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
# Contents

**SECTION I – General Information**  
Introduction & Purpose  
Northwest Michigan Regional Prosperity Plan  
How to Use This Guide  
Emmet County Governmental Units  
Emmet County Requirements for Entire County  
Emmet County Land Use Permitting Process Flowchart  

**SECTION II – Township Permitting & Zoning Process**  
Bear Creek Township  
Bliss Township  
Carp Lake Township  
Center Township  
Cross Village Township  
Friendship Township  
Little Traverse Township  
Littlefield Township  
Maple River Township  
McKinley Township  
Pleasantview Township  
Readmond Township  
Resort Township  
Springvale Township  
Wawatam Township  
West Traverse Township  

**SECTION III – Village & City Permitting & Zoning Process**  
Village of Alanson  
Village of Mackinaw City  
Village of Pellston  
City of Harbor Springs  
City of Petoskey  

**SECTION IV – Emmet County Governmental Agencies**  
Emmet County Departments & Government Agencies  
Emmet County Planning, Zoning & Construction Resources  
Emmet County Drain Commissioner  
Health Department of Northwest Michigan  
Friendship Centers of Emmet County – Council on Aging  
Emmet 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 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.
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/

www.nwm.org/citizensguide-planning
How to Use This Guide

Flowchart Legend

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

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

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

*Setbacks are the distances to property lines from existing and proposed structures

NOTE: This does not need to be an engineered drawing

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

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

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

APPLICATION

Yes

No

Application meets requirements of the Zoning Ordinance

ZA Grants Land Use Permit

Make Changes to Plans & Resubmit to ZA or apply for a planning commission or zoning board of appeals review

*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-  

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
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.
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
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.

<table>
<thead>
<tr>
<th><strong>Center Township</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Township Office</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>Website</td>
</tr>
<tr>
<td>Supervisor</td>
</tr>
</tbody>
</table>
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


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.
Cross Village Township Map

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


Master Plan-

http://is0.gaslightmedia.com/wwwharborincorg/_ORIGINAL_/fs84-1464886988-92199.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.
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
idivemi@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
Little Traverse Township Map
**Littlefield Township**

Township Office  
7631 Burr Avenue  
Alanson, Michigan 49706  
231.548.2220 phone

Website  

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

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

Zoning Chair  
Katie Derrohn  
Trustee.pz@littlefieldtwp.org

Documents:

Zoning Ordinance-  

Other Ordinances-  

Master Plan-  

Applications, Forms & Permits-  

Twp Division App-  

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.
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

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.
Maple River Township Map
**McKinley Township**

| Township Office | 1820 N. US 31  
Pellston, Michigan 49769  
231.539.8388 phone |
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Website</td>
<td>N/A</td>
</tr>
<tr>
<td>Supervisor</td>
<td>Mark Drier</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.
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

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.
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-

Master Plan-
http://is0.gaslightmedia.com/wwwharborincorg/ORIGINAL/fs43-1372867541-28711.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.
Readmond Township Map
<table>
<thead>
<tr>
<th><strong>Resort Township</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Township Office</strong></td>
</tr>
<tr>
<td>2232 Resort Pike</td>
</tr>
<tr>
<td>P.O. Box 848</td>
</tr>
<tr>
<td>Petoskey, Michigan 49770</td>
</tr>
<tr>
<td>231.347.7915 phone</td>
</tr>
<tr>
<td>231.347.4692 fax</td>
</tr>
<tr>
<td><strong>Website</strong></td>
</tr>
<tr>
<td><strong>Supervisor</strong></td>
</tr>
<tr>
<td>Robert Wheaton</td>
</tr>
<tr>
<td>5680 Resort Pike Road</td>
</tr>
<tr>
<td>Petoskey, Michigan 49770</td>
</tr>
<tr>
<td>231.838.0106 phone</td>
</tr>
<tr>
<td><a href="mailto:rtsupervisor@charter.net">rtsupervisor@charter.net</a></td>
</tr>
<tr>
<td><strong>Assessor</strong></td>
</tr>
<tr>
<td>Robert Wheaton (see above)</td>
</tr>
<tr>
<td><strong>Hours:</strong> Wednesdays 9:30 am – 4:00 pm or by appointment</td>
</tr>
<tr>
<td><strong>Zoning Administrator</strong></td>
</tr>
<tr>
<td>Tim Roth</td>
</tr>
<tr>
<td><a href="mailto:Zoningplanning@resorttownship.org">Zoningplanning@resorttownship.org</a></td>
</tr>
<tr>
<td><strong>Hours:</strong> Monday/Wednesday/Friday 9:00 am – 4:00 pm</td>
</tr>
</tbody>
</table>

**Documents:**

- **Zoning Ordinance & Forms-**

- **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.
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-  
Springvale Ordinances-  
http://apps1.emmetcounty.org/twp/springvale/Ordinances.htm

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.
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/

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.
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: 1st/3rd 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/

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.
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-  

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

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 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)

---

**APPLICATION**

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

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

---

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

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

---

**ZONING ADMINISTRATOR REVIEW**

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

---

**APPLICATION MEETS REQUIREMENTS OF THE ZONING ORDINANCE**

---

**ZA GRANTS LAND USE PERMIT**

---

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

(Emmet County Planning, Zoning & Construction Resources)

---

**ZONING BOARD OF APPEALS**

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

---

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

- Applications, Forms & Permits-  
  - Zoning Permits/Petition for Variance/Parcel Division Application- [http://www.pellstonmi.com/zoningpdf.html](http://www.pellstonmi.com/zoningpdf.html#)

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 Pellston Land Use Permitting Process Flowchart
(For single family, duplexes and accessory structures permitted by right in the zoning ordinance)

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

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

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

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

APPLICATION MEETS REQUIREMENTS OF THE ZONING ORDINANCE

ZA GRANTS LAND USE PERMIT

APPLICATION FOR BUILDING PERMIT
(SEE SECTION IV)
(Emmet County Planning, Zoning & Construction Resources)

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

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

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 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)

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

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

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

APPLICATION FOR BUILDING PERMIT (SEE SECTION IV)
(Emmet County Planning, Zoning & Construction Resources)

APPLICATION MEETS REQUIREMENTS OF THE ZONING ORDINANCE

ZA GRANTS LAND USE PERMIT

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

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

City Office
101 E. Lake Street
Petoskey, Michigan  49770
231.347.2500 phone
231.348.0350 fax

Website
www.petoskey.us

City Manager
Robert Straebel
231.347.2500 phone

City Planner
Amy Tweeten
231.347.2500 phone

City Assessor
Robert Englebrecht
231.347.2500 phone

Documents:

Zoning Ordinance- Appendix A
https://library.municode.com/mi/petoskey/codes/code_of ORDinances?nodeId=PTIICOOR_APXAZOOR

Zoning Map-

Permits & Forms-
http://www.petoskey.us/documents/forms-a-permits

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.
City of Petoskey Map
*NOTE – The flowcharts included in this guide are for educational purposes on the general process and following them does not guarantee a permit or approval. Please use contact information provided for each municipality included in this document for specific permitting direction.
SECTION IV – Emmet County Governmental Agencies
### Emmet County Departments & Government Agencies

<table>
<thead>
<tr>
<th>Department</th>
<th>Name</th>
<th>Address</th>
<th>Phone</th>
<th>Fax</th>
</tr>
</thead>
<tbody>
<tr>
<td>Website</td>
<td></td>
<td><a href="http://www.emmetcounty.org">www.emmetcounty.org</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>County Clerk</td>
<td>Juli Wallin</td>
<td>200 Division, Suite 130</td>
<td>231.348.1744</td>
<td>231.348.0602</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Petoskey, Michigan 49770</td>
<td></td>
<td></td>
</tr>
<tr>
<td>County Treasurer</td>
<td>Marilyn May</td>
<td>200 Division, Suite 170</td>
<td>231.348.1715</td>
<td>231.487.1271</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Petoskey, Michigan 49770</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Register of Deeds</td>
<td>Michele Cooke</td>
<td>200 Division St., Suite 150</td>
<td>231.348.1761</td>
<td><a href="mailto:registerofdeeds@emmetcounty.org">registerofdeeds@emmetcounty.org</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Petoskey, Michigan 49770</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Equalization/GIS Director</td>
<td>Lynette Girard</td>
<td>200 Division, Suite 180</td>
<td>231.348.1711</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Petoskey, Michigan 49770</td>
<td></td>
<td></td>
</tr>
<tr>
<td>County Planning &amp; Zoning Director</td>
<td>Martie Van Berlo</td>
<td>John R Watson Community Resource Center</td>
<td>231.348.1735</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>3434 Harbor-Petoskey Rd., Suite E</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Harbor Springs, MI 49740</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Office Hours: Monday thru Friday 8:00 am - 5:00 pm</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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/](http://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](http://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/