

# 2021

## ANTRIM COUNTY

### GUIDE TO PERMITTING & ZONING



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## Introduction

Delays and issues with the permitting process can be costly to homeowners, construction companies, and even local governments. Unfamiliarity with permitting and zoning processes can arise for those not familiar with the road map and nuances of the process for different municipalities and agencies. The creation of the Guide to Permitting and Zoning for Antrim County is the result of the collaboration of county and regional stakeholders to assist individuals and businesses with the permitting and zoning process necessary to move development forward.

The primary goals of the guide are to act as a reference and to educate the public from individuals to contractors to developers with the resources to access information for applying for permits or beginning a project within a certain County or municipality. The applicant or contractor should always contact the local Zoning Administrator, plan reviewer, or permitting agent of the location's local agencies prior to starting the project.

This Guide is not intended to be a "Do-It-Yourself" tool or as a definitive guide to municipalities' regulations and processes relating to zoning and permitting. Each project is different and utilizing the flowcharts within this guide does not guarantee that a permit or approval will be issued. Potential applicants and contractors are encouraged to seek the assistance of local professionals who have experience dealing with the requirements of permits and approvals (i.e. Zoning Administrator).

An understanding of the permitting and approval process will improve the efficiency of the process for both the private and public sectors, 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](http://www.nwm.org/citizensguide-planning).

## How to Use This Guide

This guide outlines contacts and process for permit approvals through local units of government and other entities for development projects in Antrim County. A reader should use the following process.

1. Enabling legislation and Exempt Status of Tribal Properties "in-trust" is outlined on page 4.
2. Review pages 5 & 6 to identify and understand the outlined "Areas of Interest". This information will assist with necessary information that impacts individual units of government's approval processes.
3. View the County map on page 7 to identify the location of the community you wish to gain information, contacts, resources, or process flow for permit approvals. Note the referenced page number for community information from the map.
4. Utilize the building permit and other permit approvals as required outside of zoning on page 8.
5. Zoning Information:
  - \* If the community is under service contract with the Antrim County Planning Department please refer to the County Planning Department contact information on page 9, the process flow chart on page 9 and the individual community contact information and links on page 10.
  - \* If the community provides zoning services through their own staff please refer to page 9 for the process flow chart and pages 11 and 12 for individual community contact information.

## Enabling Legislation

### [Michigan Planning Enabling Act 33 of 2008](#)

An act to codify the laws regarding and to provide for county, township, city, and village planning; to provide for the creation, organization, powers, and duties of local planning commissions; to provide for the powers and duties of certain state and local governmental officers and agencies; to provide for the regulation and subdivision of land; and to repeal acts and parts of acts.

### [Michigan Zoning Enabling Act 110 of 2006](#)

An act to codify the laws regarding local units of government regulating the development and use of land; to provide for the adoption of zoning ordinances; to provide for the establishment in counties, townships, cities, and villages of zoning districts; to prescribe the powers and duties of certain officials; to provide for the assessment and collection of fees; to authorize the issuance of bonds and notes; to prescribe penalties and provide remedies; and to repeal acts and parts of acts.

## Tribal (In-Trust) Exempt Properties

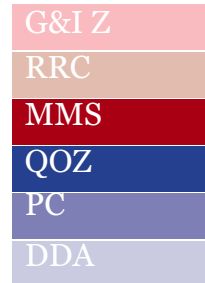
Any properties placed in tribal trust through the Grand Traverse Band of Ottawa and Chippewa Indians is exempt from local zoning and building regulations, but are subject to tribal rules and regulations. For more information visit their [Website](#).



## Areas of Interest

There are six (6) areas of interest that describe a communities' readiness for development which include public bodies that oversee a communities development process. These (6) areas of interest are:

- A Growth and Investment Zone
- A Redevelopment Ready Community (RRC)
- A Michigan Main Street community
- A Qualified Opportunity Zone
- Has a local Planning Commission
- Has a Downtown Development Authority or equivalent



The areas of interest are color-coded and organized into a bar chart for easy identification. A community that represents all six areas of interest will have an associated bar chart with all six representing colors. Shown here:



### A Growth & Investment Zone

While many assets are needed for new growth and investment, there are five (5) essential criteria common to communities throughout the nation that support growth and investment potential. These five criteria were used in the selection of areas for additional analysis regarding growth and investment readiness, trends, and capabilities:

- Operational municipal water system
- Operational municipal sewer system
- Operational broadband service area - standard of 25 mbps download / 3 mbps upload
- Adopted master plan that recommends a defined higher density downtown core for development and investment
- Zoning ordinance that codifies higher density development in the downtown core
- Available governmental officials and staff to create effective growth- and investment-oriented policies and efficiently process requests and permits

### A Redevelopment Ready Community

The Redevelopment Ready Communities® (RRC) program is provided through the Michigan Economic Development Corporation for communities across the state. Through the certification process, communities are empowered to build a strong foundation by establishing planning and process policies which retain and attract business investment and talent. Additionally, the program seeks to streamline the development approval process, by integrating transparency, predictability, and efficiency into community development practices. When encountering an RRC community, the following items shall be available:

- A updated Master Plan;
- An updated Zoning Ordinance;
- A comprehensive Guide to Development;
- A Public Participation Plan; and
- Strategic sites identified for development.

## A Michigan Main Street Community

Michigan Main Street (MMS) began in 2003 and is a Main Street America™ Coordinating Program. As a Main Street America™ coordinating program, MMS is affiliated with the National Main Street Center, which helps to lead a powerful, grassroots network committed to creating high-quality places and to building stronger communities through preservation-based economic development. The Main Street program operates under the following four points:

- Economic Vitality
- Design
- Organization
- Promotion

## A Qualified Opportunity Zone

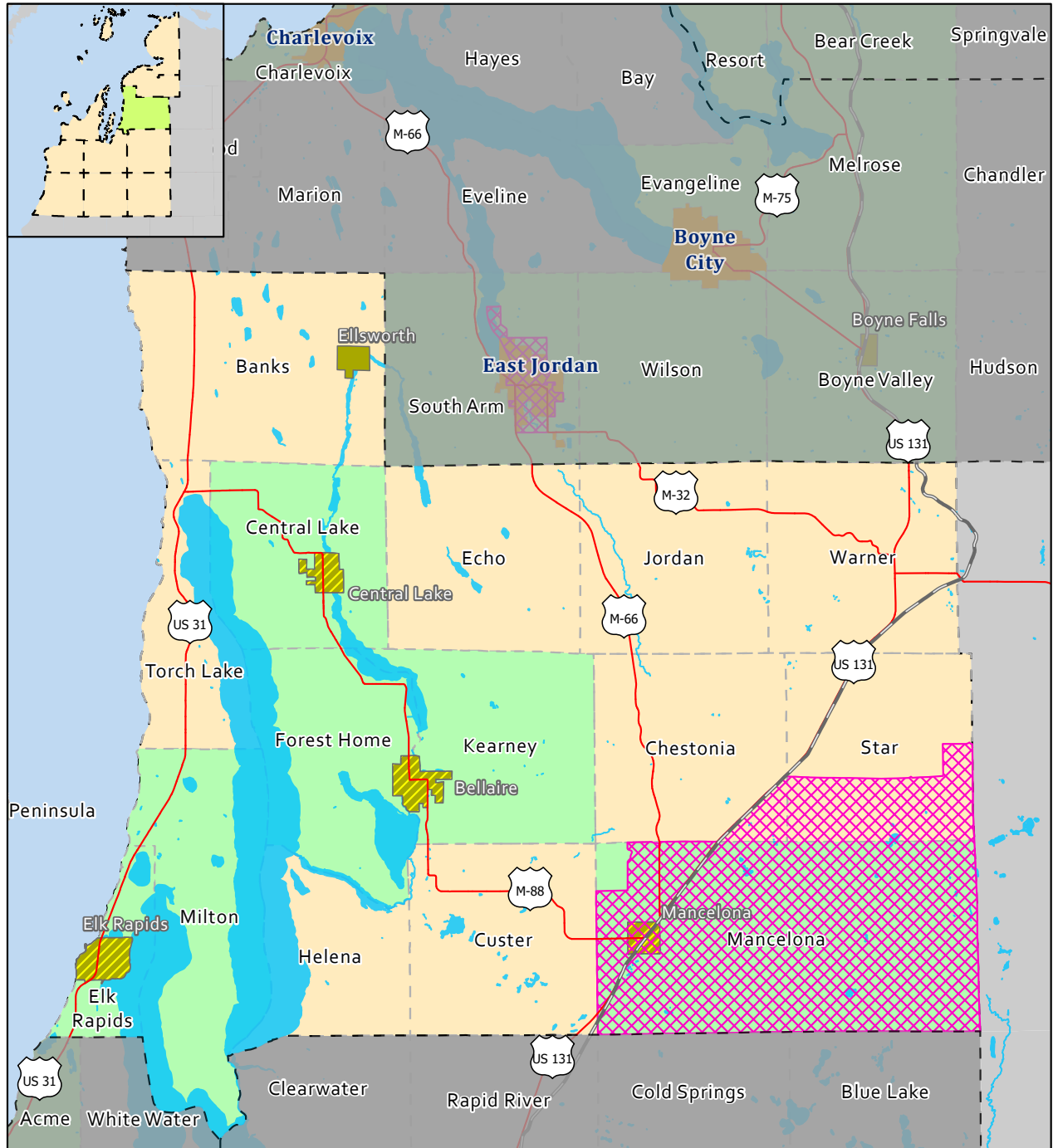
Opportunity Zones were created under the 2017 Tax Cuts and Jobs Act to stimulate economic development and job creation by incentivizing long term investments in low-income neighborhoods. Opportunity Zones are defined by the Economic Development Administration as an economically-distressed Census tract where private investments, under certain conditions, may be eligible for capital gain tax incentives. Communities located in designated Opportunity Zone Census tracts will be identified.

## Local Planning Commission

The group of appointed community residents who make up the Planning Commission serve as the sounding board for planning and development projects within the community. Each local government in Michigan has the authority to create a Planning Commission, but not all have one. Many communities in Michigan rely on County planning services. However, all local municipalities with a local planning department are listed in this guide. While the community may or may not have a dedicated planning staff member, the local Planning Commission will still be called upon to provide input on development projects. Where a community has enacted a local zoning ordinance, the Planning Commission will offer recommendations to the relevant City Council, Village Council, or Township Board. A community who is under county-wide zoning will offer recommendations to the County Planning Commission.

## Local Downtown Development Authority

Part 2 of Act 57 of 2018: Recodified Tax Increment Financing Act describes the authority, purpose, and powers of local Downtown Development Authorities. The State legislation can be found [here](#). The Downtown Development Authority Board is made up of appointed officials charged with creating a development plan for a defined tax increment financing district. The Authority is a stakeholder body and instrumental to the growth and development of the district.



## Antrim County & Local Units of Government

### Legend

- Highways
- Railroad
- Hydrology
- Great Lakes
- Qualified Opportunity Zone
- G&I Areas Villages
- G&I Areas Cities
- Surrounding G&I Twps.
- All Townships
- All Villages
- Antrim County
- Other NW MI Counties
- Counties Outside Region



0 1.5 3 6 Miles

Map produced by Networks Northwest  
Community Development 4/29/2021

## Building Permitting & Other Approvals Outside of Zoning

### Building Permitting & Inspections

#### Antrim County Building Inspections

Antrim County Construction Code Department

Building Inspectors: Micheal McPherson & Frank Hersha

Primary Office

Hours: Monday thru Friday 8AM – 4:30PM

203 E. Cayuga Street

P.O. Box 188

Bellaire, MI 49615

Email: [constructioncode@antrimcounty.org](mailto:constructioncode@antrimcounty.org) Phone: (231) 533-8373 Fax: (231) 533-6041

[Website](#)

### Other Permit Approvals as Required

- **Local Fire Department Review**  
Depending on the project use, location, and scale, a review by the local fire department may be required for safety, access, and siting issues. See local jurisdiction contact information.
- **County Soil Erosion Officer**  
Before contracting for, allowing, or engaging in an earth change in Antrim County, a Landowner or Designated Agent shall obtain an earth change permit in the landowner's name from Antrim County Conservation District if the earth change:
  1. Will disturb one or more acres of land, or
  2. Will be located within 500 feet of the ordinary high water mark of waters of the State, or
  3. Will result or contribute to soil erosion or the accumulation of sedimentation in adjacent properties or waters of the State.

Contact Antrim County Conservation District with questions, Heidi Shaffer, Soil Erosion Officer, (231) 533-8363. A Soil Erosion Permit Application is found [here](#).

- **Road Jurisdiction - Either**

Antrim County Road Commission

Office:

319 East Lincoln Street

P.O. Box 308

Mancelona, MI 49659

Phone: (231) 587-8521

Fax: (231) 587-8156

Email: [email@antrimcrc.org](mailto:email@antrimcrc.org)

[Website](#)

Or

Michigan Department of Transportation

Gaylord Transportation Service Center

1088 M-32 East

Gaylord, MI 49735

Phone: (989) 731-5090

Fax: (989) 732-3637

Email: [lakej1@michigan.gov](mailto:lakej1@michigan.gov)

[Website](#)

- **District #10 Health Department**  
Businesses may reach out to the Health Department regarding food safety/licensing, water safety, air quality, other use type inspections, and employee health and wellness. Here is a link to their [website](#).
- **Michigan Dept. of Environment, Great Lakes, & Energy**  
Projects with the potential to impact air and water quality require EGLE-issued permits. Additionally, development near or in state protected wetlands, lakes, or streams may require EGLE-issued permits. View the EGLE [website](#) for more information. List all applicable development situations- critical dunes, high-risk erosion. Designated wetlands on-line viewer [here](#).



## Zoning & Planning Contact Information for Antrim County Communities

While Antrim County does not have a county-wide zoning ordinance, seven townships and all five villages do have their own zoning ordinances. Those with zoning include the townships of Banks, Elk Rapids, Forest Home, Helena, Kearney, Milton, and Torch Lake as well as the villages of Bellaire, Central Lake (village), Elk Rapids, Ellsworth, and Mancelona.

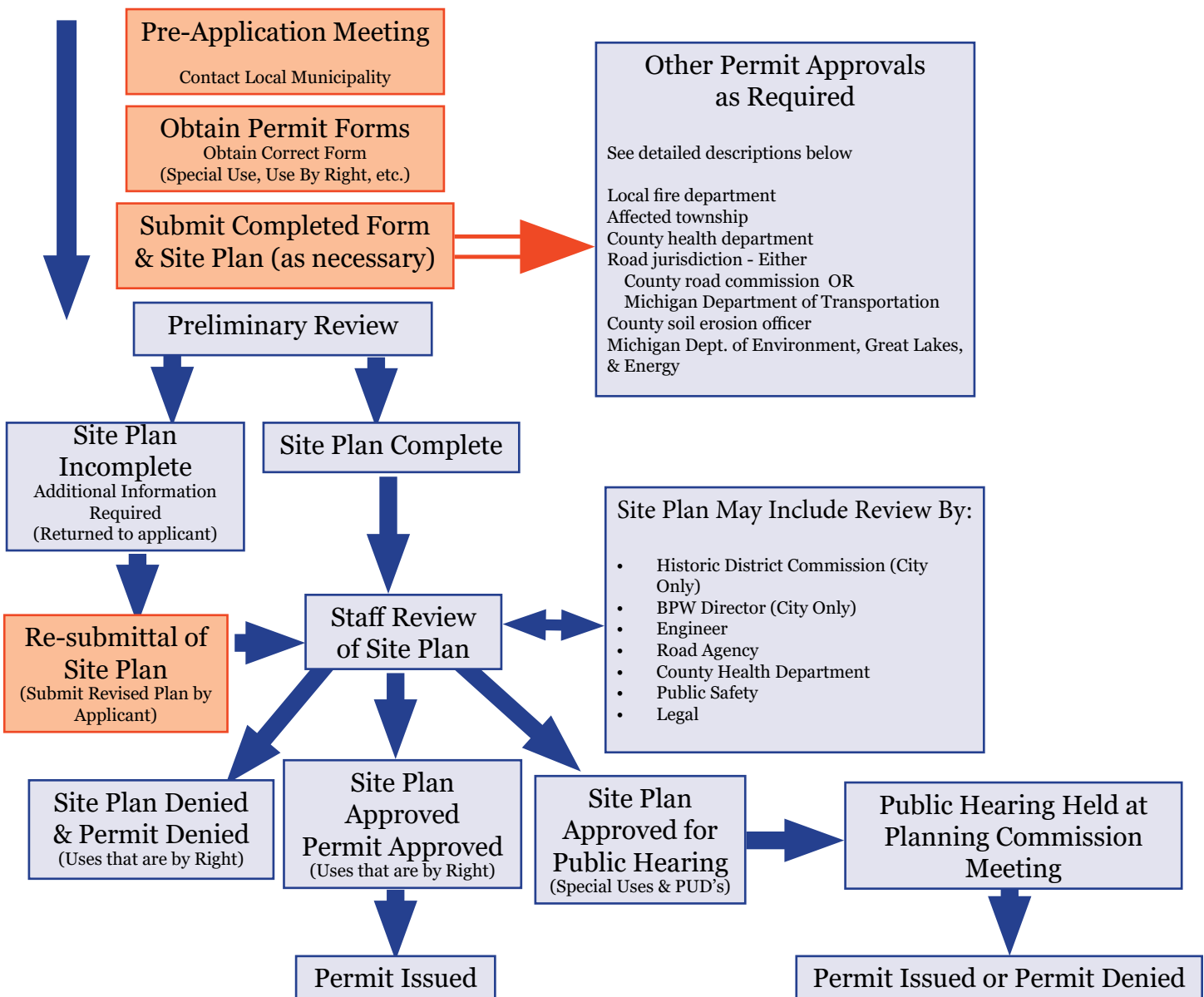
All eight remaining townships do not have a zoning ordinance and include Central Lake (township), Echo, Jordan, Warner, Star, Chestonia, Custer, and Mancelona.

## Antrim County Administration and Planning Department Contact Information

Antrim County Administration and Planning Dept.  
203 E. Cayuga Street  
Bellaire, MI 49615  
Phone: (231) 533-6265  
Email: [countyadmin@antrimcounty.org](mailto:countyadmin@antrimcounty.org)  
[Website](http://www.antrimcounty.org)

- Peter Garwood, County Administrator
- Jeremy Scott, Deputy Administrator
- Tina Schrader, Administrative Assistant
- Margie Boyd, Secretary

## Typical Permit Application & Site Plan Review/Approval Flow Chart (May vary slightly by community)



## Communities With Zoning

### Village of Bellaire

202 N. Bridge St.  
Bellaire, MI 49615  
PH: 231-533-8213  
Clerk Email: vlgclerk@bellairemichigan.com  
[Website](#)  
[Master Plan](#)  
[Zoning Ordinance](#)  
[Land Use/Zoning Forms](#)



Zoning Administrator: Nicole Essad  
Phone: 231-533-8213  
Email: vlgclerk@bellairemichigan.com

### Village of Mancelona

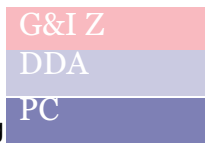
120 West State Street  
Mancelona, MI 49659  
PH: 231-587-8331  
Clerk Email: clerk@villageofmancelona.org  
[Website](#)  
[Master Plan](#)  
[Zoning Ordinance](#)  
[Land Use/Zoning Forms](#)



Zoning Administrator: Maureen Naumcheff  
Phone: 231-587-8331  
Email: clerk@villageofmancelona.org

### Village of Central Lake

1622 N. M-88  
Central Lake, MI 49622  
PH: 231-544-6483  
Clerk Email: villageclerk@centrallakemi.org  
[Website](#)  
[Master Plan](#)  
[Zoning Ordinance](#)  
[Land Use/Zoning Forms](#)



Zoning Administrator: Scott Barrett  
Phone: 231-544-6483  
Email: Not Available

### Banks Township

6520 Center Street  
Ellsworth, MI 49729  
PH: 231-588-6126  
Clerk Email: clerk@bankstownship.net  
[Website](#)  
[Master Plan](#)  
[Zoning Ordinance](#)  
[Land Use/Zoning Forms](#)



Zoning Administrator: David Muladore  
Phone: 231-350-1624  
Email: zoning@bankstownship.net

### Village of Elk Rapids

315 Bridge Street  
Elk Rapids, MI 49629  
PH: 231-264-9274  
Clerk Email: kszczycka@elkrapids.org  
[Website](#)  
[Master Plan](#)  
[Zoning Ordinance](#)  
[Land Use/Zoning Forms](#)



Zoning Administrator: Vacant  
Phone: 231-264-9274  
Email: kszczycka@elkrapids.org

### Elk Rapids Township

315 Bridge Street  
Elk Rapids, MI 49629  
PH: 231-264-9333  
Clerk Email: sboisvert@elkrapids.org  
[Website](#)  
[Master Plan](#)  
[Zoning Ordinance](#)  
[Land Use/Zoning Forms](#)



Zoning Administrator: Larry Nix  
Phone: 616-822-6282  
Email: plannernix@gmail.com

### Village of Ellsworth

6520 Center St.  
Ellsworth, MI 49729  
PH: 231-588-7411  
Clerk Email: office@villageofellsworth.com  
[Website](#)  
[Master Plan](#)  
[Zoning Ordinance](#)  
[Land Use/Zoning Forms](#)



Zoning Administrator: Andrew Veenstra  
Phone: 231-599-2647  
Email: office@villageofellsworth.com

### Forest Home Township

321 North Bridge Street  
Bellaire, MI 49615  
PH: 231-533-8003  
Clerk Email: N/A  
[Website](#)  
[Master Plan](#)  
[Zoning Ordinance](#)  
[Land Use/Zoning Forms](#)



Zoning Administrator: Stephen Barnard  
Phone: 231-203-4031  
Email: N/A

## Communities With Zoning

### Helena Township

8751 Helena Road  
Alden, MI 49612  
PH: 231-331-4643  
Clerk Email: helena@torchlake.com

[Website](#)  
[Master Plan](#)  
[Zoning Ordinance](#)  
[Land Use/Zoning Forms](#)

Zoning Administrator: Bob Logee  
Phone: 231-723-4481 or 231-510-7887  
Email: helena@torchlake.com



### Kearney Township

4820 Aero Park Drive  
Bellaire, MI 49615  
PH: 231-533-5719  
Clerk Email: kearneytwpclerk@gmail.com

[Website](#)  
[Master Plan](#)  
[Zoning Ordinance](#)  
[Land Use/Zoning Forms](#)

Zoning Administrator: Dan Hiltz  
Phone: 231-533-6099  
Email: kearneytwpza@gmail.com



### Milton Township

7023 Cherry Street  
Kewadin, MI 49648  
PH: 231-264-6612  
Clerk Email: sballclerk@gmail.com

[Website](#)  
[Master Plan](#)  
[Zoning Ordinance](#)  
[Land Use/Zoning Forms](#)

Zoning Administrator: Chris Weinzapfel  
Phone: 231-264-6697  
Email: miltonzoning@gmail.com



### Torch Lake Township

2355 North US 31  
Kewadin, MI 49648  
PH: 231-599-2036  
Clerk Email: clerk@torchlaketownship.org

[Website](#)  
[Master Plan](#)  
[Zoning Ordinance](#)  
[Land Use/Zoning Forms](#)

Zoning Administrator: Sara Kopriva  
Phone: 231-599-2036 ext. 105  
Email: zoningadmin@torchlaketownship.org



**Communities Without Zoning****Central Lake Township**

1622 North M-88  
Central Lake, MI 49622  
PH: 231-544-6687  
Clerk Email: clerk@centrallaketownship.com  
[Website](#)

**Star Township**

6775 Alba Highway  
Elmira, MI 49730  
PH: 231-584-3308  
Clerk Email: clerk.startwp@gmail.com  
[Website](#)

QOZ

**Chestonia Township**

P.O. Box 295  
Alba, MI 49611  
PH: 231-584-3222  
Clerk Email: treasurer0503@yahoo.com  
No website

QOZ

**Warner Township**

P.O. Box 176  
Elmira, MI 49730  
PH: 231-342-5628  
Clerk Email: warnertwptreasurer@gmail.com  
No wesite

**Custer Township**

2949 Alden Highway  
Mancelona, MI 49659  
PH: 231-587-5118  
Clerk Email: custertwpclerk@gmail.com  
[Website](#)

**Echo Township**

2021 Finkton Road  
East Jordan, MI 49727  
PH: 231-544-8118  
Clerk Email: echotreas@charter.net  
No website

**Jordan Township**

574 North M-66  
Mancelona, MI 49629  
PH: 231-536-0443  
Clerk Email: jordantownshipclerk@outlook.com  
[Website](#)

**Mancelona Township**

9610 South M-88  
Mancelona, MI 49659  
PH: 231-587-8651  
Clerk Email: clerk@mancelonatownship.com  
[Website](#)