

2017 Guide to Permitting and Zoning

Kalkaska County



Growing Business.
Building Community.

Created and Produced by:
Northwest Michigan Council of Governments, Traverse City Area Chamber of Commerce &
Kalkaska County Zoning 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 Kalkaska 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.

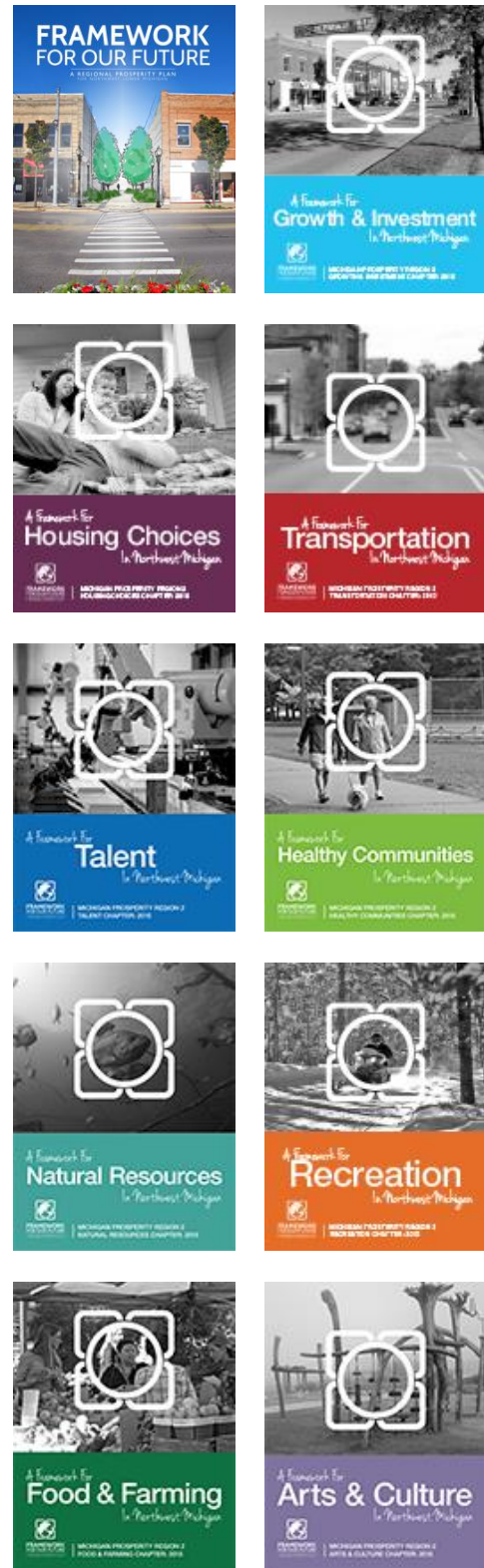
The Guide is not intended to be a “Do-It-Yourself” tool. Each project is different and following the flowcharts included in the Guide does not guarantee that a permit or approval will be issued at the end of the process. Applicants and Contractors are encouraged to seek the assistance of local professionals 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:

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/

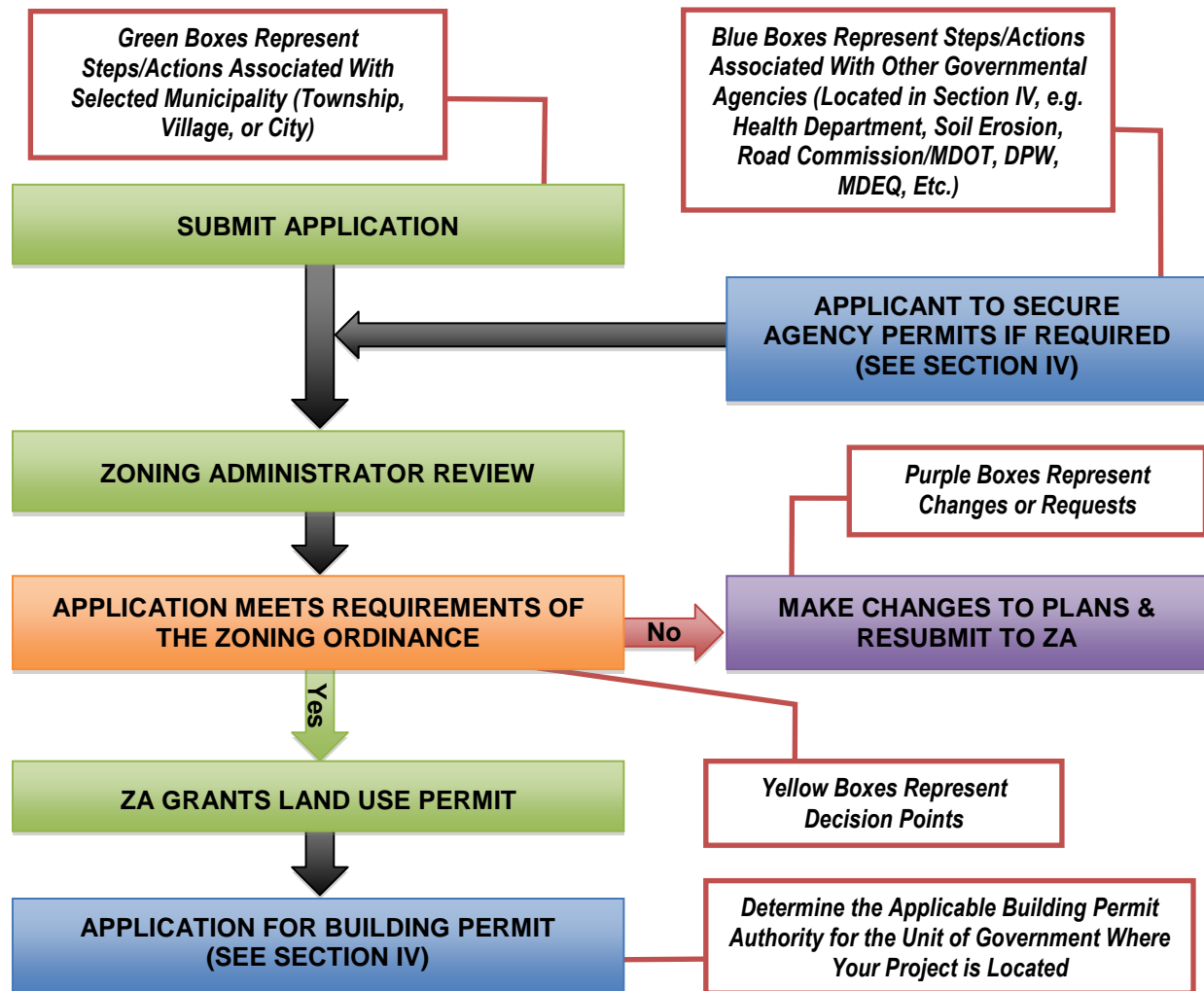
New Designs for Growth – A Citizen’s Guide to Planning & Zoning in Northwest Michigan

www.nwm.org/citizensguide-planning

How to Use This Guide

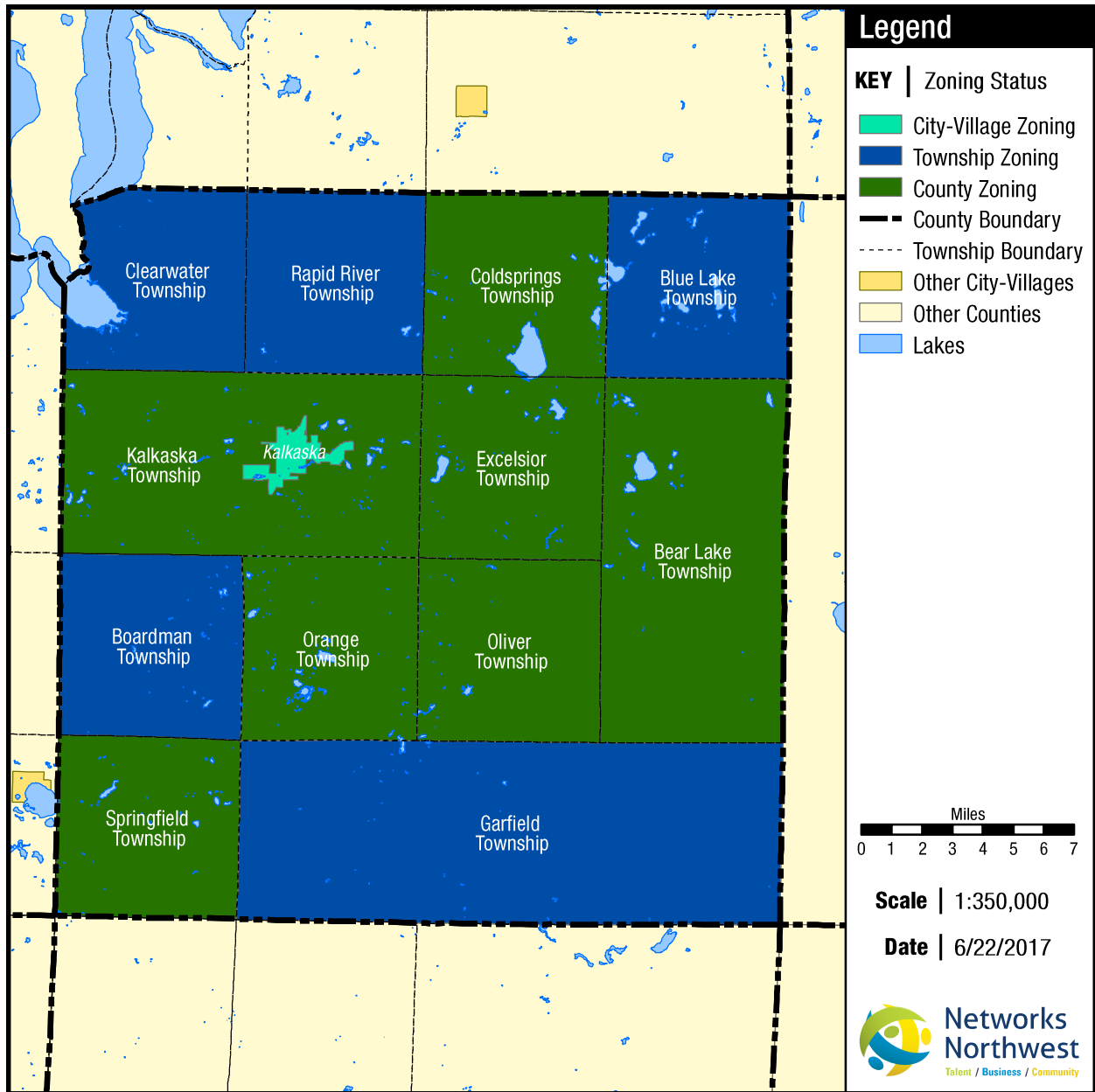
Flowchart Legend

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.

Kalkaska County Permitting & Zoning



There are 12 incorporated townships in Kalkaska County. 5 that place zoning administration at the township level and 7 that place zoning administration at the county level. There are no cities in Kalkaska County and one incorporated village which is zoned.

Zoning, Permitting & Construction: General Observations

As a relatively rural county comprised of multiple small townships and villages, many governmental jurisdictions within Kalkaska County have elected to use the County to administer zoning and permitting laws using the powers provided by County ordinance. To this extent, the requirements and expertise are centralized with the County Zoning Administrator, and therefore relatively easy to follow under the guidance and direction of the ZA office.

The following jurisdictions are covered by County law:

- Bear Lake Township
- Coldsprings Township
- Excelsior Township
- Kalkaska Township
- Oliver Township
- Orange Township
- Springfield Township

Citizens or developers wishing to improve property in these Townships or in unincorporated areas of the County should check first with the County Zoning Administrator for guidance on how best to proceed. The County ordinance will govern construction and development in these jurisdictions.

The following communities administer their own respective zoning and permitting laws:

- Blue Lake Township
- Boardman Township
- Clearwater Township
- Garfield Township
- Rapid River Township
- Village of Kalkaska

Citizens or developers wishing to improve property in these jurisdictions should check first with the Zoning Administrator or Township Superintendent in each respective location prior to commencing a project. In these jurisdictions, in most cases, the Township Zoning Administrators are hired on a contract basis.

For these non-county administered jurisdictions, it is imperative to note that zoning and permitting processes are not always readily transparent. It is sometimes difficult to get copies of some of the ordinances. Zoning Administrators in some of these communities have limited office hours and are difficult to contact. For example, Rapid River Township administers its own zoning and permitting laws per its own ordinance, but has adopted the governing language found in the County's ordinance as

(continued)

Zoning, Permitting & Construction: General Observations (cont.)

interpreted and applied by a Zoning Administrator who keeps office hours only on Thursday late afternoons. We therefore strongly recommend personal meetings with them prior to project commencement.

Please note that the County Zoning Administrator reports that the County does not have an accurate zoning map, and that maps are now being converted over to a GIS system. Much of the zoning map is subject to some level of interpretation and it is, therefore, strongly urged that zoning inquiries be made early in the development process directly to the Zoning Administrator.

Additional considerations:

- There are a few requirements that affect building/development activities in certain areas of the county, even where there is no zoning ordinance.
- You must have Zoning, Septic and Water Well permits - *approved and issued* - before you can receive a building permit. Copies of approved Zoning, Septic and Water Well permits must accompany your building application when it is submitted for review.

SECTION II – Township Permitting & Zoning Process

Bear Lake Township

Township Office	7771 Lake Street Bear Lake, Michigan 49614 PO Box 187 231.864.3620 phone 231.864.3999 fax
Website	http://bearlaketwp.com/
Supervisor	Jeff Harthun 231.864.3620 (ext. 12) phone 231.864.3999
Zoning Administrator	Vern Bowling 231.889.3403 phone
Assessor	Ginny Martz PO Box 176 Onkama, MI 49675 Cwas75@yahoo.com 231.690.4531 phone

Documents:

Zoning Ordinance-
http://bearlaketwp.com/go.php?id=645&table=page_uploads

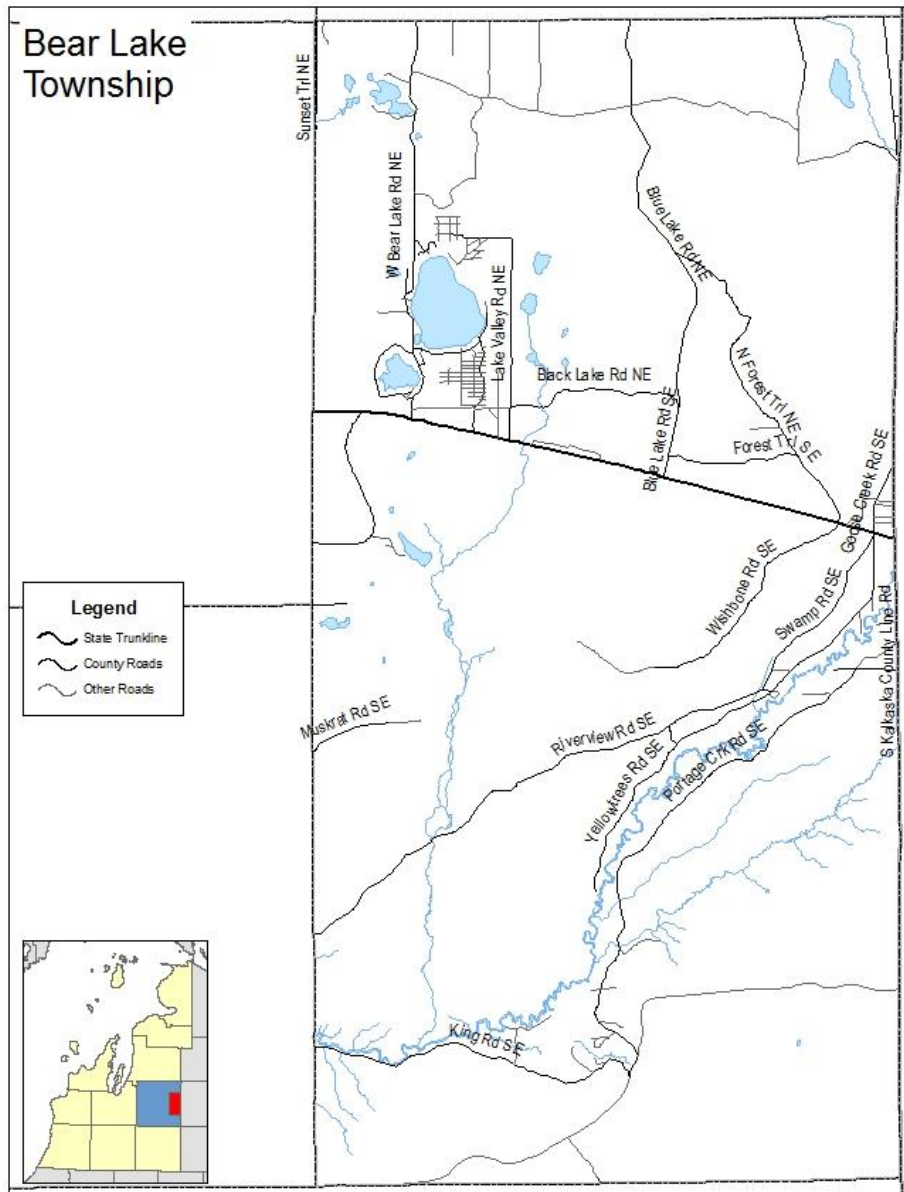
Other Ordinances-
<http://bearlaketwp.com/ordinances>

Master Plan-
<http://www.lakestoland.bria2.net/bear-lake-2/master-plan/>

Applications, Forms, & Permits-
<http://bearlaketwp.com/forms>

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 Lake Township Map



Blue Lake Township

Township Office	10599 Twin Lake Road Northeast Mancelona, Michigan 49659 231.587.8354 phone 231.587.4066 fax
Website	bluelaketwpkalkaska.org
Supervisor	Blair Shearer 231.587.5698 phone blsuper@torchlake.com Office Hours: Tuesdays 1:00-4:00 pm & Saturdays 10:00 am – 12:00 pm
Zoning Administrator	Kathy Campbell 231.384.7970 phone blzoning@torchlake.com Office Hours: Friday & Saturday 10:00 a.m. to 12:00 p.m.
Assessor	David Grimm 231.331.6370 phone blasser@torchlake.com Office Hours: 2 nd & 4 th Tuesday 1:00-3:00 pm

Documents:

Zoning Ordinance-
http://www.bluelaketwpkalkaska.org/downloads/zo_complete_2015.pdf

Master Plan-
http://www.bluelaketwpkalkaska.org/downloads/master_plan_2016a_1.pdf

Land Division- http://www.bluelaketwpkalkaska.org/downloads/land_split_application.pdf

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Boardman Township

Township Office	4855 Pine Street, Southwest South Boardman, Michigan 49680 PO Box 88 231.369.2856 phone info@BoardmanTownship.net
Website	http://boardmantownshipmi.net/
Supervisor	Gerald Leaf PO Box 39 South Boardman, Michigan 49680 231.369.2856 phone Supervisor@BoardmanTownship.net
Assessor	Dawn Kuhns PO Box 1506 Kalkaska, MI 49646 231.409.1827 phone
Zoning Administrator	Mary Erickson 6424 Butler Road Southwest South Boardman, Michigan 49680 231.369.2551 phone 231.369.3366 fax Zoning@BoardmanTownshipMI.net

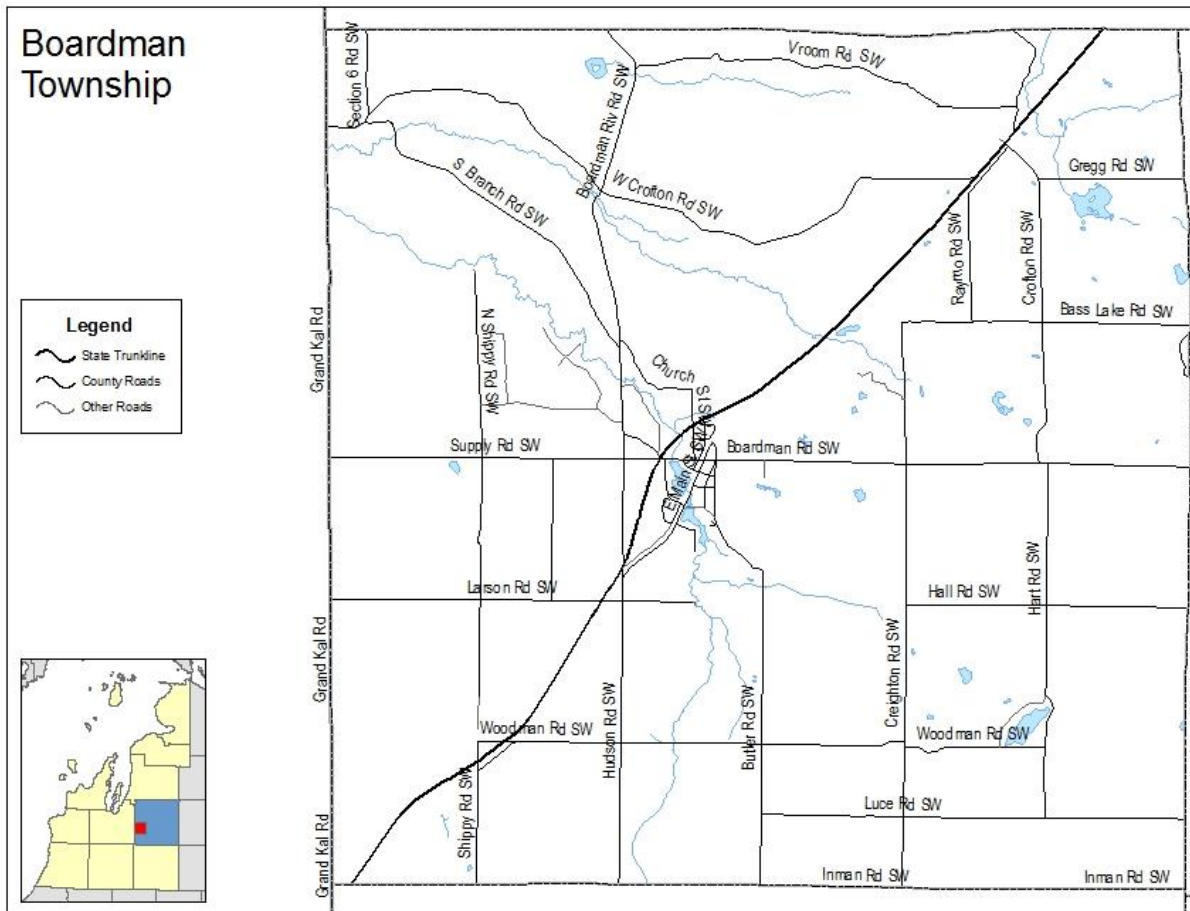
Zoning Book-
<http://boardmantownshipmi.net/wp-content/uploads/bsk-pdf-manager/2017/04/boardmantwspbook.pdf>

Zoning Application-
<http://boardmantownshipmi.net/wp-content/uploads/2017/02/zoning-application-upload.pdf>

Parcel Division Application-
<http://boardmantownshipmi.net/wp-content/uploads/2017/02/land-split-for-upload.pdf>

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Boardman Township Map



Clearwater Township

Township Office	5440 River Street Northwest PO Box 1 Rapid City, Michigan 49676 231.331.6249 phone 231.331.4375 fax clerk@clearwatertwp.com
Website	http://www.clearwatertwp.com/
Supervisor	Larry Niederstadt PO Box 1 Rapid City, MI 49676 231.331.6249 (Ext. 12) phone
Assessor	Dawn Kuhns P.O. Box 1 Rapid City, MI 49676 231.409.1827 phone
Zoning Administrator	Guy Molby 7363 Southeast Torch Lake Drive Alden, Michigan 49612 231.331.4500 phone

Documents:

Zoning Ordinance-

http://www.clearwatertwp.com/pdf-docs/Zoning_Ordinance_22_20110615.pdf

Zoning Map-

<http://www.clearwatertwp.com/pdf-docs/201512091426.pdf>

Applications-

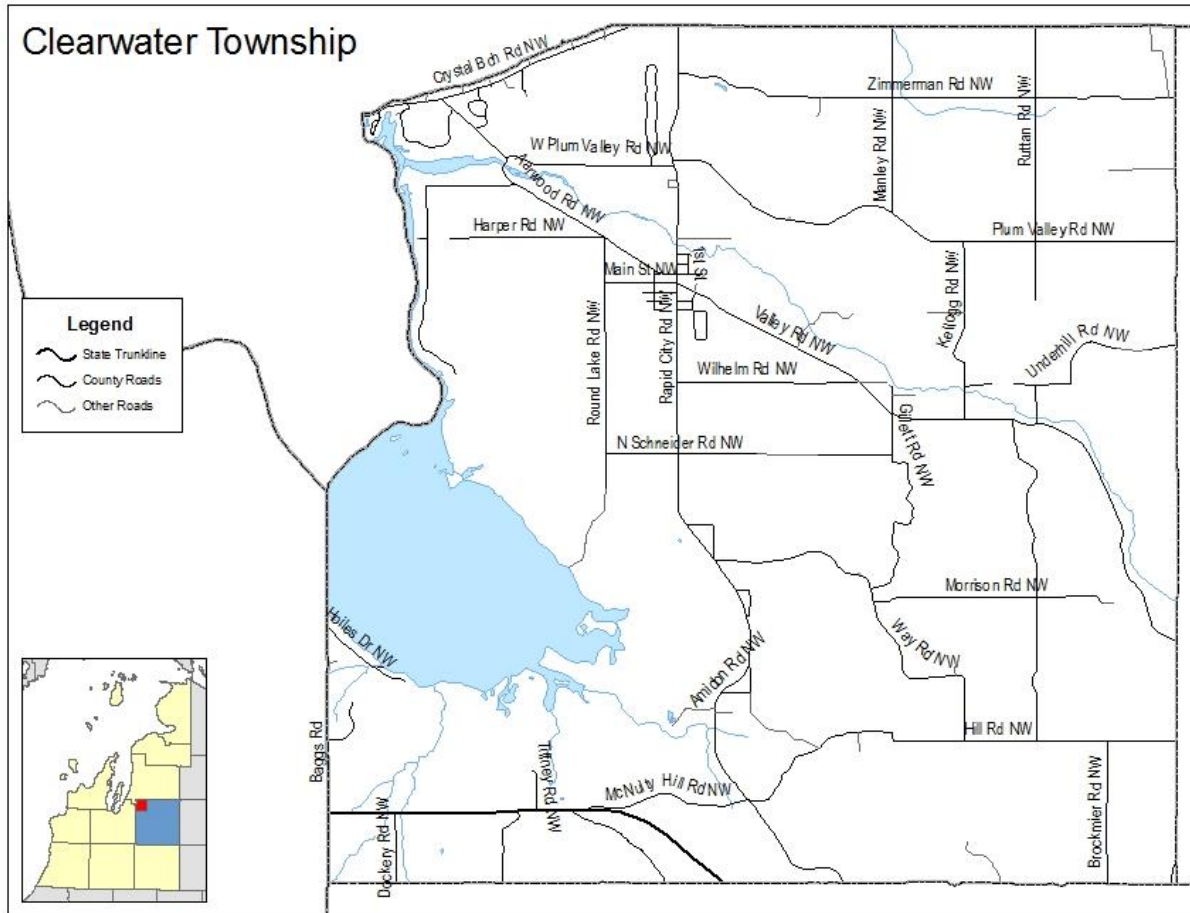
<http://www.clearwatertwp.com/Applications.aspx>

Master Plan-

<http://www.clearwatertwp.com/pdf-docs/MasterPlan20060516TwpBoard.pdf>

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Clearwater Township Map

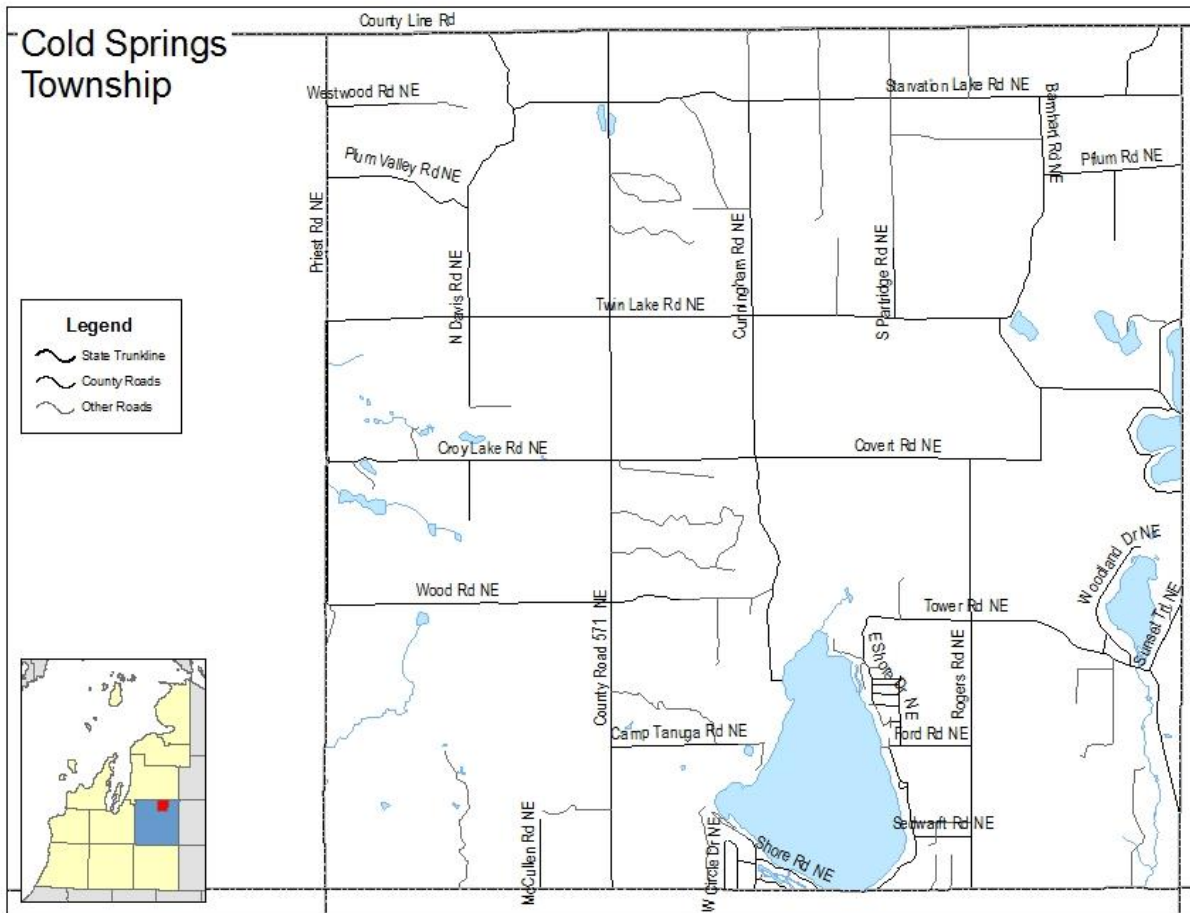


Coldsprings Township

Township Office	6515 County Road 571 Northeast Mancelona, Michigan 49659 231.587.8633 phone 231.587.8656 fax clerk@coldspringstwp.com
Mailing Address	Cheryl Collins, Clerk 7875 Covert Road NE Mancelona, MI 49659
Website	www.coldspringsexcelsior.org/coldsprings.htm
Supervisor	Ray Hoffman 231.258.5534 phone Rmhoffman44@gmail.com
Assessor	Mark Johnson Mark68keith@hotmail.com
County Zoning	Karen Van Horn Kalkaska County Zoning Administrator kalkaskazoning@yahoo.com

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Coldsprings Township Map

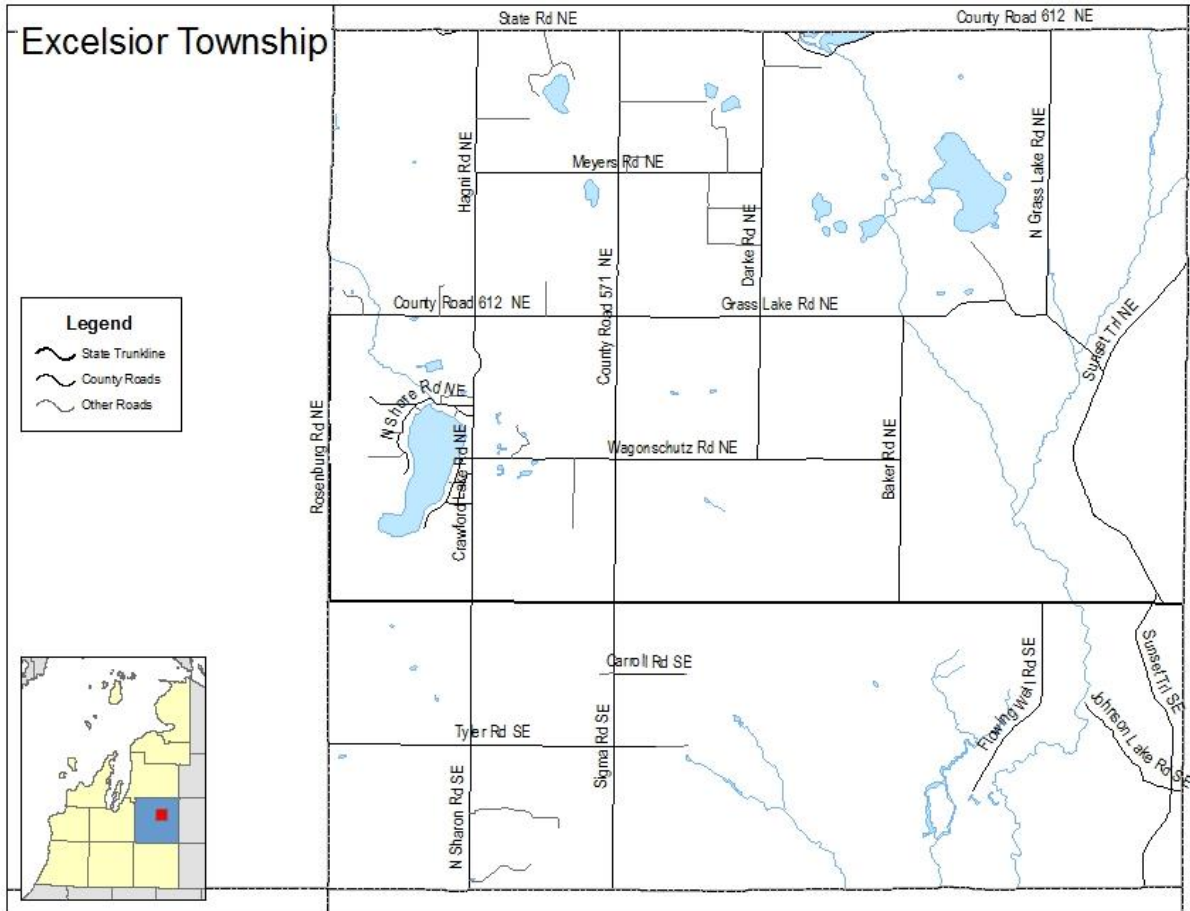


Excelsior Township

Township Office	987 County Road 571 Northeast Kalkaska, Michigan 49646 231.258.6108 phone 231.258.6654 fax
Mailing Address	Excelsior Township Sandy Goodale 6217 Myers Road NE Kalkaska, Michigan 49646
Website	http://www.excelsiortownship.org/index.html
Supervisor	Norman Groner 5636 Tyler Road SE Kalkaska, Michigan 49646 231.258.4607 phone
Assessor	Michael VanHorn PO Box 855 Kalkaska, MI 49646 231.258.9305 phone

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Excelsior Township Map



Garfield Township

Township Office	466 West Sharon Road Southeast Fife Lake, Michigan 49633 231.369.2483 phone
Office Hours	Tuesdays 8:00 am – 1:00 pm
Website	http://www.kalkaskacounty.net/garfield.asp
Supervisor	David Persons 231.369.3119 phone garfieldsupervisor466@yahoo.com
Assessor	Sally Ackerly 466 W Sharon Road Fife Lake, MI 49633 231.499.7682 phone
Zoning Administrator	Al Potts 466 W Sharon Road Fife Lake, MI 49633 231.715.2138 phone By appointment only

Documents:

Zoning Ordinance-

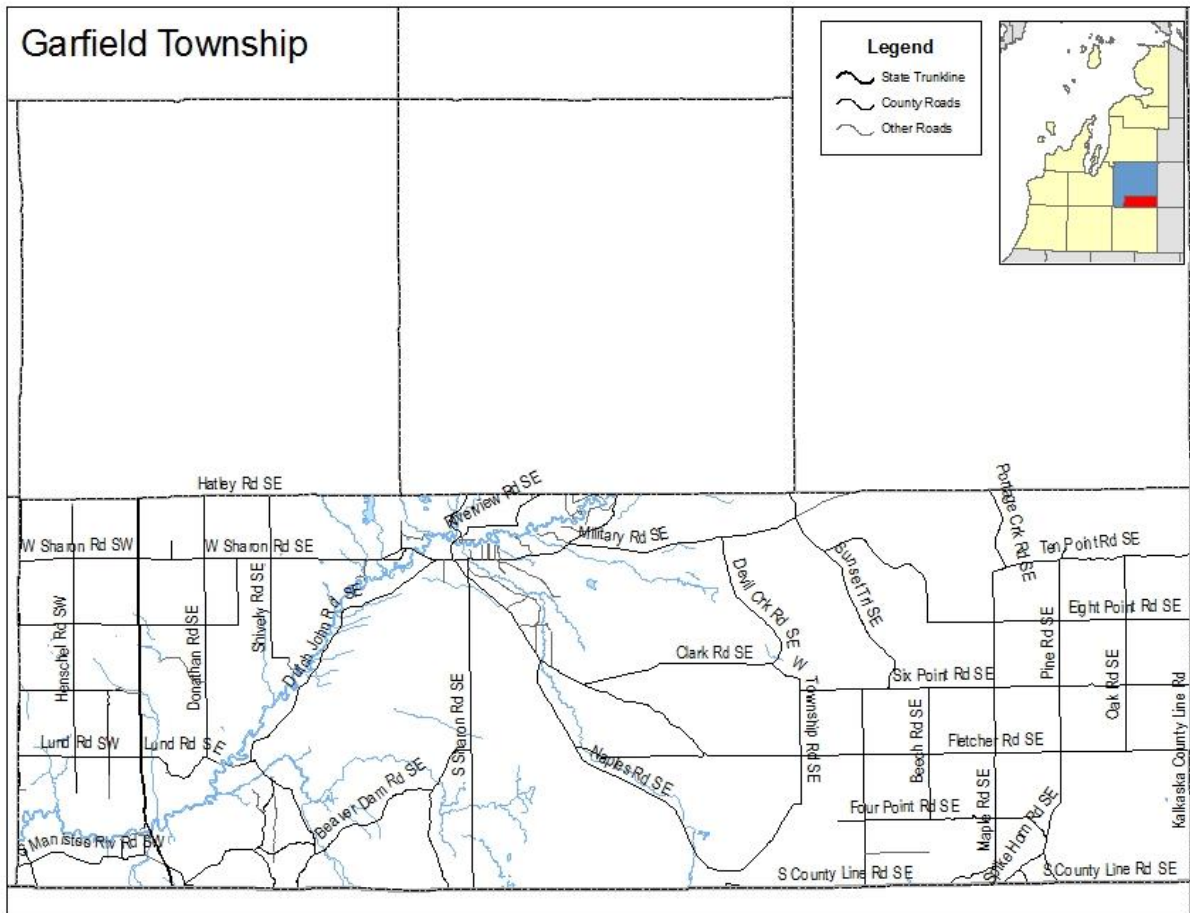
http://www.kalkaskacounty.net/downloads/garfield_township_zoning_ordinance_oct_10th_2013_1_1.pdf

Zoning Application-

http://www.kalkaskacounty.net/downloads/zp_application_42014.pdf

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Garfield Township Map

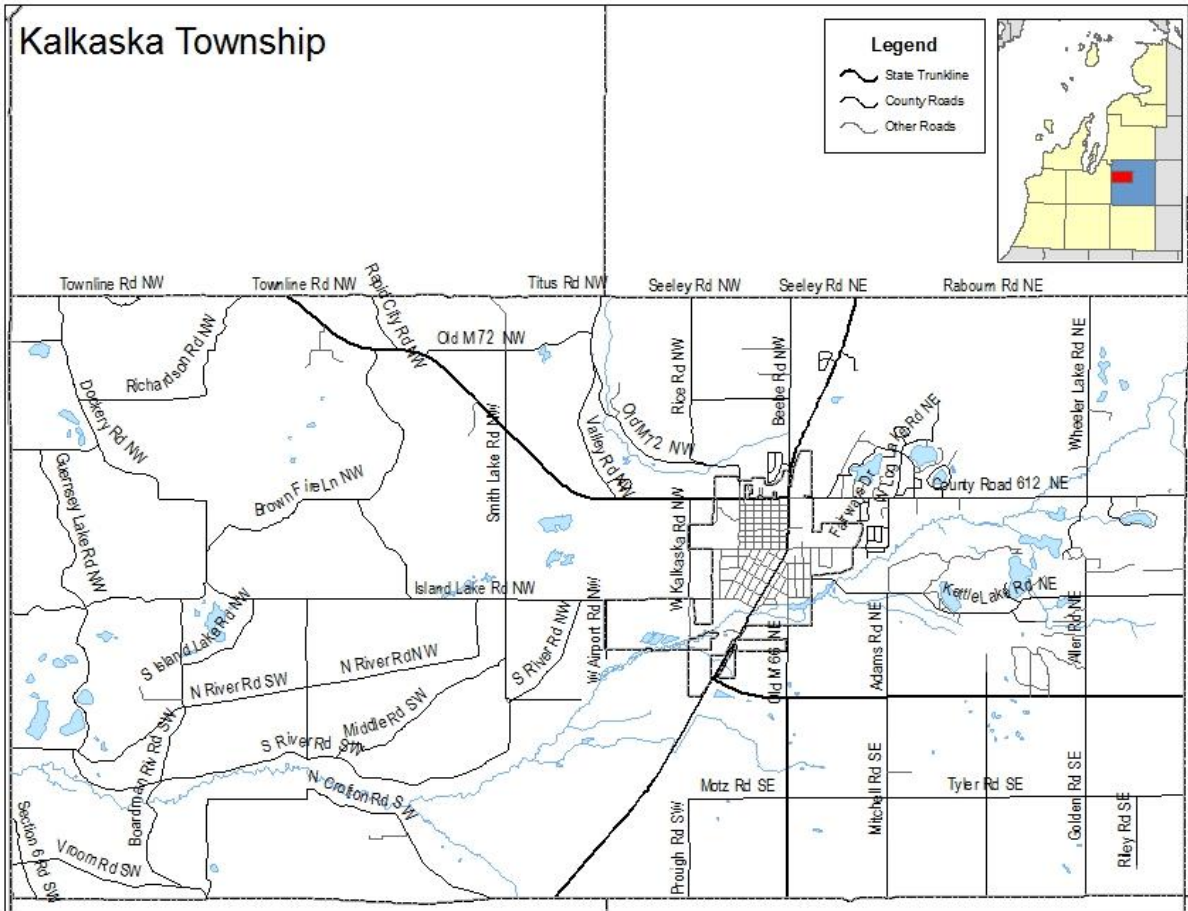


Kalkaska Township

Township Office	209 Laurel Street Kalkaska, Michigan 49646 231.258.9305 phone 231.258.3292 fax
Website	http://www.kalkaskacounty.net/kalktwp.asp
Supervisor	Michael Winter PO Box 855 Kalkaska, Michigan 49646-0855 231.258.5222 phone
Assessor	Michael Van Horn PO Box 855 Kalkaska, MI 49646 231.258.9305 phone
Zoning Administrator	Karen Van Horn Kalkaska County Zoning Administrator kalkaskazoning@yahoo.com

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Kalkaska Township Map

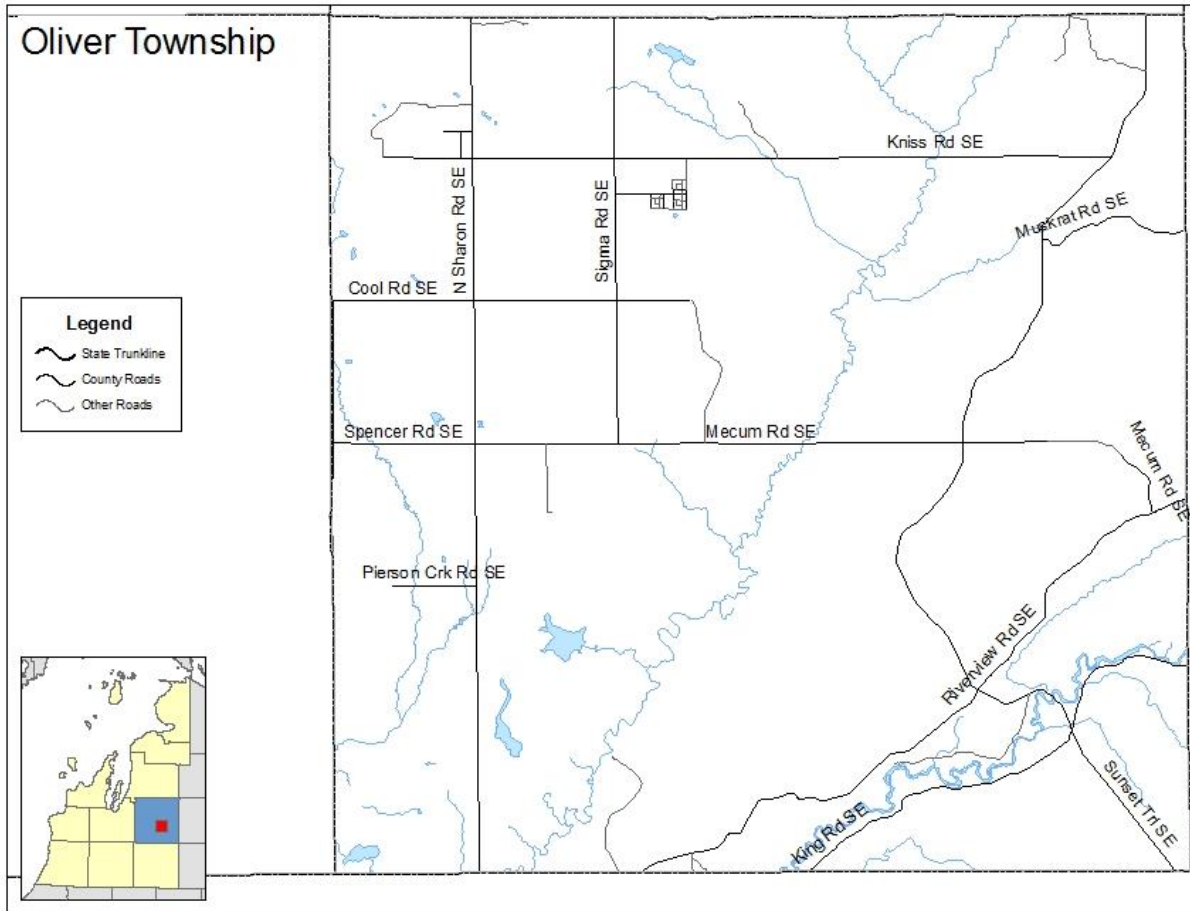


Oliver Township

Township Office	2796 Sigma Road Kalkaska, Michigan 49646
Website	http://www.kalkaskacounty.net/olivertwp.asp
Supervisor	Edward Fisher 4444 North Sharon Road Kalkaska, Michigan 49646 231.258.5348 phone
Zoning Administrator	Karen Van Horn Kalkaska County Zoning Administrator kalkaskazoning@yahoo.com
Assessor	Sally Ackerley 231.499.7682 phone

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Oliver Township Map

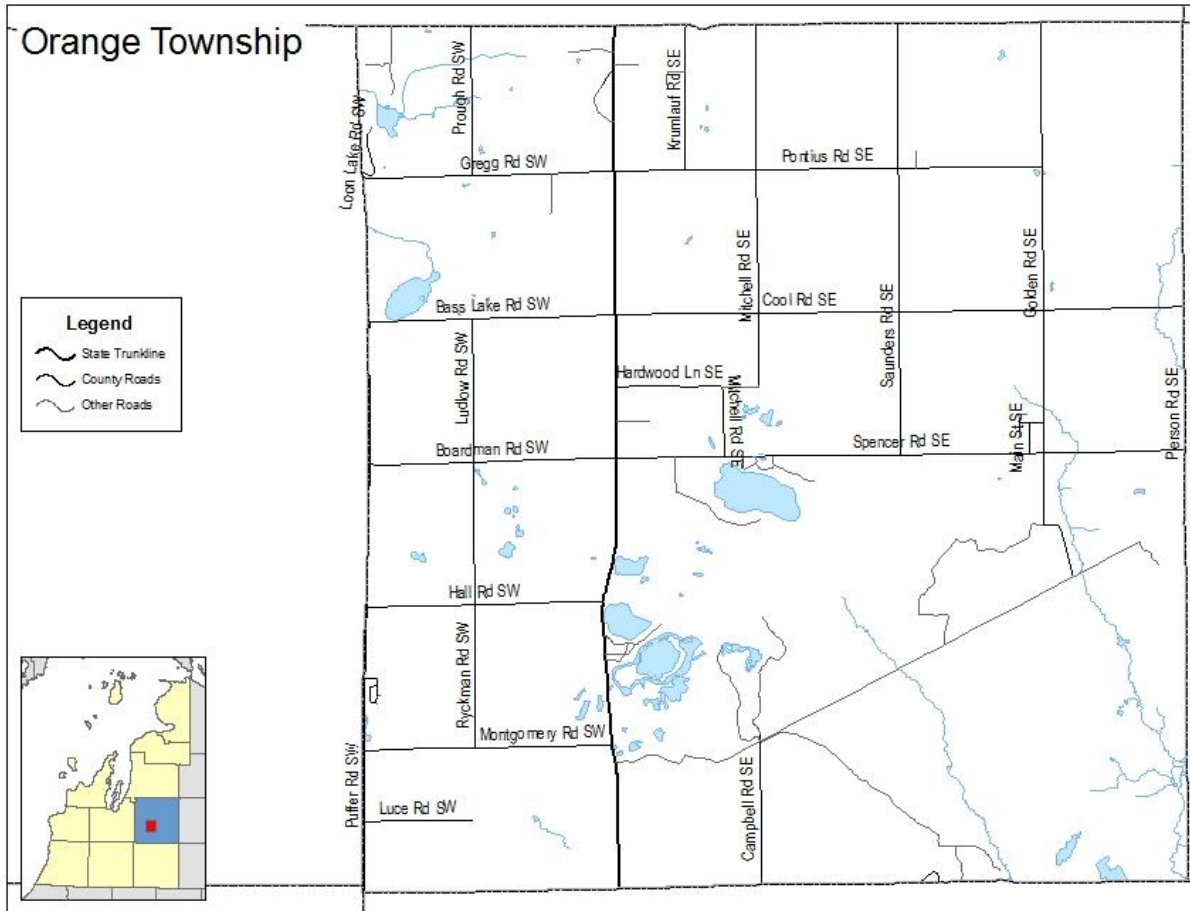


Orange Township

Township Office	0028 Saunders Rd Southeast Kalkaska, MI 49646 orangetwp@acegroup.cc
Mailing Address	3715 Saunders Rd SE Kalkaska, Michigan 49646
Website	http://www.kalkaskacounty.net/orangetwp.asp
Supervisor	Robert Hoenicke 1040 East Lake Drive Southeast Kalkaska, Michigan 49646 231.369.2226 phone
Zoning Administrator	Karen Van Horn Kalkaska County Zoning Administrator kalkaskazoning@yahoo.com

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Orange Township Map



Rapid River Township

Township Office	1010 Phelps Road Northeast Kalkaska, Michigan 49646-9429 231.258.2943 phone
Website	http://www.kalkaskacounty.net/rapidriver.asp
Supervisor	Terry Williams 231.258.2943 phone Office Hours: Thursdays 2:00 – 6:00 pm
Zoning Administrator	Roger Williams 231.258.2943 phone Office Hours: Thursday, 2:00 p.m. – 6:00 p.m. Second Thursday of every month hours are 3:00 p.m. – 7:00 p.m.

Documents:

Zoning Ordinance-

http://www.kalkaskacounty.net/downloads/rapid_river_township_zoning_ordinance_may_2009.pdf

Zoning Map-

http://www.kalkaskacounty.net/downloads/zoning_district_map_of_rapid_river_township_w_textbox.pdf

Zoning Permit-

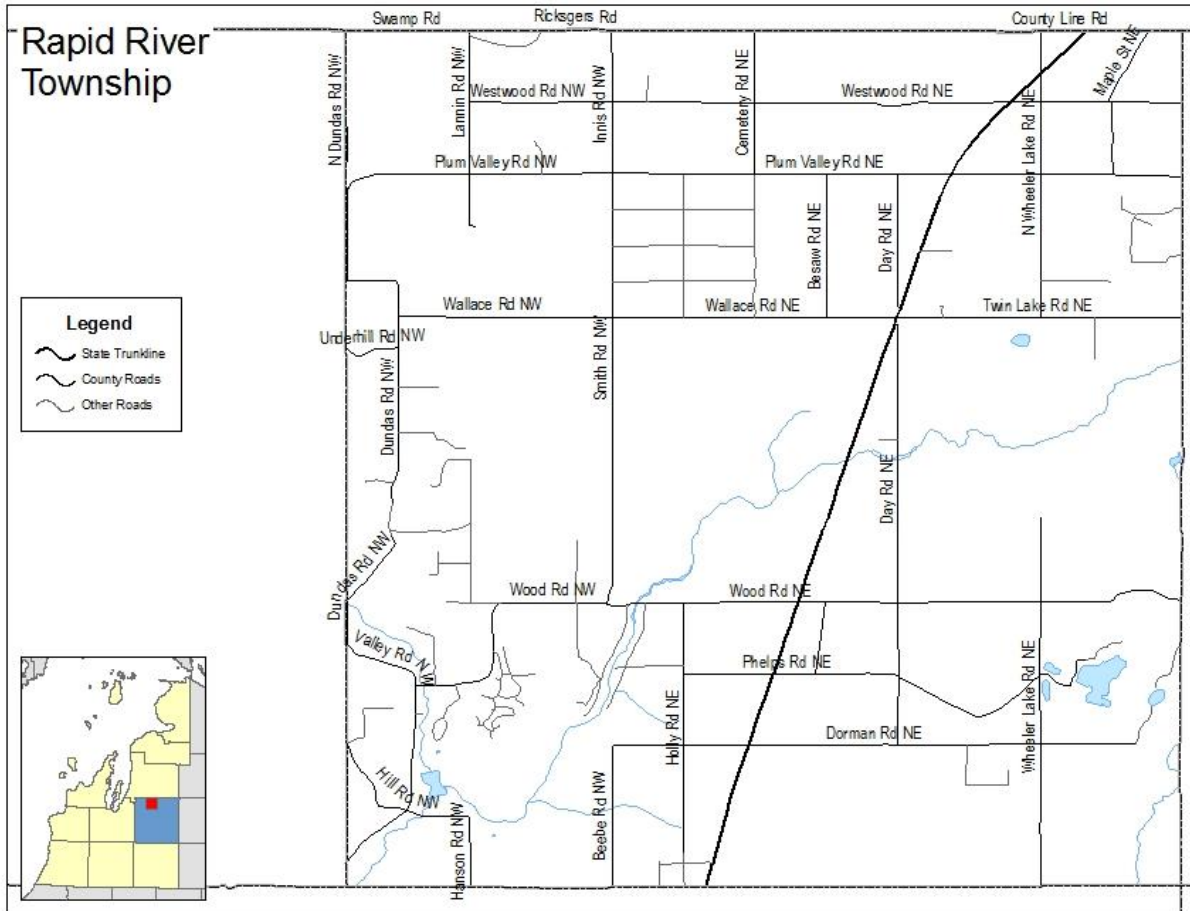
http://www.kalkaskacounty.net/downloads/zoning_permit_application_1.pdf

Master Plan-

<http://www.kalkaskacounty.net/homepage8130577.asp>

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Rapid River Township Map

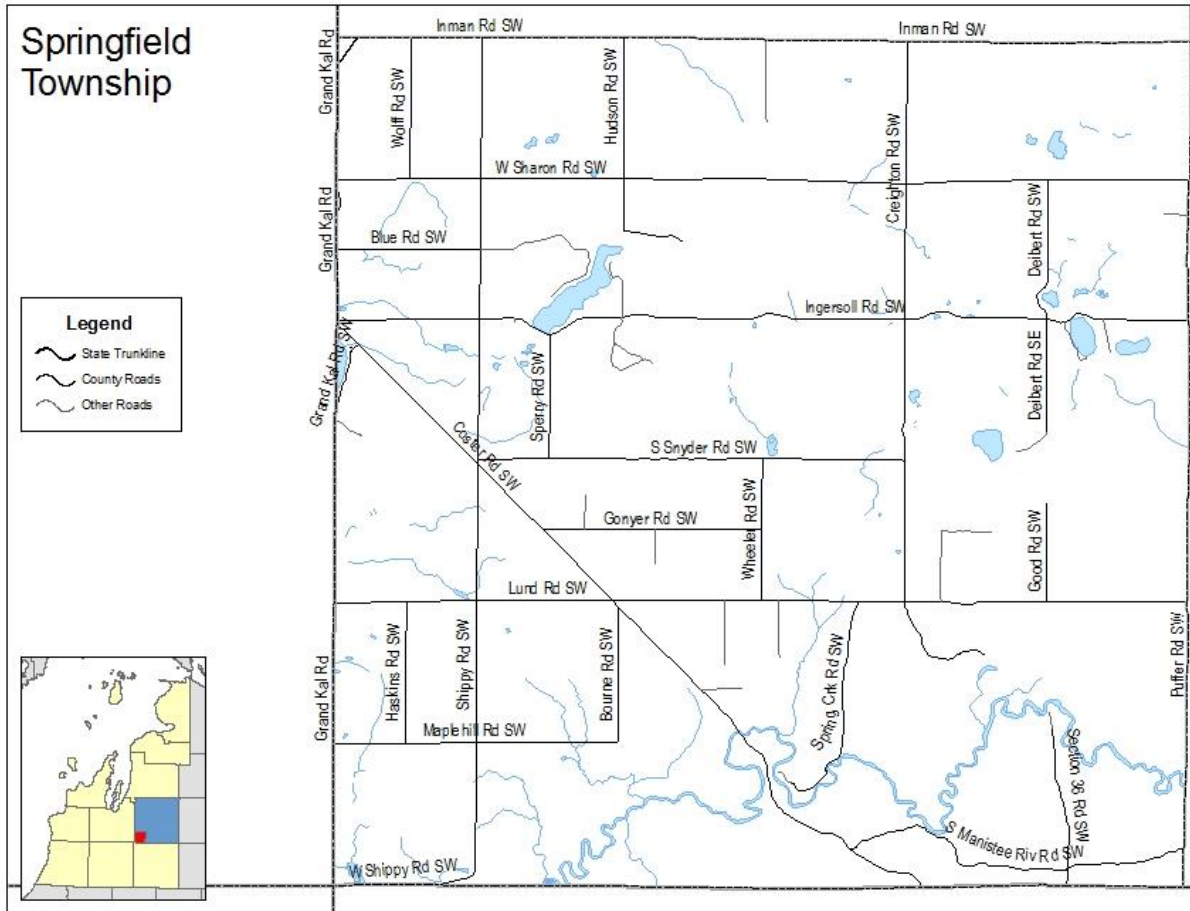


Springfield Township

Township Office	5253 Ingersoll Road Southwest Fife Lake, Michigan 49633 231.879.4541 phone
Website	http://www.kalkaskacounty.net/springfdtwp.asp
Supervisor	Thomas Gray 10357 Grand Kal Road Southwest Fife Lake, Michigan 49633 231.879.4350 phone
Assessor	A & D Assessing 231.409.1827
Zoning Administrator	Karen Van Horn Kalkaska County Zoning Administrator kalkaskazoning@yahoo.com

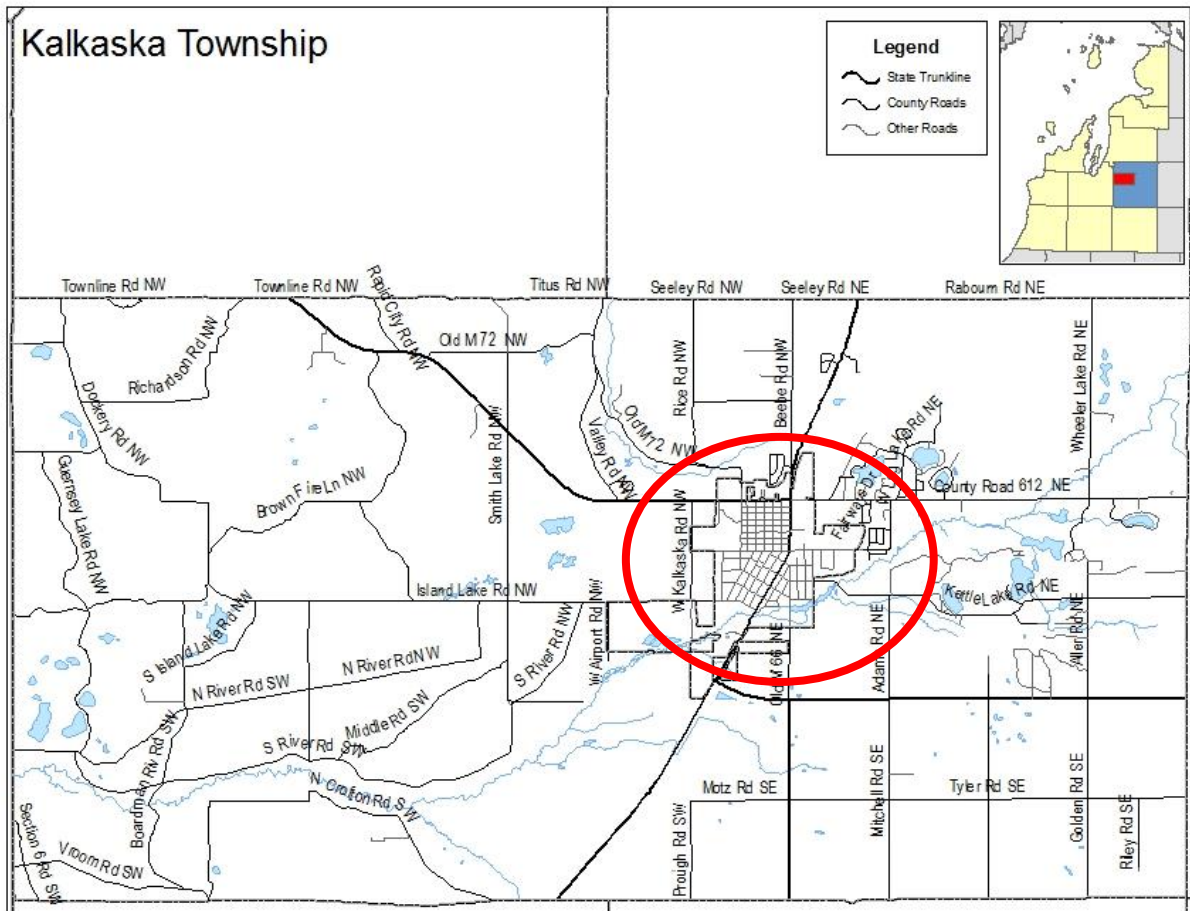
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Springfield Township Map

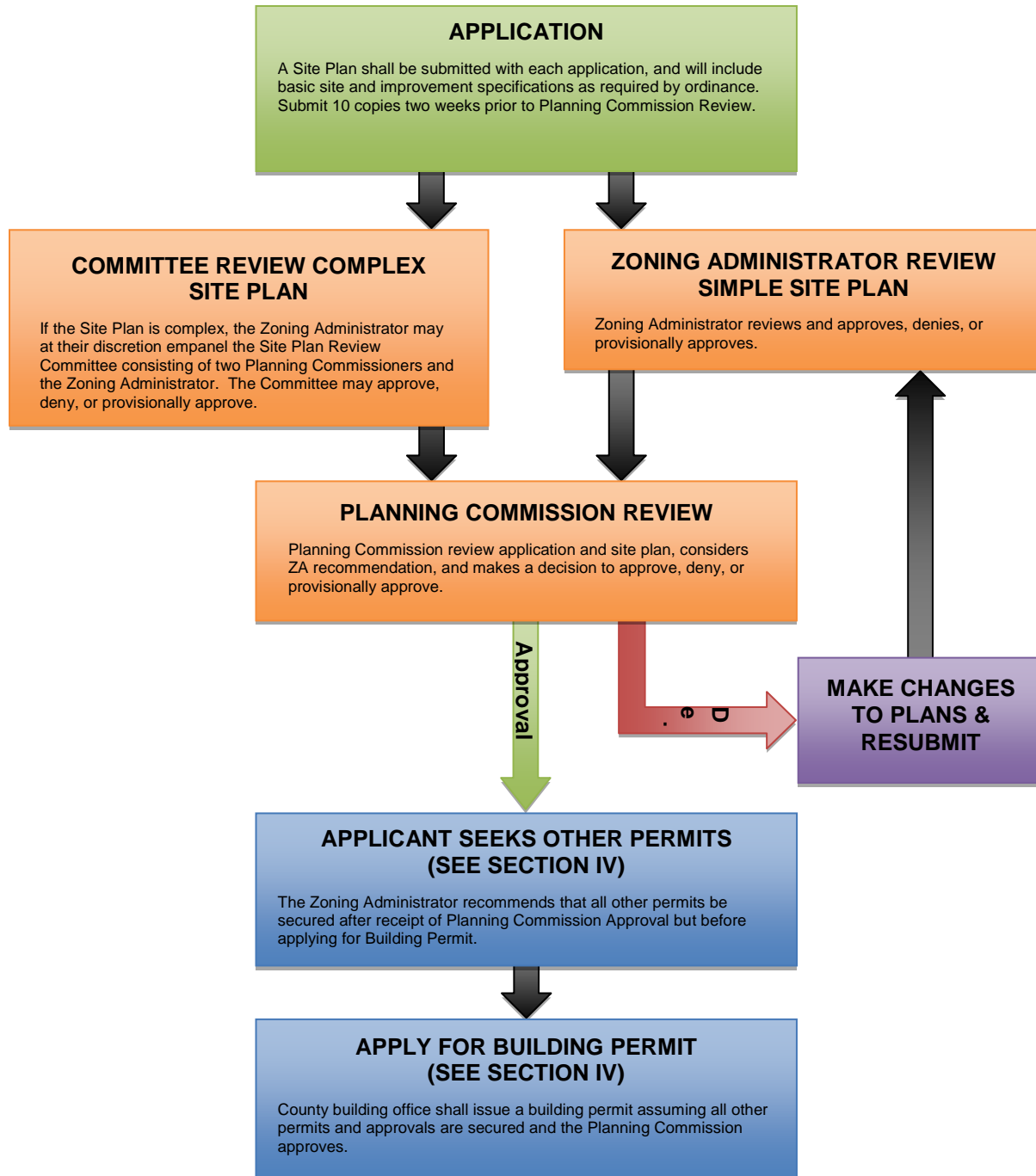


SECTION III – Village Permitting & Zoning Process

Village of Kalkaska Map



Village of Kalkaska 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 IV – Kalkaska County Governmental Agencies

Kalkaska County Zoning

Office	<p>Kalkaska County Government Annex 890 Island Lake Road Rooms 5 and 6 Kalkaska, Michigan 49646 (Note: this is not the main County Building at 605 N. Birch St.) 231.258.3367 phone 231.258.2828 fax www.kalkaskacounty.net/zoning.asp</p>
Zoning Administrator	<p>Karen Van Horn Kalkaska County Zoning Administrator Soil Erosion Enforcing Agent kalkaskazoning@yahoo.com Office Hours: Monday – Friday, 8:00 a.m. – 4:30 p.m.</p>
Planning & Zoning Assistant	<p>Laura Hendricks kalkaska.asstzoning@yahoo.com</p>
Documents	<p>Kalkaska County Master Plan http://www.kalkaskacounty.net/homepage2459479.asp</p> <p>Kalkaska County Zoning Ordinance http://www.kalkaskacounty.net/homepage2455658.asp</p> <p>Kalkaska County Zoning Permit Application www.kalkaskacounty.net/zn_permit_appl.asp</p> <p>Kalkaska County Soil Erosion Permit Application www.kalkaskacounty.net/zn_soil_erosion.asp</p>

Kalkaska County Register of Deeds

Register of Deeds	Jo Ann DeGraaf
Office	605 North Birch Street Kalkaska, Michigan 49646 231.258.3315 phone 231.258.3345 fax jdegraaf@kalkaskacounty.org
Website	www.kalkaskacounty.net/regdeeds.asp
Office Hours	Monday – Friday, 9:00 a.m. – 5:00 p.m.
Documents	Recording Fees and Guidelines www.kalkaskacounty.net/recfees.asp Recording Requirements www.kalkaskacounty.net/recreq.asp

Building Safety & Construction Code Enforcement

Office	Kalkaska County Government Annex 890 Island Lake Road Kalkaska, Michigan 49646 (Note: this is not the main County Building at 605 N. Birch St.) 231.258.3365 phone 231.258.2828 fax
Directions	Located 0.5 miles west of US-131, on Island Lake Rd. Island Lake Rd. intersects with US-131 approximately 0.3 miles south of the traffic light in downtown Kalkaska
Hours	Monday – Friday, 8:00 a.m. – 4:00 p.m.
Website	www.kalkaskacounty.net/construction_cod_2.asp
Documents	Contractor License Registration Request www.kalkaskacounty.net/homepage3941120.asp Applying for a Building Application www.kalkaskacounty.net/cc_applying.asp Checklist of Requirements for Permit Issuance www.kalkaskacounty.net/homepage8562597.asp Residential Check Compliance Certificate www.kalkaskacounty.net/homepage8748439.asp Residential Plan Review Checklist www.kalkaskacounty.net/homepage8895707.asp Building Permit Application www.kalkaskacounty.net/homepage8563217.asp Commercial Plan Review Application www.kalkaskacounty.net/homepage9657675.asp Electrical Permit Application www.kalkaskacounty.net/homepage8760916.asp Mechanical Permit Application www.kalkaskacounty.net/homepage8895658.asp Plumbing Permit Application www.kalkaskacounty.net/homepage8894702.asp

Emergency Management Agency

Director	Mark Laskowski 231.258.3334 phone 231.384.5784 mobile 231.258.3375 fax laskowski2011@yahoo.com
Website	www.kalkaskacounty.net/emergencymanager.asp
Services Offered	The mission of Emergency Management is to act to minimize or prevent damage due to disasters through pre-disaster mitigation, as well as to act during & after a disaster to safeguard lives and property, and help affected areas recover.

Road Commission

Office	Kalkaska County Road Commission 1049 Island Lake Road Kalkaska, MI 49646 231.258.2242 phone 231.258.8205 fax
Hours	Monday – Friday, 6:00 a.m. – 4:00 p.m.
Website	www.kalkaskaroad.org
Interim Manager	Jeff Root jroot@kalkaskaroad.org
Superintendent	Tim Dorman tdorman@kalkaskaroad.org
Notes	<p>The activities of Road Commissions vary from county to county. In rural counties, for example, Road Commissions spend a great deal of time maintaining gravel roads. Commissions in the urban, more populace counties of southern lower Michigan split their time between maintaining gravel and paved roads. For most, however, winter maintenance (plowing and salting) is a top priority.</p> <p>County Road Commission duties include, but are not limited to:</p> <ul style="list-style-type: none">• Road and bridge construction, repair and maintenance.• Snow removal, salting, and sanding.• Surface treatments and chip and crack sealing.• Street lane painting and marking and maintaining road signage.• Ensuring steady and safe traffic patterns.• Controlling roadside vegetation, mowing and brush cutting.• Gravel road grading.• Roadside ditch and drain maintenance.