2017 Guide to Permitting and Zoning

Wexford County

Created and Produced by:
Networks Northwest, Cadillac Area Chamber of Commerce & Wexford County Planning & Zoning

In Cooperation With:
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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 Wexford 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:

Networks Northwest
www.nwm.org/

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

New Designs for Growth Development Guidebook
www.newdesignsforgrowth.com/pages/guidebook/introduction/

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

Flowchart Legend

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

*NOTE – The flowcharts included in this guide are for educational purposes on the general process (i.e. permitted uses) and following them does not guarantee a permit or approval. Please use contact information provided for each municipality included in this document for specific permitting direction.
As you can see from the zoning map shown above, there are 2 incorporated villages, 14 townships, and 2 cities that are zoned in Wexford County. Two townships have not adopted zoning ordinances after Wexford County discontinued zoning administration as of January 1, 2017.
Wexford County Special Information

The Wexford County Zoning Administration

Wexford County discontinued zoning administration as of January 1, 2017 for Antioch, Boon, Cherry Grove, Clam Lake, Colfax, Greenwood, Hanover, Henderson, Liberty, Selma, Slagle, South Branch, Springville and Wexford Townships.

Wexford County Building Department

The Wexford County Building Department issues construction code permits (building, electrical, mechanical, and plumbing permits) for all areas of Wexford County except for the following:

- Cedar Creek Township: Issues their own building permits.
- City of Manton: Issues all their own permits.
SECTION II – Township Permitting & Zoning Process
Antioch Township

Township Office 4490 North 19 Road
Mesick, Michigan 49668
231.885.2398 phone

Office Hours N/A
Website N/A

Supervisor Tom Williams
PO Box 690
Mesick, MI 49668
231.885.1182 phone

Clerk James Priddle
PO Box 690
Mesick, Michigan 49668
231.885.2398 phone

Zoning Map-

Wexford Zoning Ordinance-
Antioch Township Map
Boon Township

Township Office
PO Box 95
204 South Myrtle Street
Boon, Michigan 49618
231.775.8012

Office Hours
N/A

Website
N/A

Supervisor
Russell Taylor
Boon, Michigan 49618
231.775.8012 phone
Office Hours: N/A

Clerk
Lynda Ritter
Boon, Michigan 49618
231.775.8012 phone
Office Hours: N/A

Zoning Map-

Wexford 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.
Boon Township Map
Cedar Creek Township

Township Office
6556 Sweeter Road
Twin Lake, Michigan 49457
231.821.0014 phone
231.821.2725 fax
info@cedarcreektownship.org

Office Hours
Monday Through Wednesday 8:30 am – 4:30 pm

Website
http://www.co.muskegon.mi.us/cedarckreek_township.htm

Supervisor
Krystal Lynn Smith
231.821.0014 phone

Clerk
Stephanie Kuziak
231.821.0014 phone

Assessor
Martha Hicks
231.821.0014 phone

Wexford Zoning Ordinance-

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Cedar Creek Township Map
Charter Township of Haring

Township Office 515 Bell Avenue Cadillac, Michigan 49601 231.775.8822 phone 231.775.8830 fax

Office Hours Monday through Friday 9:00 a.m. to 1:00 p.m.

Website www.twpofharing.org/

Supervisor Robert Scarbrough 231.775.8822 phone

Clerk Kirk Soule 231.775.8822 phone clerk@twpofharing.org

Zoning Administrator Mike Green 231.920.2029 phone 231.775.8822 township 231.775.8830 fax zoning@twpofharing.org

Documents
Zoning Ordinance- www.twpofharing.org/Planningamp;Zoning.aspx


Forms & Applications- www.twpofharing.org/Planningamp;Zoning.aspx

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Haring Township Map
Cherry Grove Township

Township Office 4830 East M-55
Cadillac, Michigan 49601
231.775.1138 phone

Website www.cherrygrovetwp.org/

Supervisor Kathy Adams
231.775.1138 (ext. 2) phone
231.775.0037 fax
supervisor@cherrygrovetwp.org
Office Hours: Wednesday and Friday from 9:00 am – 11:00 am or by appointment

Clerk Lynn Nixon
231.775.1138 (ext.3) office
231.920.8444 alternate
clerk@cherrygrovetwp.org
Office Hours: Tuesday and Friday 8:30 am – 11:00 am or by appointment

Zoning Administrator Robert Hall
231.775.1138 (ext. 6)
Planningandzoning@wexfordjpc.org

Assessor Christy Brow
231.775.0037 (ext 5)
assessor@cherrygrovetwp.org
Hours: Fridays 9:30 am – 1:00 pm

Zoning Map-

Wexford Zoning Ordinance-

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Cherry Grove Township Map
Clam Lake Township

Township Office
8809 East M-115
Cadillac, Michigan 49601
231.775.5401 phone
231.779.1225 fax

Office Hours
Monday through Friday 9:00 a.m. to 5:00 p.m.

Website
www.clamlaketownship.org/

Supervisor
Steve Kitler
231.884.3685 phone
dhrosser@charter.net
Office Hours: by appointment

Clerk
Amy Peterson
231.7755401 (ext 3) phone
Hours: Monday/Wednesday/Friday 9:00 am – 1:00 pm

Zoning Administrator
Cindy Warda
231.775.5401 (ext 6)
zoningadmin@clamlaketownship.org

Documents:
Zoning Ordinance-

Zoning Applications-
http://www.clamlaketownship.org/zoning-applications.html

Zoning Map-
http://www.clamlaketownship.org/uploads/2/7/6/1/2761255/15043_plan01_11x17_zone_not_to_scale_.pdf

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.
Clam Lake Township Map
Colfax Township

Township Office
7607 Michigan Avenue
Thompsonville, Michigan 49683
PO Box 68
231.378.2144 phone
231.378.4665 fax

Website
http://www.colfaxtownship.org/

Supervisor
Ron Evitts
231.378.2334 home
231.383.1749 cell

Clerk
DeAnn Mosher
PO Box 68
Thompsonville, MI 49683
231.631.9221 cell

Assessor
Christy Brow
10655 Riverside Drive
Honor, MI 49640
231.941.2004 phone
231.941.4309 fax

Documents:

Zoning Ordinance-

Zoning Map-

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

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

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Colfax Township Map
Greenwood Township

Township Office 6761 North 35 Road
Manton, Michigan 49663

Website http://www.gwtownship.org/

Supervisor Al Moher
231.824.3446 phone
supervisor@gwtownship.org

Clerk Maggie Veenstra
231.824.4000 phone
clerk@gwtownship.org

Assessor Jay Roundhouse, MAAO
PO Box 325
Cadillac, MI 49601
231.468.2977 phone
greatlakesassessing@live.com

Zoning Map-

Wexford Zoning Ordinance-

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Greenwood Township Map
Hanover Township

Township Office
203 North 2nd Street
Buckley, Michigan 49620
231.269.3404 phone

Office Hours
N/A

Website
N/A

Supervisor
Peter Hansen
231.269.3885 phone

Clerk
Terri Schichtel
231.269.3630 phone

Zoning Map-

Wexford Zoning Ordinance-

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Henderson Township

Township Office
2076 West 46 Road
Cadillac, Michigan 49601

Office Hours
N/A

Website
N/A

Supervisor
Gerald Sours
231.510.1677 phone

Clerk
Linda Sours
231.310.1677 phone

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Henderson Township Map
**Liberty Township**

Township Office  
7478 North 41 Road  
Manton, Michigan 49663  
231.824.3633 phone

Office Hours  
N/A

Website  
[http://www.libertytwpmantonmi.us/](http://www.libertytwpmantonmi.us/)

Supervisor  
Bev Monroe  
231.824.3391 phone

Clerk  
Marjorie Bogart  
231.824.3633 phone

Assessing  
Great Lakes Assessing  
231.468.2977 phone  
[greatlakesassessing@golive.com](mailto:greatlakesassessing@golive.com)

Zoning and Planning  
Bob Hall  
231.775.1138 (ext 6)  
[planningandzoning@wexfordjpc.org](mailto:planningandzoning@wexfordjpc.org)

Zoning Map-  

Wexford Zoning Ordinance-  

Notes:  
The Wexford County Zoning Department is responsible for all land use permits for the Township (see page 54 for additional information)

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Liberty Township Map
Selma Township

Township Office  4101 South 35 Road  
               Cadillac, Michigan 49601  
               231.775.5071 phone 

Office Hours  N/A 

Website  http://www.selmatownship-mi.org/ 

Supervisor  Mike Boyd  
            231.878.3386 phone  
            supervisor@selmatownship-mi.org 

Clerk  Carol Perrin  
       231.920.8525 phone  
       clerk@selmatownship-mi.org 

Assessor  Barbie Eaton  
          3710 W Hawley Road  
          Ludington, MI 48431  
          888.741.9288 phone  
          231.845.5731 fax  
          Barbie.eaton@gmail.com 

Zoning Map-  

Wexford Zoning Ordinance-  

Notes:  The Wexford County Zoning Department is responsible for all land use permits for the Township (see page 54 for additional information) 

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.
Selma Township Map
**Slagle Township**

Township Office  
2971 South 7 Road  
Harrietta, Michigan 49638  
231.389.0610 phone

Office Hours  
N/A

Website  
N/A

Supervisor  
Thomas Mannor  
231.389.2521 phone  
Office Hours: No listing

Clerk  
Tammy Porterfield  
231.389.0610 phone

Wexford Zoning Ordinance-  

Zoning Map-  

Notes:  
The Wexford County Zoning Department is responsible for all land use permits for the Township (see page 54 for additional information)

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Slagle Township Map
**South Branch Township**

Township Office  
10510 West M-55  
Wellston, Michigan 49641  
231.862.3600 phone  
231.862.3350 fax  

Office Hours  
N/A  

Website  
N/A  

Supervisor  
Michael Reilly  
231.862.3388 phone  

Clerk  
Julie Cieslak  
231.862.3600 phone  

Wexford Zoning Ordinance-  

Zoning Map-  

Notes:  
The Wexford County Zoning Department is responsible for all land use permits for the Township (see page 54 for additional information)  

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South Branch Township Map
Springville Township

Township Office 4785 North M-37
Mesick, Michigan 49668
231.885.1392 phone

Office Hours N/A
Website N/A

Supervisor Clyde Kastl
231.885.2295 phone

Clerk Sharon Ream
231.885.1392 phone

Wexford Zoning Ordinance-

Zoning Map-

Notes: The Wexford County Zoning Department is responsible for all land use permits for the Township (see page 54 for additional information)

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Springville Township Map
Wexford Township

Township Office  8970 North 7 Road
Mesick, Michigan 49668
231.885.2339 phone

Office Hours  N/A

Website  N/A

Supervisor  David Williams
231.885.1530 phone

Clerk  Teresa Hankins
231.269.3293 phone

Wexford Zoning Ordinance-

Zoning Map-

Notes: The Wexford County Zoning Department is responsible for all land use permits for the Township (see page 54 for additional information)

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.
Wexford Township Map
SECTION III – Village and City Permitting & Zoning Process
**Village of Buckley**

Village Office 106 Industrial Drive
Buckley, Michigan 49620
231.269.3700 phone

Office Hours N/A

Website [villageofbuckley.squarespace.com](https://villageofbuckley.squarespace.com)

President Dennis Kuhn
504 East North Street
Buckley, Michigan 49620
231.269.3555 phone

Secretary Jacquie Cade
231.269.3790 phone

Clerk Dennis Kuhn II
989.350.0448 phone

Zoning Administrator Dennis Kuhn (see above)

Documents:

Zoning Ordinance-

Land Use Plan-
[http://static1.1.sqspcdn.com/static/f/878226/11993073/1304129734173/Land+Use+Plan.jpg?token=cZXQi3%2FWDzdT8D8GCKr238iChK8%3D](http://static1.1.sqspcdn.com/static/f/878226/11993073/1304129734173/Land+Use+Plan.jpg?token=cZXQi3%2FWDzdT8D8GCKr238iChK8%3D)

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Village of Buckley Map
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Village of Harrietta Map
Village of Mesick

Village Office
119 East Mesick Avenue
Mesick, Michigan 49668
PO Box 206
231.885.1646 phone (DPW line – leave message for clerk)

Office Hours
By appointment

Website
N/A

Village President
Bruce Howell
231.885.1557 phone

Village Clerk
Debbie Stanton
231.885.1646 phone

Assessor
Joyce Kumm
231.885.1593

Zoning
Jack Jewett

Documents:

Zoning Ordinance-
http://www.networksnorthwest.org/userfiles/filemanager/1242/

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 Mesick Map
City of Cadillac

City Office
200 North Lake Street
Cadillac, Michigan 49601
231.775.0181 phone
231.775.8755 fax

Office Hours
Monday – Friday, 9:00 a.m. – 5:00 p.m.

Website
www.cadillac-mi.net

City Clerk
Sandra Wasson
231.779.7334 phone
clerk@cadillac-mi.net

City Manager
Marcus Peccia
231.775.0181 (ext. 122) phone
citymanager@cadillac-mi.net or mpeccia@cadillac-mi.net

Community Development Director
John Wallace
231.775.0181 (ext. 101) phone
planning@cadillac-mi.net or jwallace@cadillac-mi.net

Director of Public Works and Engineering
Bruce DeWitt
231.775.0181 (ext. 104) phone
bdewitt@cadillac-mi.net

Zoning Administrator
John Wallace
231.775.0181 (ext. 101) phone
planning@cadillac-mi.net or jwallace@cadillac-mi.net

Documents:

Zoning Ordinance-
https://library.municode.com/mi/cadillac/codes/code_of_ordinances

Zoning Map-
http://www.cadillac-mi.net/DocumentCenter/Home/View/337

Forms, Permits & Applications-

Master Plan- http://www.cadillac-mi.net/DocumentCenter/View/1136

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City of Cadillac Map
## City of Manton

<table>
<thead>
<tr>
<th>Role</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Village Office</td>
<td>306 West Main Street&lt;br&gt;PO Box 100&lt;br&gt;Manton, Michigan 49663&lt;br&gt;231.824.3572 phone&lt;br&gt;<a href="mailto:info@mantonmichigan.org">info@mantonmichigan.org</a></td>
</tr>
<tr>
<td>Office Hours</td>
<td>Monday – Friday, 8:00 a.m. – 4:00 p.m.</td>
</tr>
<tr>
<td>Website</td>
<td><a href="http://www.mantonmichigan.org/government.html">www.mantonmichigan.org/government.html</a></td>
</tr>
<tr>
<td>Mayor</td>
<td>Gary Brown&lt;br&gt;<a href="mailto:mayor@mantonmichigan.us">mayor@mantonmichigan.us</a></td>
</tr>
<tr>
<td>City Clerk</td>
<td>Teresa Loving&lt;br&gt;231.824.3572 phone&lt;br&gt;<a href="mailto:tloving@mantonmichigan.us">tloving@mantonmichigan.us</a></td>
</tr>
<tr>
<td>Assessor</td>
<td>Joe Porterfield&lt;br&gt;231.779.9474 phone</td>
</tr>
<tr>
<td>Zoning Administrator</td>
<td>Karen Selim&lt;br&gt;231.824.3748 phone</td>
</tr>
</tbody>
</table>

### Documents

Zoning Ordinance & Other Ordinances-<br>[https://library.municode.com/mi/manton/codes/code_of_ordinances?nodeId=COOR](https://library.municode.com/mi/manton/codes/code_of_ordinances?nodeId=COOR)

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City of Manton Map
SECTION IV – Wexford County Governmental Agencies
Register of Deeds
Lorie Sorensen
437 East Division Street
PO Box 303
Cadillac, Michigan 49601
231.779.9455 phone
231.779.5352 fax
register@wexfordcounty.org
Office Hours: Monday - Friday, from 8:30 a.m. to 5:00 p.m.

Equalization
Joe Porterfield - Director
437 East Division Street
Cadillac, Michigan 49601
231.779.9470 phone
231.779.9529 fax
equalization@wexfordcounty.org
Office Hours: Monday - Friday, from 8:30 a.m. to 5:00 p.m.
# Wexford County Building & Zoning Department

**Office**  
401 North Lake Street  
Cadillac, Michigan 49601  
231.779.9465 phone  
231.779.9110 fax

**Office Hours**  
Monday - Thursday, from 8:30 a.m. to 5:00 p.m. (closed 12:00 p.m. to 1:00 p.m.)

**Website**  
[www.wexfordcounty.org/Services/BuildingZoning](http://www.wexfordcounty.org/Services/BuildingZoning)

**Building Official**  
Robert Scarbrough  
231.779.9465 phone  
[building@wexfordcounty.org](mailto:building@wexfordcounty.org)

**Zoning Administrator**  
Michael Green  
231.779.9501 phone  
[zoning@wexfordcounty.org](mailto:zoning@wexfordcounty.org)

**Documents:**


- Building Permit Application- [http://www.wexfordcounty.org/Portals/3/Building/Building Permit Application.pdf](http://www.wexfordcounty.org/Portals/3/Building/Building Permit Application.pdf)
Wexford County Permit Application Flowchart

CONTACT DISTRICT #10 HEALTH DEPARTMENT
(Obtain a well and septic permit)

CONTACT WEXFORD COUNTY ROAD COMMISSION (If on a county road)
(Obtain a Driveway Permit)

CONTACT MDOT (If on a state highway)
(Obtain a Driveway Permit)

ZONING PERMIT APPLICATION
(Take the Health Department Permit, Property Description, Driveway Permit, House and Site)

APPLICATION MEETS REQUIREMENTS OF THE ZONING ORDINANCE APPLICATION

YES

ZONING PERMIT GRANTED

ZA GRANTS

CONTACT WEXFORD COUNTY SOIL EROSION CONTROL AGENT
(You will need a Soil and Sediment Control Permit, if the proposed structure will be constructed within 500 feet of any lake or stream)
(If within 400 feet of any river, you must comply with the Natural Rivers Act – Call the MDNR at 989.732.3541)

APPLICATION FOR BUILDING PERMIT
(Take the above permits along with 2 sets of)

CONTACT APPROPRIATE INSPECTOR
(To obtain mechanical, plumbing, or electrical permits if you plan on conducting any of the mechanical, plumbing, or electrical work yourself)
Drain Commissioner

Office
401 North Lake Street
Cadillac, Michigan 49601
231.779.9115 phone

Office Hours
Monday - Friday, from 8:30 a.m. to 5:00 p.m.

Website
http://www.wexfordcounty.org/services/drain-commission

Drain Commissioner
Michael Solomon
draincom@wexfordcounty.org
Emergency Management Agency

Office
MSP 71, 7711 US 131 South
P.O. Box 92
Cadillac, Michigan 49601
231.468.3138 office
231.306.6040 fax
em@wexfordcounty.org

Website
http://www.wexfordcounty.org/services/emergency-management

Director
Sarah Benson
Office Hours: By Appointment
District Health Department #10

Wexford County Office

521 Cobbs Street
Cadillac, Michigan 49601
231.775.9942 phone
231.775.5372 fax

Website

www.dhd10.org/

Office Hours

Monday - Friday, from 8:30 a.m. to 4:30 p.m.

Forms

www.dhd10.org/forms
Wexford County Road Commission

Office
85 West Highway M-115
Boon, Michigan 49618
231.775.9731 phone
231.775.9732 fax
admin@wexfordcrc.org

Website
www.wexfordcrc.org/

Office Hours
Monday – Thursday, from 7:00 a.m. to 4:30 p.m. (summer)
Monday – Friday, from 7:00 a.m. to 3:30 p.m. (winter)

Board Chairman
Lorne Haase

Manager
Alan Cooper
231.775.9731 (ext. 3028) phone
manager@wexfordcrc.org

County Highway Engineer
Karl Hanson, P.E.
231.775.9731 (ext. 3039) phone
engineer@wexfordcrc.org

Permits and Applications
http://wexfordcrc.org/permits-and-forms/
## Conservation District

| Office | The Wexford Conservation District  
|        | 7192 East 34 Road (Boon Road)  
|        | Cadillac, Michigan 49601  
|        | 231.775.7681 (ext. 3) phone  
| Website | [www.wexfordconservationdistrict.org/](http://www.wexfordconservationdistrict.org/)  
| Executive Director | Theresa F. Williams  
|        | [Theresa.williams@mi.nacdnet.net](mailto:Theresa.williams@mi.nacdnet.net)  