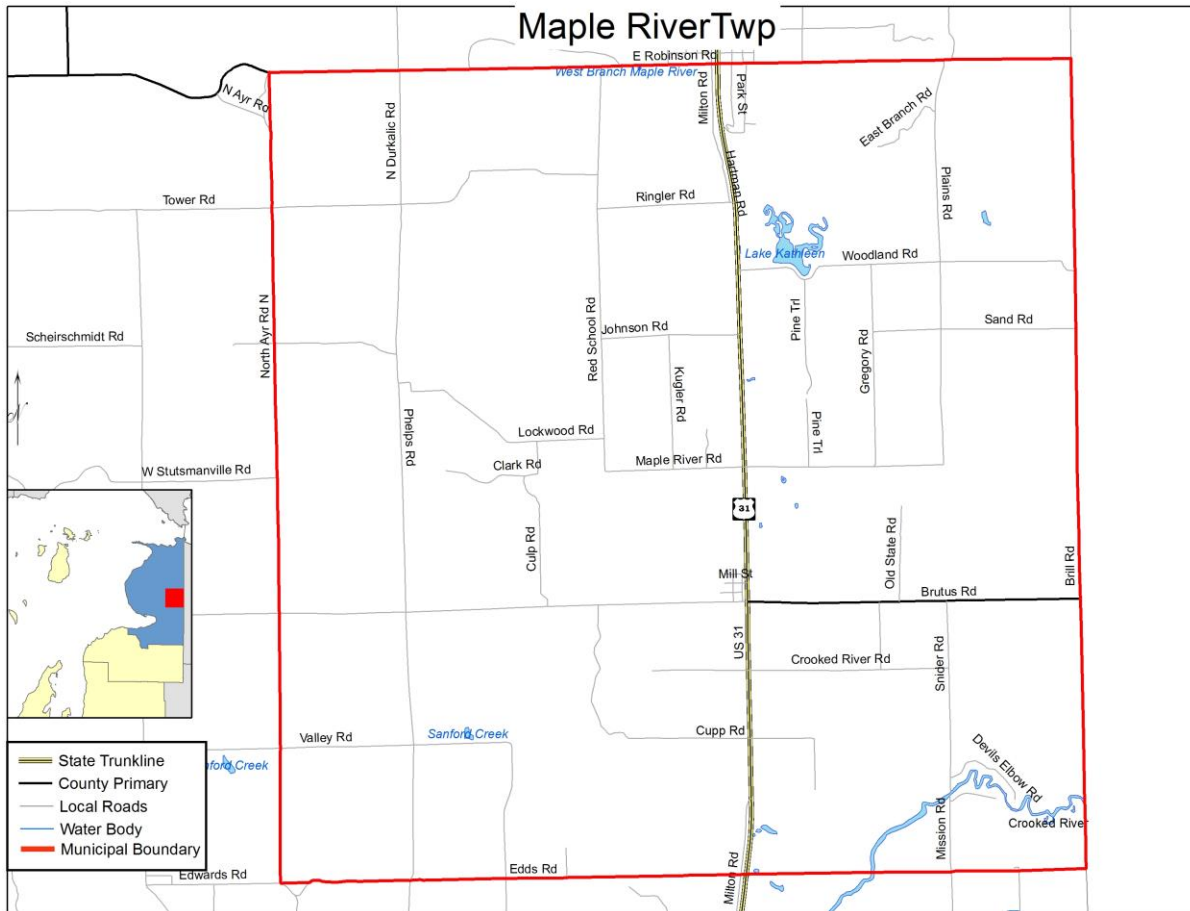


Maple River Township

Township Office	3989 S. US 31 Brutus, Michigan 49716 231.529.3000 phone
Website	N/A
Supervisor	John Eby

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Maple River Township Map

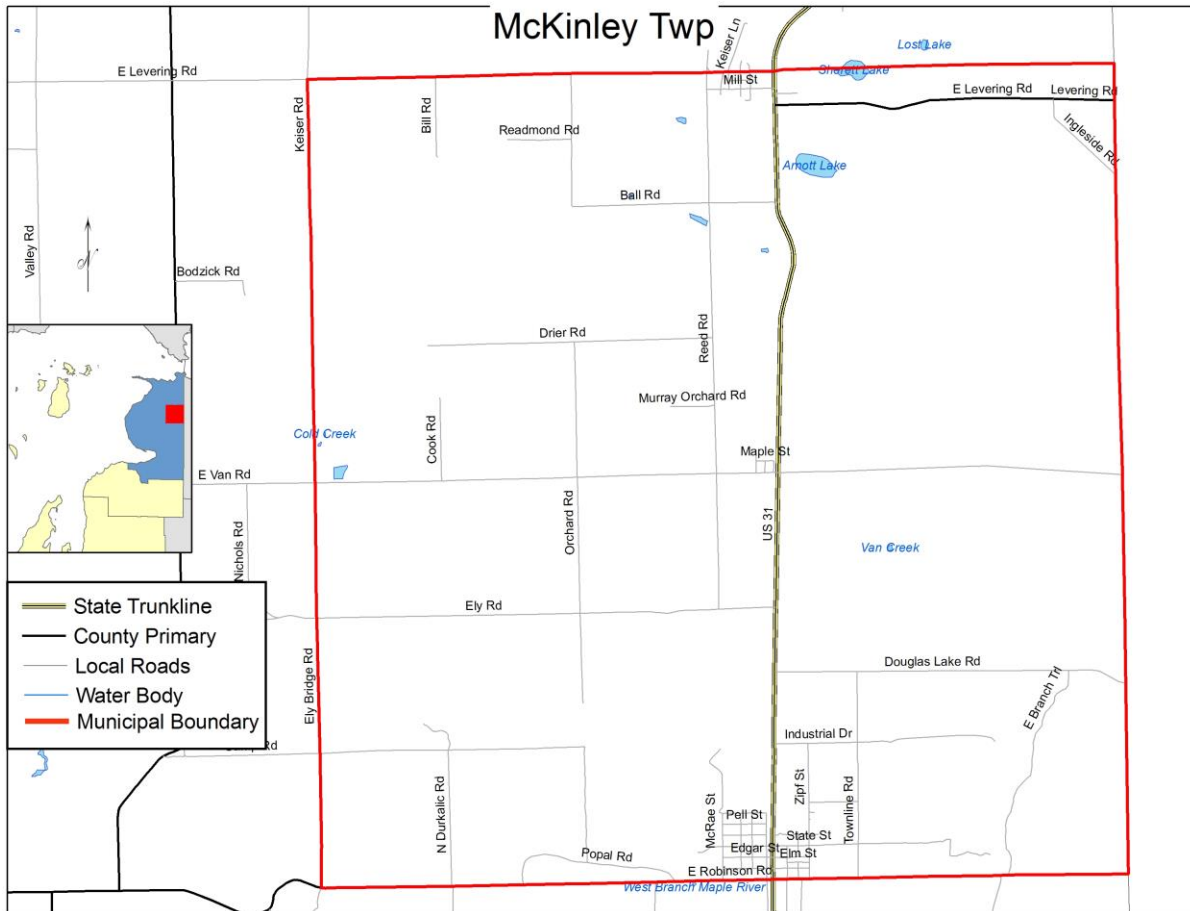


McKinley Township

Township Office	1820 N. US 31 Pellston, Michigan 49769 231.539.8388 phone
Website	N/A
Supervisor	Mark Drier

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McKinley Township Map



Pleasantview Township

Township Office 2982 S. Pleasantview Road
Harbor Springs, Michigan 49740
231.526.8140 phone
Secretary Office Hours: Monday Thru Friday 9:00 am – 12:00 pm

Website <http://www.harborinc.org/pleasantview-township-15/>

Supervisor Robert Rogier

Assessor Tim Grimm
819 Ottawa Street
Harbor Springs, Michigan 49740
231.526.5370 phone
231.526.8140 fax
harbortim@gmail.com

Zoning Administrator Jack Sommerville
231.526.8140 phone
231.526.2739 home

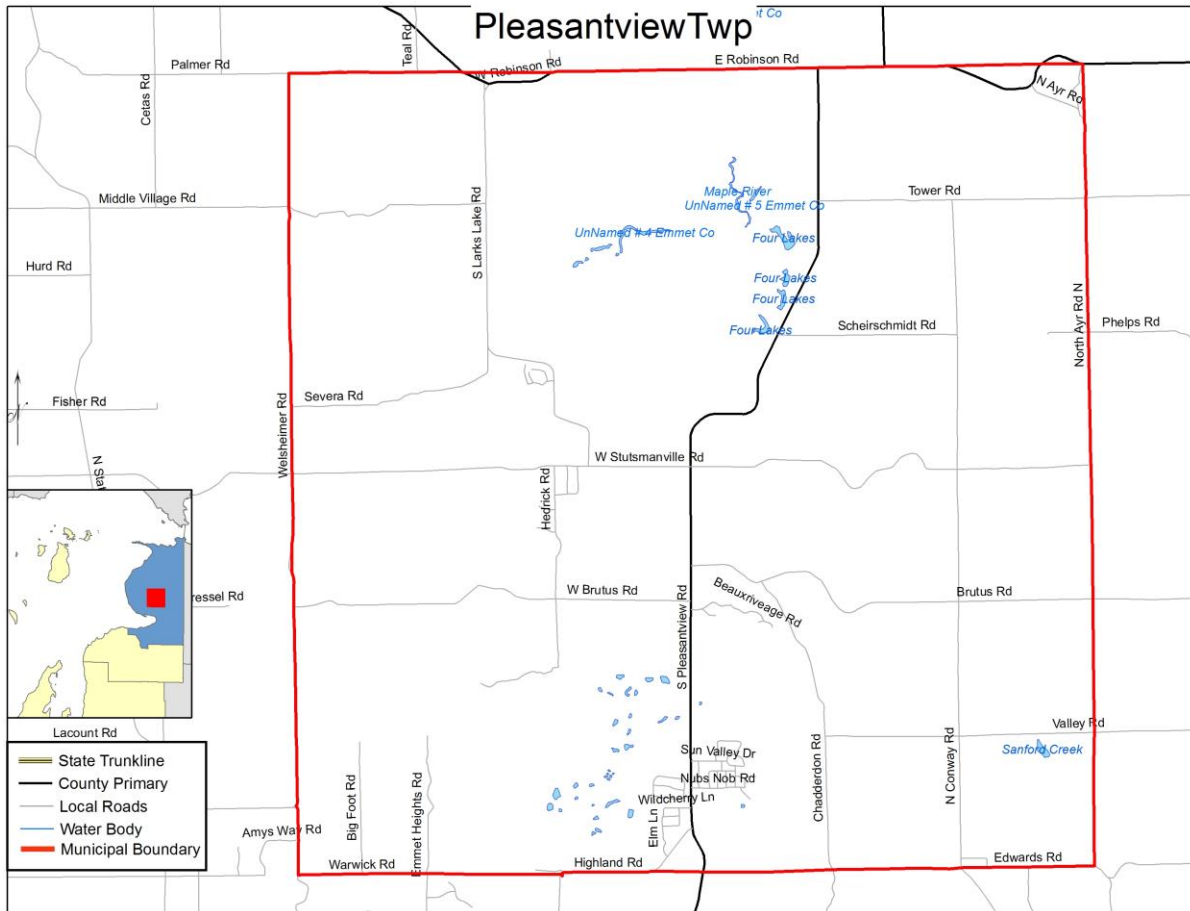
Documents:

Zoning Ordinance- http://is0.gaslightmedia.com/wwwharborincorg/_ORIGINAL_/fs80-1417536127-25921.pdf

Master Plan- http://is0.gaslightmedia.com/wwwharborincorg/_ORIGINAL_/fs13-1415808972-21335.pdf

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Pleasantview Township Map



Readmond Township

Township Office	6034 Wormwood Lane Harbor Springs, Michigan 49740 231.526.9601 phone readmond6034@gmail.com
Website	http://www.harborinc.org/readmond-township-16/
Supervisor	Gordan Kruskie 231.526.9601 phone
Assessor	Tim Grimm 231.838.8054
County Zoning:	3434 Harbor-Petoskey Rd., Suite E Harbor Springs, MI 49740 231.348.1735 phone Office Hours: Monday thru Friday 8:00 am - 5:00 pm

Documents:

Zoning Ordinance-

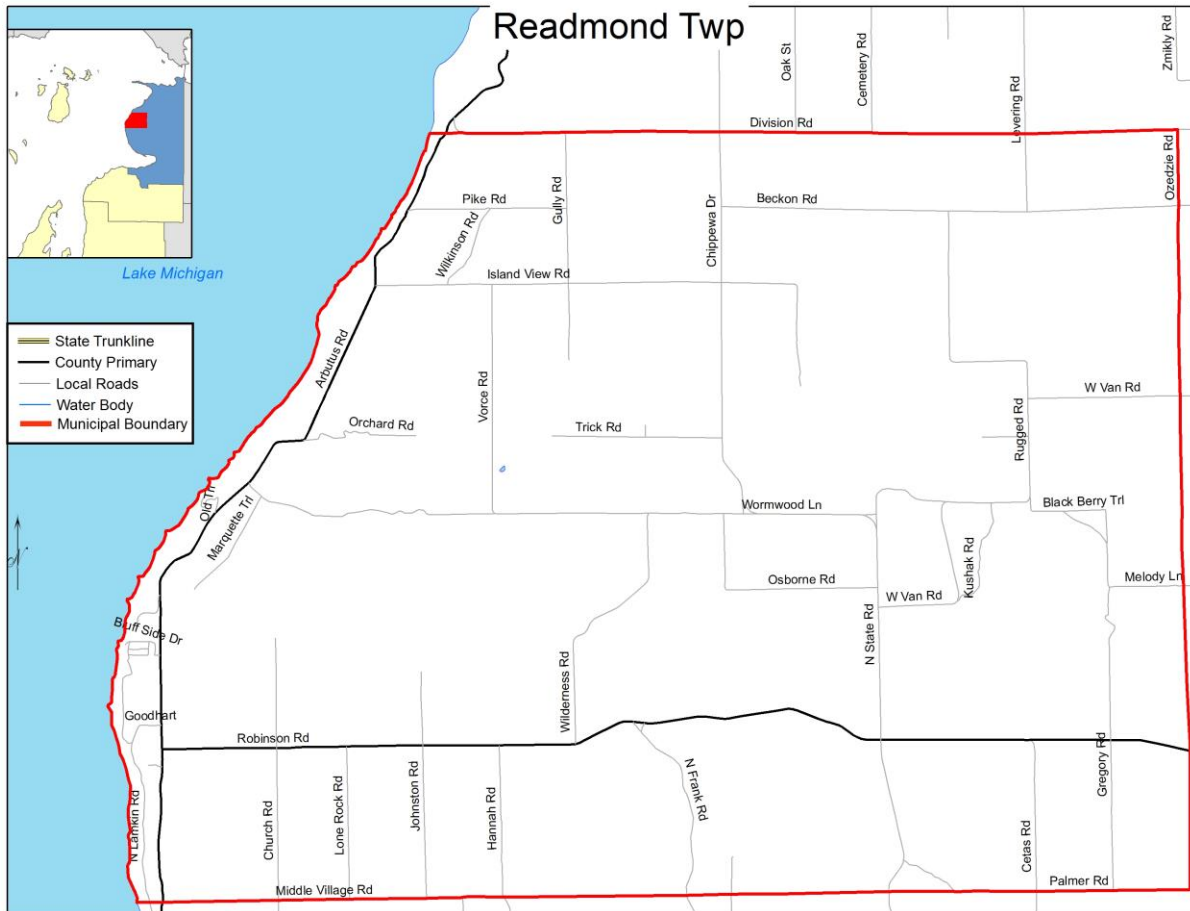
http://www.discovernortheastmichigan.org/downloads/emmet_county_zoning_ordinance_final_122015_interactive2_1.pdf

Master Plan-

<http://is0.gaslightmedia.com/wwwharborincorg/ ORIGINAL /fs43-1372867541-28711.pdf>

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Readmond Township Map



Resort Township

Township Office	2232 Resort Pike P.O. Box 848 Petoskey, Michigan 49770 231.347.7915 phone 231.347.4692 fax
Website	http://www.resorttownship.org/
Supervisor	Robert Wheaton 5680 Resort Pike Road Petoskey, Michigan 49770 231.838.0106 phone rtsupervisor@charter.net
Assessor	Robert Wheaton (see above) Hours: Wednesdays 9:30 am – 4:00 pm or by appointment
Zoning Administrator	Tim Roth Zoningplanning@resorttownship.org Hours: Monday/Wednesday/Friday 9:00 am – 4:00 pm

Documents:

Zoning Ordinance & Forms-

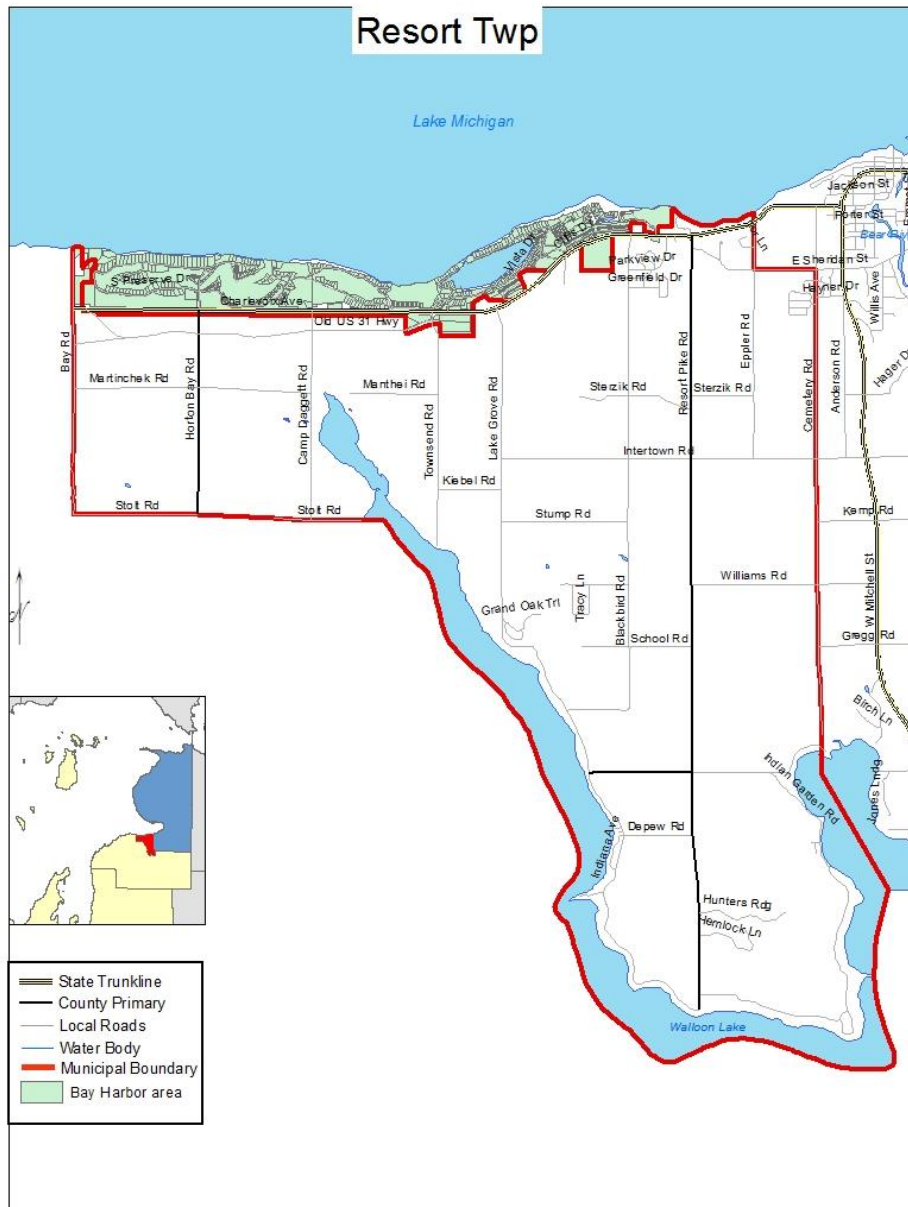
<http://www.resorttownship.org/departments/planning-zongin/zoning-ordinance>

Master Plan-

<http://www.resorttownship.org/departments/planning-zongin/master-plan-update>

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Resort Township Map



Springvale Township

Township Office	8198 E. Mitchell Road Petoskey, Michigan 49770 231.347.3077 phone 231.347.3988 fax
Website	apps1.emmetcounty.org/twp/Springvale/index.htm
Supervisor	Tom Whipp 231.348.7087 phone 231.838.0183 fax springvalesupervisor@gmail.com
Assessor	Tom Wolf 3499 Pleasant Valley Rd. Boyne City, Michigan 49712 231.582.7515 phone 231.347.3988 fax Hours: Wednesday 6:00 pm – 9:00 pm springvaleassessor@gmail.com
Zoning Administrator	Jim Scott 231.838.8248 phone

Documents:

Zoning Ordinance-

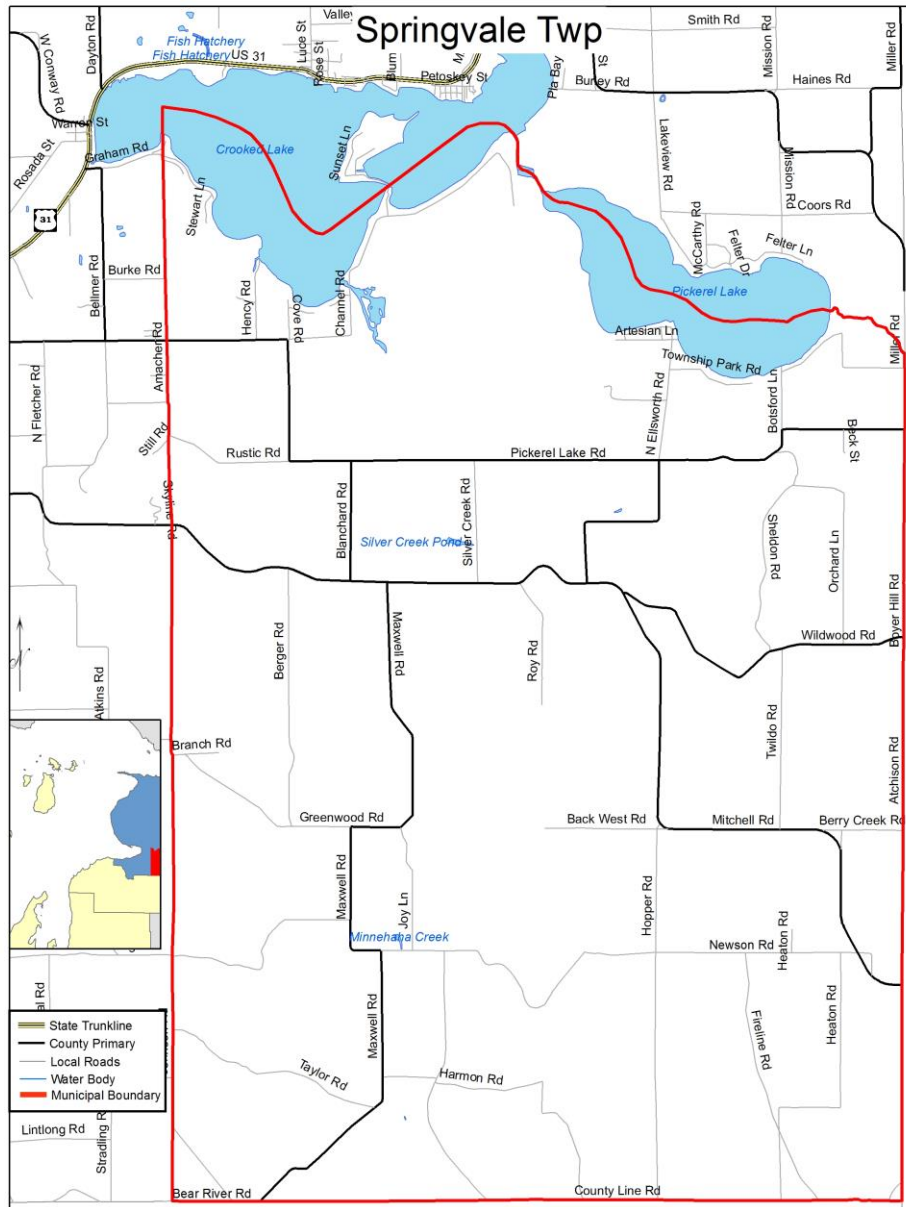
http://www.discovernortheastmichigan.org/downloads/emmet_county_zoning_ordinance_final_122015_interactive2_1.pdf

Springvale Ordinances-

<http://apps1.emmetcounty.org/twp/springvale/Ordinances.htm>

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Springvale Township Map



Wawatam Township

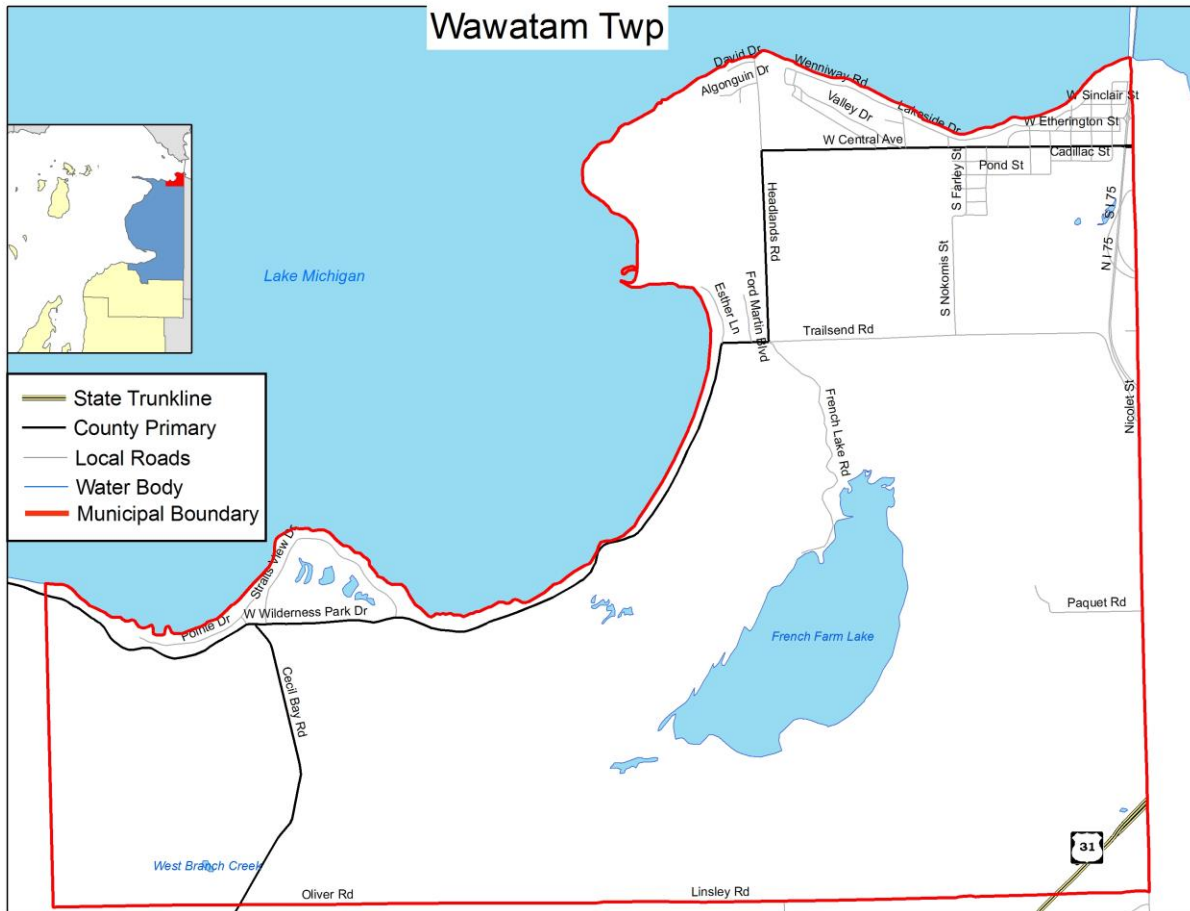
Township Office	123 W. Etherington Ave. Mackinaw City, Michigan 49701 231.436.5274 phone
Website	http://apps1.emmetcounty.org/twp/Wawatam/default.htm
Supervisor & Assessor	Roger Moore 4483 Straits View Drive Carp Lake, Michigan 49718 231.436.5141 phone 231.436.4171 fax rwmoore@wawatamtownship.org
Zoning Administrator	Tammy Doernenburg, Emmet County Planning & Zoning Director 3434 M-119, Suite E Harbor Springs, Michigan 49740 231.348.1735 phone 231.439.8933 fax PZCR@emmetcounty.org

Documents:

Zoning Ordinance-
www.emmetcounty.org/ordinancesandamendments/

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Wawatam Township Map



West Traverse Township

Township Office	8000 S. M-119 Harbor Springs, Michigan 49740 231.526.7361 phone 231.526.0028 fax
Website	www.westtraversetownship.com/
Supervisor	Bob Sandford 8000 S. M-199 Harbor Springs, MI 49740 231.526.7361 phone 231.526.0028 fax supervisor@westtraversetownship.com
Assessor	Joe Lavender 231.526.7361 phone assessor@westtraversetownship.com Hours: Mondays 9:00 am – 1:00 pm
Zoning Administrator	Randy Frykberg 231.526.7361 phone zoning@westtraversetownship.com Hours: 1 st /3 rd Tuesday of each month 1:00 pm – 4:00 pm or By Appointment

Documents:

Zoning Ordinance-

http://is0.gaslightmedia.com/wwwharborincorg/_ORIGINAL_/fs69-1493386634-61842.pdf

Zoning Map-

http://is0.gaslightmedia.com/wwwharborincorg/_ORIGINAL_/fs01-1493386104-87193.pdf

Master Plan-

http://is0.gaslightmedia.com/wwwharborincorg/_ORIGINAL_/fs28-1422213169-46251.pdf

Applications, Forms & Permits-

<http://www.harborinc.org/assessing-98/>

<http://www.harborinc.org/township-zoning-60/>

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West Traverse Township Map



SECTION III – Village & City Permitting & Zoning Process

Village of Alanson

Village Hall	7631 Burr Ave. P.O. Box 425 Alanson, Michigan 49706 231.548.5431 phone
Website	www.villageofalanson.com/
President	Greg Babcock 231.548.1058 phone gbabcock@villageofalanson.com
Zoning Administrator	Lamar Eby 5421 Valley Rd. Alanson, MI 49706 231.548.5269 phone info@villageofalanson.com
Clerk	Chris Adams 231.548.5431 phone cadams@villageofalanson.com

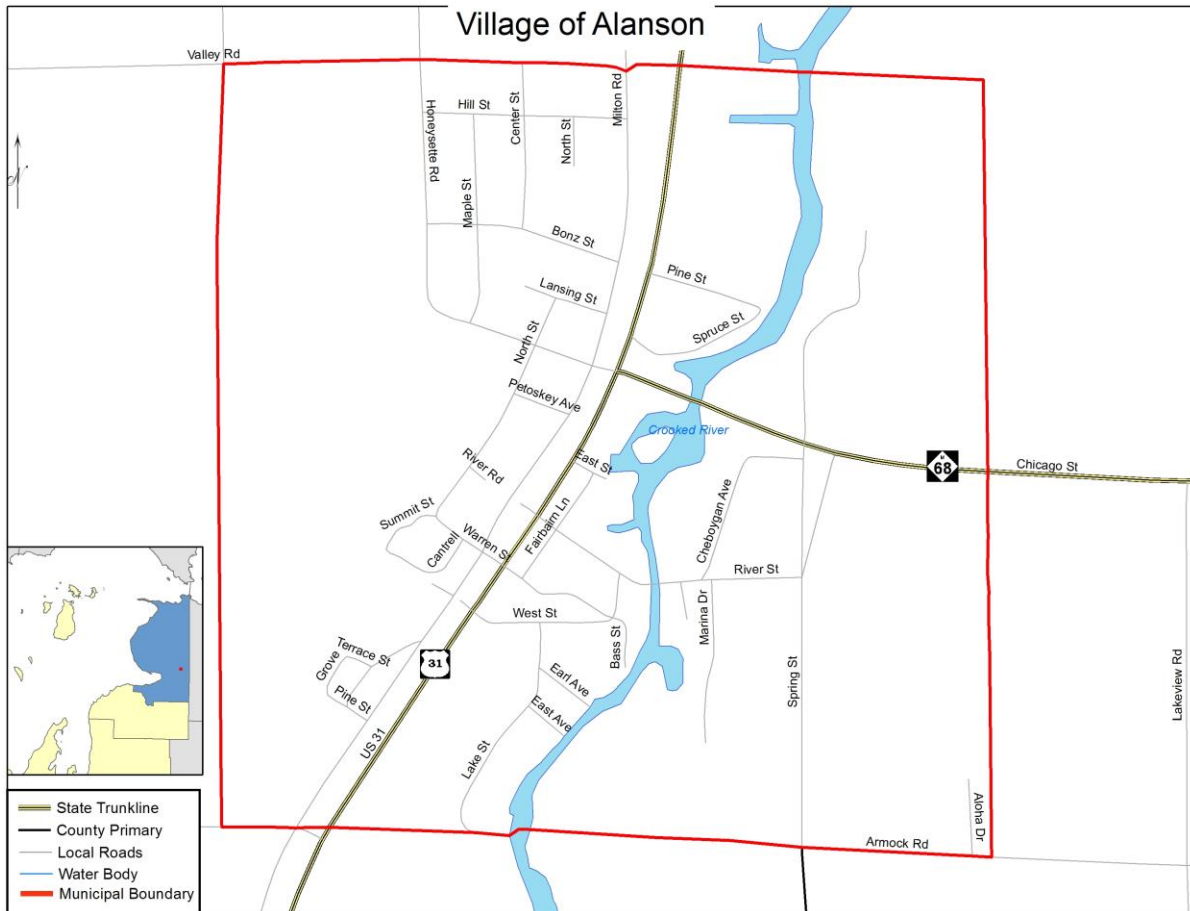
Documents:

Zoning Ordinance-

http://www.villageofalanson.com/wp-content/uploads/2010/09/zoning_ordinance.pdf

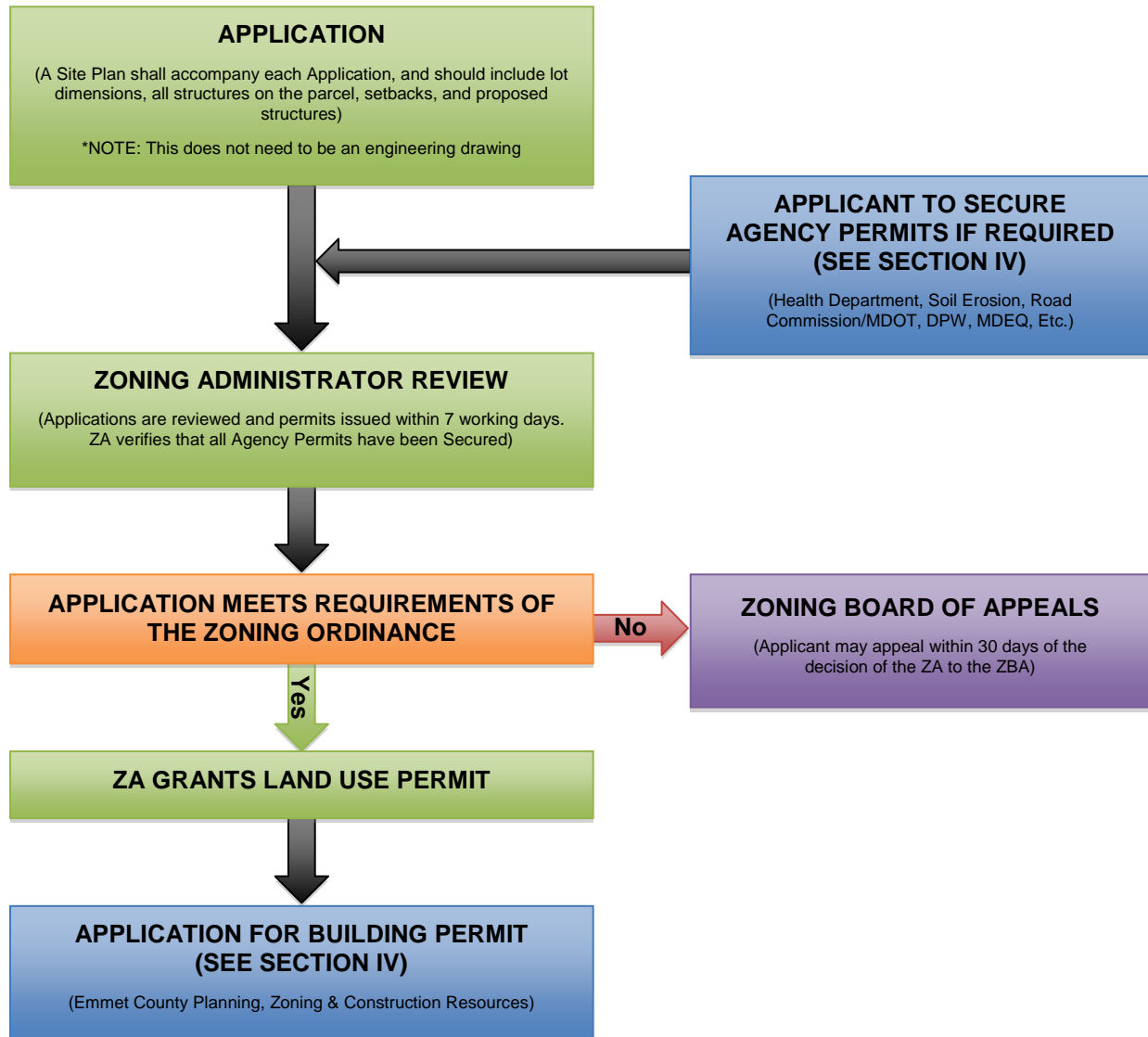
This guide to permitting and zoning was completed through the best efforts of staff working with local officials to determine jurisdiction-specific policy and processes associated with development. If the information contained herein needs to be updated or expanded, please contact the Northwest Michigan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

Village of Alanson Map



Village of Alanson Land Use Permitting Process Flowchart

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



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

Village of Mackinaw City

Village Hall	102 S. Huron Street P.O. Box 580 Mackinaw City, Michigan 49701 231.436.5351 phone 231.436.4166 fax Hours: Monday through Friday 8:00 am – 4:30 pm
Website	http://www.mackinawcity.org/
Manager	Patrick Wyman 231.436.5351 phone 231.436.4166 fax
Clerk	Lana Jaggi ljaggi@mackinawcity.org Hours: Monday through Friday 8:30 am – 4:30 pm
Zoning	231.436.5351 phone zoning@mackinawcity.org

Documents:

Zoning Ordinance-
<http://mackinawcity.org/Portals/22/docs/ZoneOrd138.pdf>

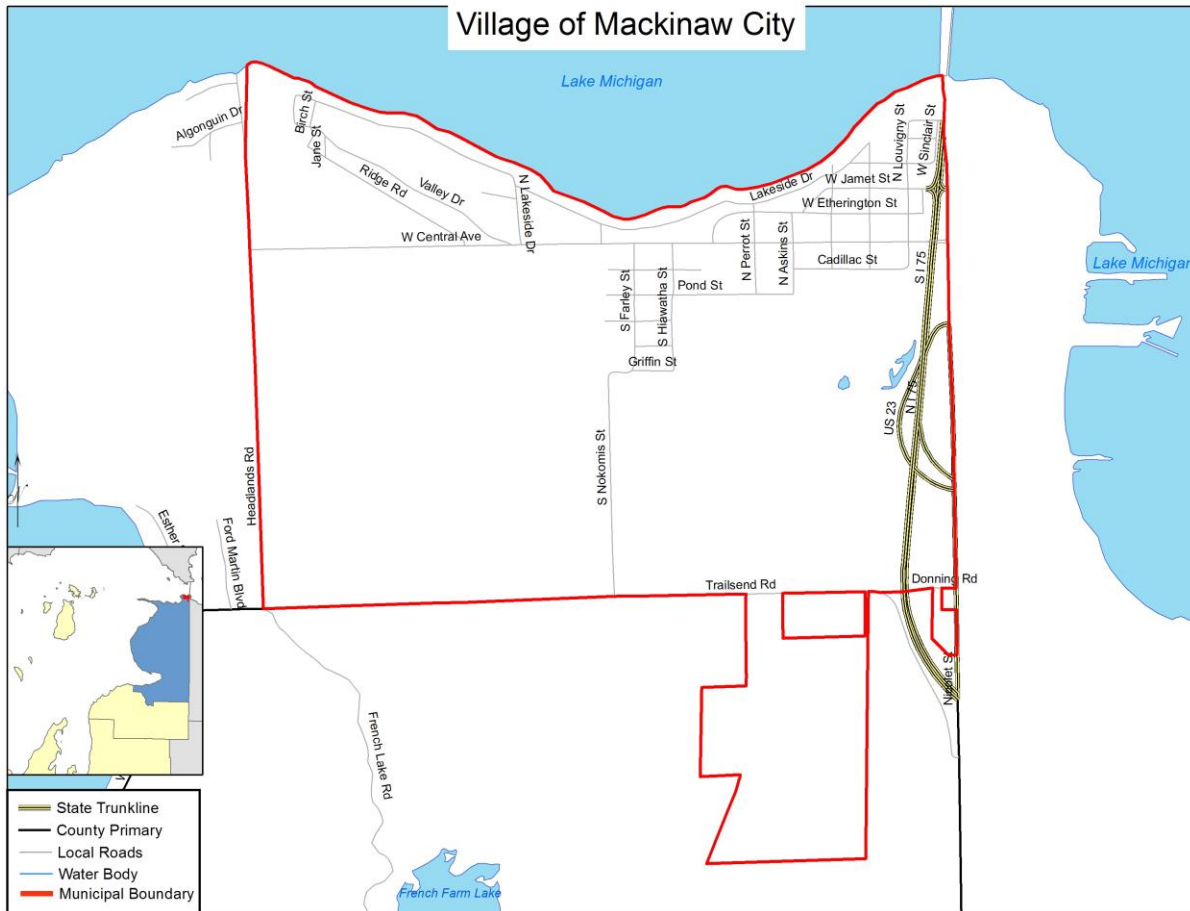
Zoning Map-
<http://mackinawcity.org/Portals/22/docs/2012/ZoningMap.pdf>

Forms & Applications-
<http://mackinawcity.org/Documents/Forms,AppsFeeSchedule.aspx>

Master Plan-
<http://mackinawcity.org/Portals/22/docs/MasterPlanApproved.pdf>

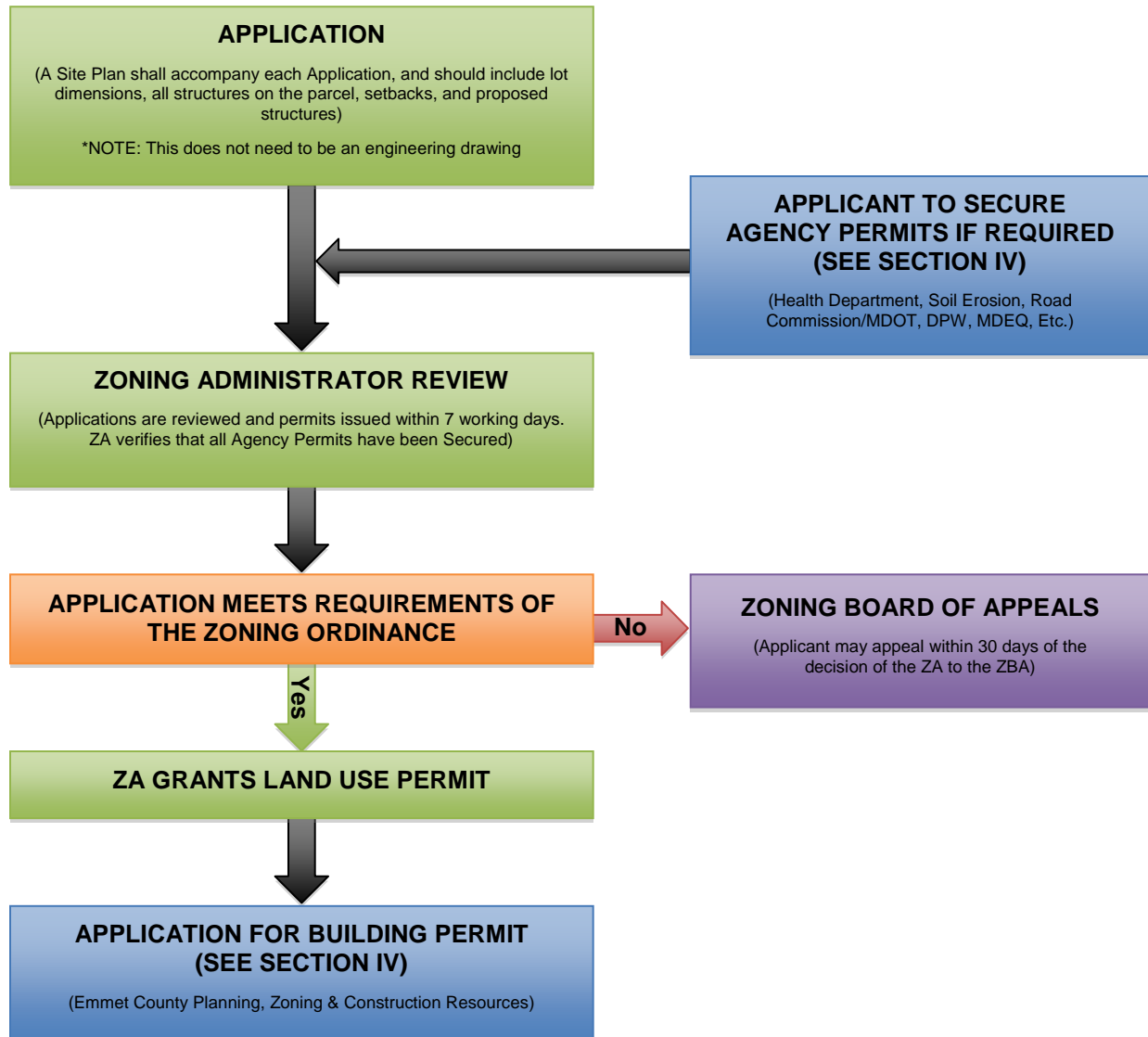
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Village of Mackinaw City Map



Village of Mackinaw City Land Use Permitting Process Flowchart

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



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Village of Pellston

Village Hall 125 N. Milton Street
Pellston, Michigan 49769
231.539.7600 phone

Website www.pellstonmi.com/

President Jim Gillett
231.539.8264 phone

Zoning Administrator Eric Mink

Documents:

Zoning Ordinance-
<http://www.pellstonmi.com/zoningpdf.html>

Applications, Forms & Permits-

Zoning checklist-http://www.pellstonmi.com/documents/Zoning_App_Checklist.pdf

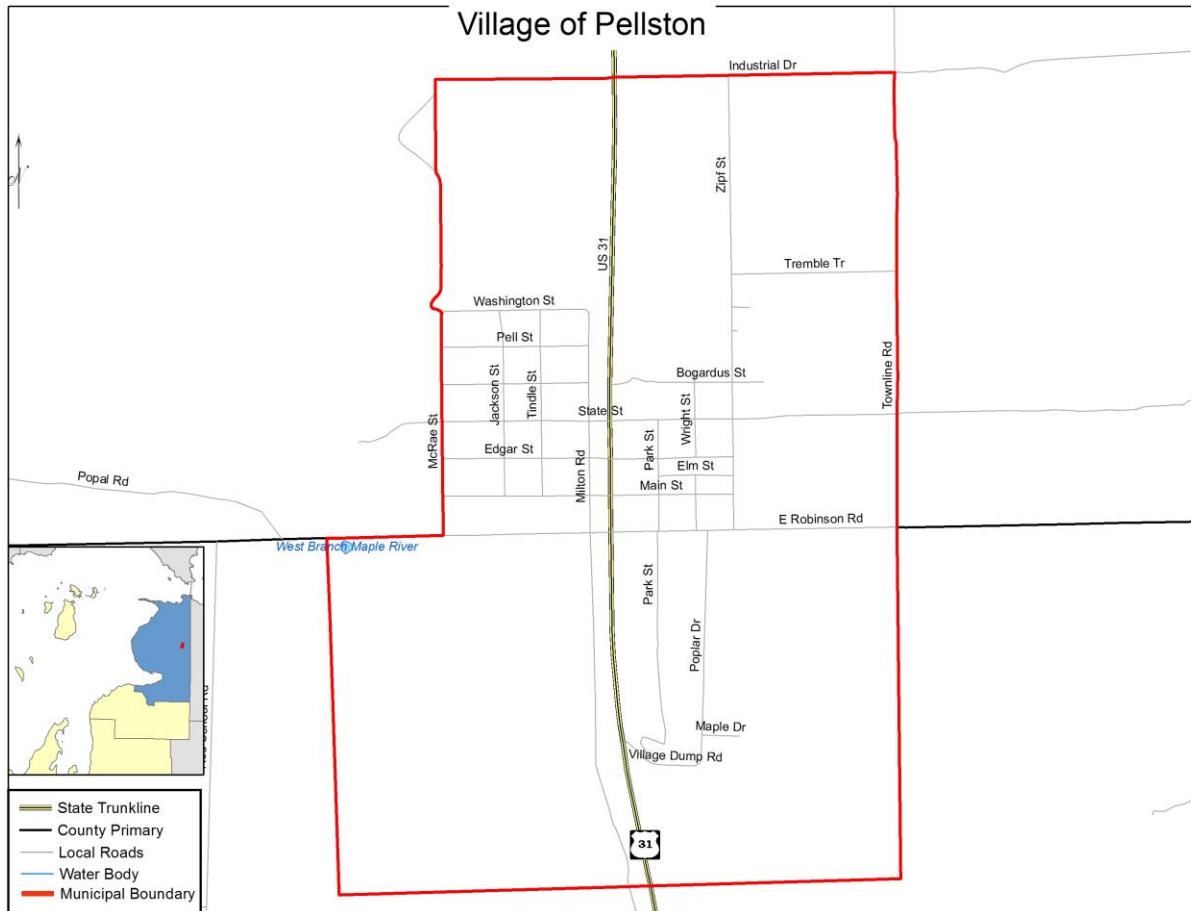
Zoning Action- http://www.pellstonmi.com/documents/Zoning_Action_Ap.pdf

Sign Lighting Permit- http://www.pellstonmi.com/documents/sign_light_permit.pdf

Zoning Permits/Petition for Variance/Parcel Division Application-
<http://www.pellstonmi.com/zoningpdf.html#>

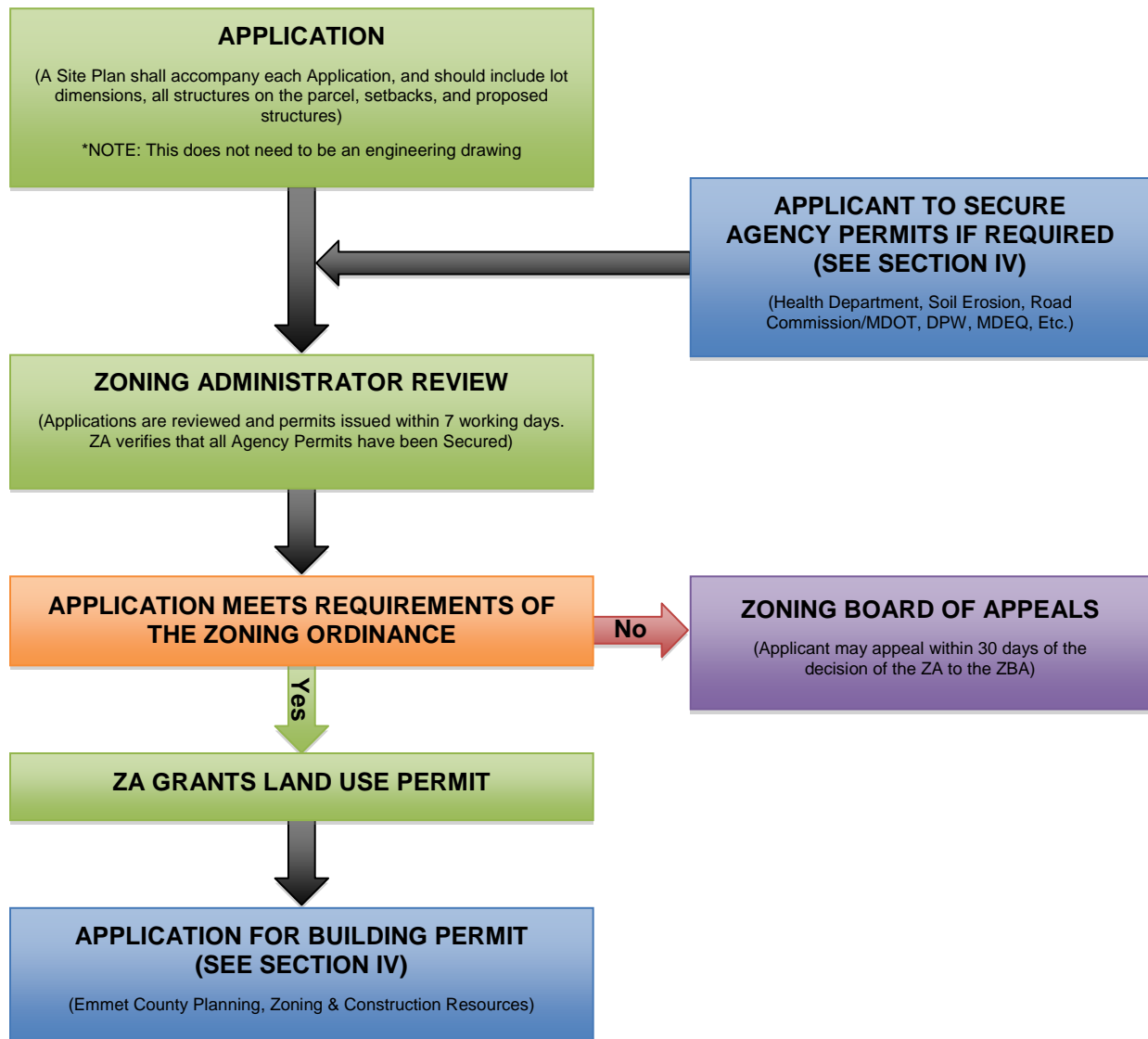
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Village of Pellston Map



Village of Pellston Land Use Permitting Process Flowchart

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



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City of Harbor Springs

City Office	160 Zoll Street P.O. Box 678 Harbor Springs, Michigan 49740 231.526.2104 phone
Website	www.cityofharborsprings.com/
City Manager	Tom Richards 231.526.2104 phone citymanager@cityofharborsprings.com
Assessor/Zoning Administrator	Jeff Grimm

Documents:

Zoning Ordinance-

http://is0.gaslightmedia.com/cityofharborsprings/_ORIGINAL_/fs31-1462453719-70937.pdf

Zoning Map-

http://is0.gaslightmedia.com/cityofharborsprings/_ORIGINAL_/fs75-1312294207-40821.pdf

Zoning Applications & Permits-

www.cityofharborsprings.com/zoning--permits-69/

Other Applications and Forms-

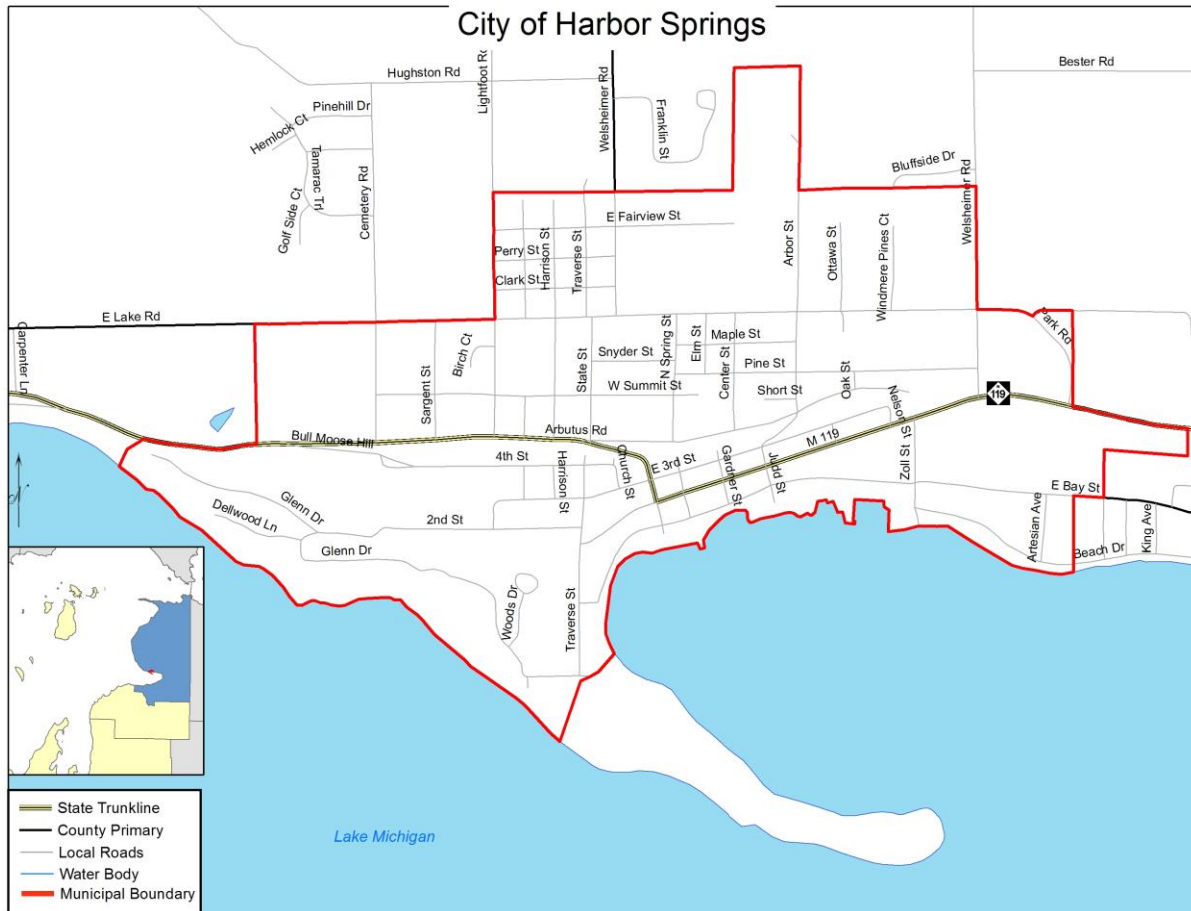
<http://mail.cityofharborsprings.com/documents-6/>

Master Plan-

http://is0.gaslightmedia.com/cityofharborsprings/_ORIGINAL_/fs20-1405622645-41417.pdf

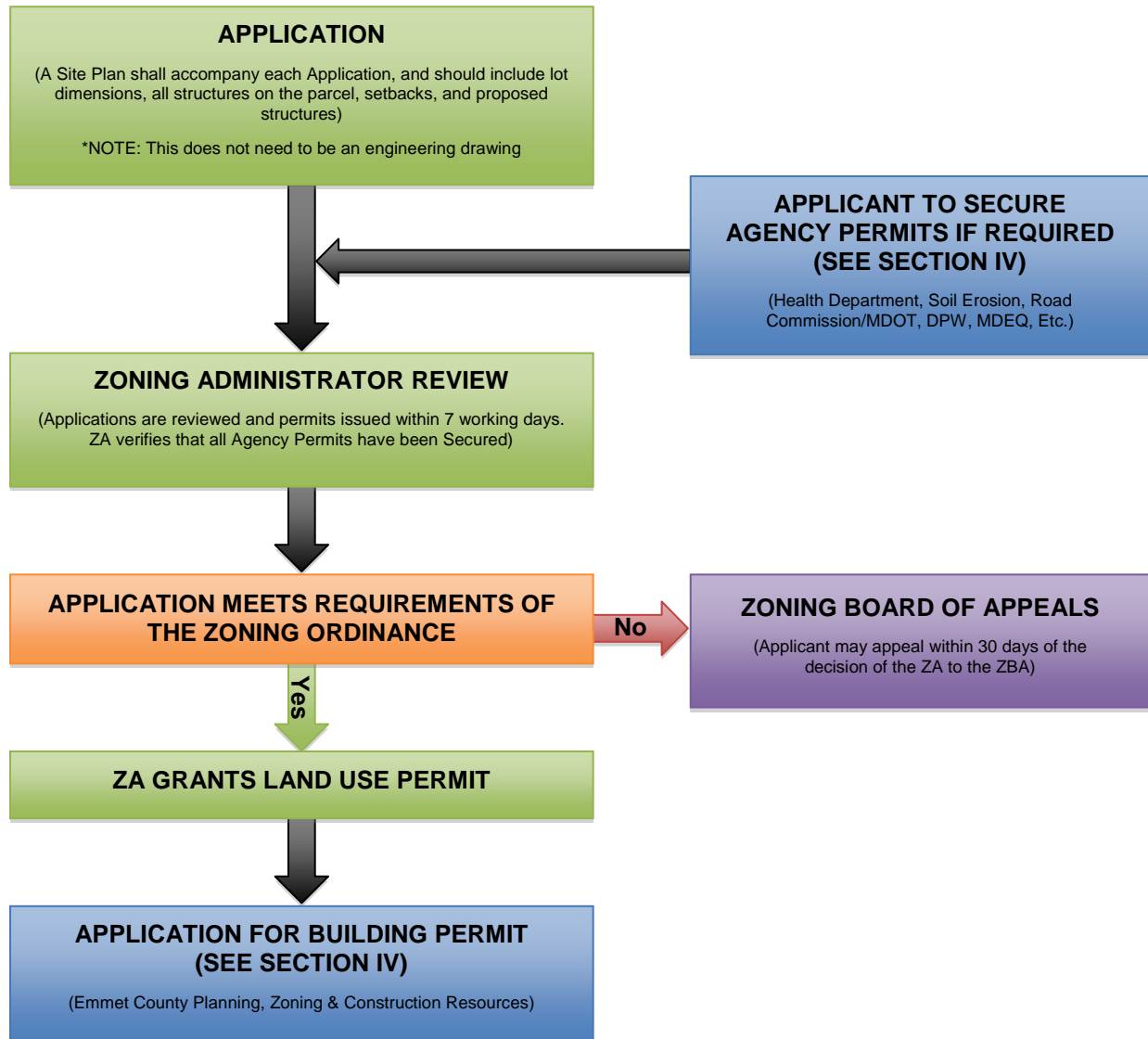
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City of Harbor Springs Map



City of Harbor Springs Land Use Permitting Process Flowchart

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



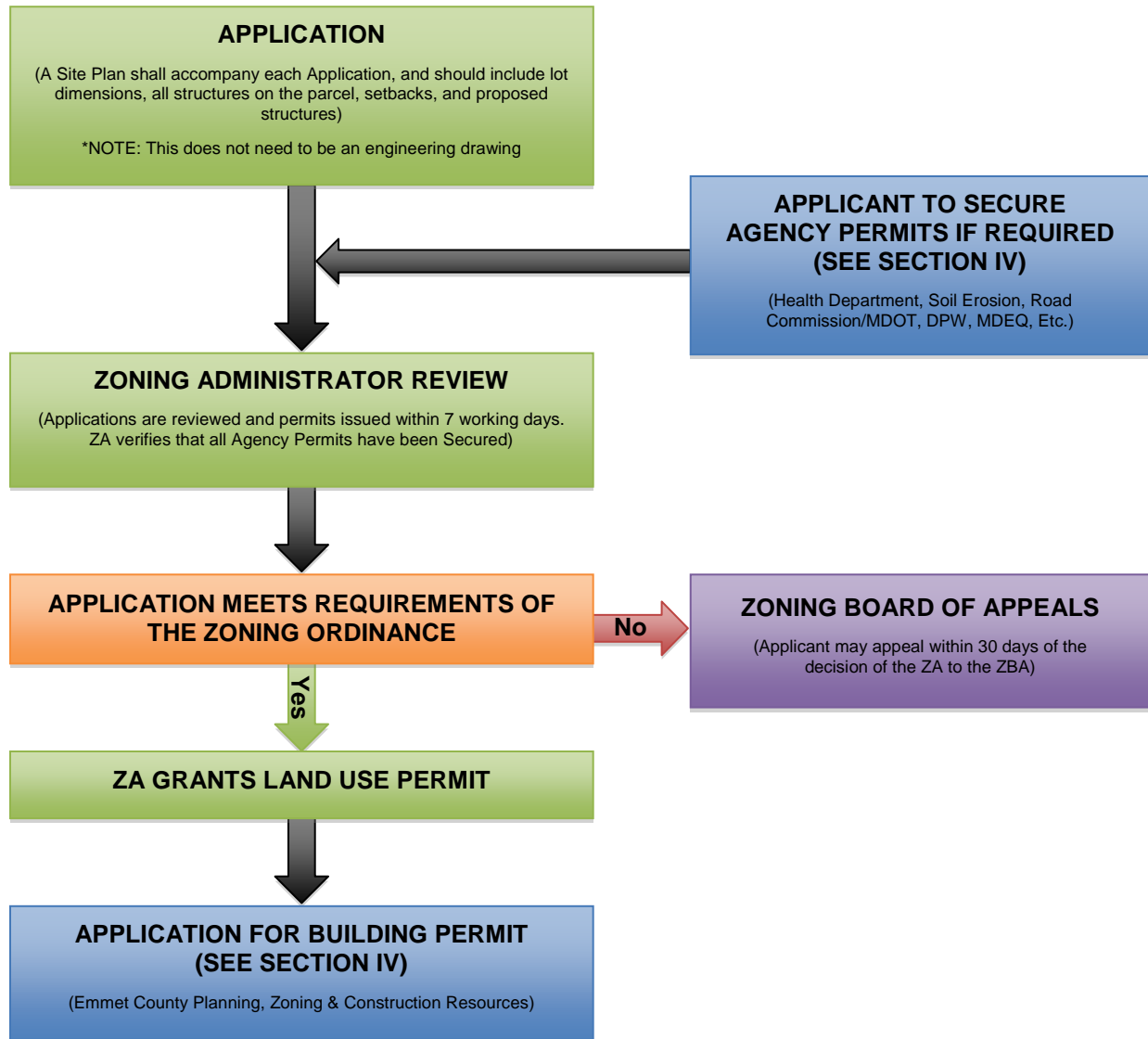
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City of Petoskey Map



City of Petoskey Land Use Permitting Process Flowchart

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



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SECTION IV – Emmet County Governmental Agencies

Emmet County Departments & Government Agencies

Website	www.emmetcounty.org
County Clerk	Juli Wallin 200 Division, Suite 130 Petoskey, Michigan 49770 231.348.1744 phone 231.348.0602 fax
County Treasurer	Marilyn May 200 Division, Suite 170 Petoskey, Michigan 49770 231.348.1715 phone 231.487.1271 fax
Register of Deeds	Michele Cooke 200 Division St., Suite 150 Petoskey, Michigan 49770 231.348.1761 phone registerofdeeds@emmetcounty.org Office Hours: Monday thru Friday 8:00 am - 5:00 pm
Equalization/ GIS Director	Lynette Girard 200 Division, Suite 180 Petoskey, Michigan 49770 231.348.1711 phone
County Planning & Zoning Director	Martie Van Berlo John R Watson Community Resource Center 3434 Harbor-Petoskey Rd., Suite E Harbor Springs, MI 49740 231.348.1735 phone Office Hours: Monday thru Friday 8:00 am - 5:00 pm

Emmet County Planning, Zoning & Construction Resources

Office	John R Watson Community Resource Center 3434 Harbor-Petoskey Rd., Suite E Harbor Springs, MI 49740 231.348.1735 phone 231.439.8933 fax PZCR@emmetcounty.org
Office Hours	Monday – Friday, 8:00 am to 5:00 pm
Website	http://www.emmetcounty.org/officials-departments/planning-zoning-and-construction-resources/
On-Line Permit Applications:	www.emmetcounty.org/applications-and-forms-108
Planning & Zoning Director	Tammy Doernenburg
Building Official	Martie Van Berlo
Soil Erosion, Critical Dune Officer & Assistant Planner	Nancy Salar
Administrative Assistant/ Permit Processor	Monica Linehan
Electrical Inspectors	Eric Moore & Mike Marszalec
Plumbing Inspector	Andrew Kloss
Building Inspector	Michael McPherson & Kenneth Cooper
Plan Reviewers	Kenneth Cooper & Sharon Wager

Emmet County Drain Commissioner

Office	231.529.6696 phone
Drain Commissioner	Arden Bawky

Health Department of Northwest Michigan

Office	220 W. Garfield Street Charlevoix, Michigan 49720 231.547.6523 phone 231.547.6238 fax 800.432.4121 toll-free
Website	www.nwhealth.org/
Medical Director	Dr. Joshua Meyerson j.meyerson@nwhealth.org
Health Officer	Linda Yaroch l.yaroch@nwhealth.org
Environmental Health Director	Scott Kendzierski s.kendzierski@nwhealth.org

Friendship Centers of Emmet County – Council on Aging

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

Emmet County Road Commission

Office	2265 E. Hathaway Rd. Harbor Springs, Michigan 49740 231.347.8142 phone 231.347.5787 fax
Office Hours	Monday – Fridays 7:00 a.m. to 3:30 p.m.
Engineer/Manager	Brian Gutowski
Web Site	www.emmetcounty.org/roadcommission
Permit Information:	http://www.emmetcounty.org/community-resources/road-commission/permit-necessity-information/