2017 Guide to Permitting & Zoning

Leelanau County

Created and Produced by:
Networks Northwest and Traverse Bay Economic Development Corporation
with input from the
Leelanau County Planning Commission
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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 Leelanau 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.newdesigns forgrowth.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 3 incorporated villages and 11 townships that are zoned in Leelanau County. A portion of the City of Traverse City lies in Leelanau County and is zoned.
Leelanau County Special Information

The Leelanau General Plan

The Leelanau General Plan (http://www.leelanau.cc/pages2145791.asp) is intended to serve as the foundation for planning on the Peninsula. Developed with support and guidance from many citizens and all local governments in the County, the Plan sets forth a vision of balanced growth to protect and enhance the County’s high quality of life. To attain that vision, the Plan provides a policy framework that is founded on coordination between the County’s governments and citizens.

The Leelanau General Plan is a complex document. A great deal of background information, policy guidelines, and recommendations are provided to assist citizens and governments in research and decision making. However, the basic premise of the Plan is captured in the principal goal:

*It is the principal goal of the Leelanau General Plan to establish a strategy for guiding growth that protects and, where possible, enhances the unique character of life on the peninsula. To that end, the General Plan focuses on balancing environmental protection, resource management, and economic development so as to provide a foundation for a suitable economy that permits long term prosperity for all present and future Leelanau County residents. The balance so achieved should not sacrifice environmental quality when reasonable and prudent development alternatives exist. This plan recognizes that a healthy economy depends on a healthy environment. Achievement of this goal means protecting the integrity of the land base for use by present generations without unnecessarily compromising the options of future generations.*

The General Plan was first adopted in 1995. Updates were approved by the Leelanau County Planning Commission in 2000 and 2005.

Leelanau County Brownfield Redevelopment Authority

Brownfields are abandoned, idle, or under-used industrial and commercial properties, often in urban areas, where expansion or redevelopment is hindered or complicated by real or perceived environmental conditions. Many areas across the country that were once used for industrial and commercial purposes have been abandoned or are underused for their location - some are also contaminated. Brownfield problems are not limited to large cities with long histories of heavy industry and large-scale manufacturing activity. Small towns and villages in Michigan also have properties suspected of contamination, or old buildings which have become eyesores in need of demolition. Brownfields present challenges to potential developers, whether contamination is discovered or suspected.

The Leelanau County Brownfield Redevelopment Authority (LCBRA) was created by the Leelanau County Board of Commissioners and is managed by the Board of Directors of the LCBRA, except as otherwise provided by statute or the Authority By-Laws. The LCBRA is also responsible for the management of brownfield grants and loans. The LCBRA will provide resources and expertise to help investigate, clean up, and return properties to productive use for the benefit of the county its communities, and its citizens.

Contact the Brownfield Director for further information:

8527 E Government Center Drive
Suite 108
Suttons Bay, Michigan 49682
231.256.9812
http://www.leelanau.cc/brownfield.asp

(continued)
Leelanau County Special Information (continued)

Leelanau County Planning Office

The County Planning office provides a variety of technical support functions to the County Board of Commissioners, the County Planning Commission, the Solid Waste Council, the Brownfield Redevelopment Authority, Leelanau Clean Water and local units of government. Specific responsibilities include:

- Representing the County in Peninsula-wide committees and task forces, as well as regional planning and economic development groups.
- Assistance in maintaining, updating, and implementing the Leelanau General Plan.
- Responding to data requests from citizens, outside interests, local units, and county entities.
- Maintaining County-wide socio-economic, census, and environmental databases, as well as a Geographic Information System (GIS).
- Address and road name assignment and administration.
- Spearheading special studies, projects, and reports for the County Board and/or other entities as assigned.
- Assisting with the creation and updating of land-use plans and zoning ordinances of local governments, and preparing analysis on these plans and ordinances for the County Planning Commission.
- Administration of the County’s affordable housing program.
- Monitoring contemporary land use and planning issues, state and federal planning policies and programs, conducting background studies and making recommendations for planning needs in the County.
- Budgeting and other administrative functions for the Planning Department.

SECTION II – Township Permitting & Zoning Process
**Bingham Township**

Township Office  
7171 South Center Highway  
Traverse City, Michigan 49684  
231.922.6767 phone  
231.922.0228 fax  
office@twp.bingham.mi.us

Office Hours  
Monday through Thursday 9:00 a.m. to 3:00 a.m.

Website  
www.leelanau.cc/binghamtwp.asp

Supervisor  
Marian (Midge) Werner  
231.922.6767 phone  
231.946.4672 home  
supervisor@twp.bingham.mi.us

Office Hours: Thursdays 1:00 – 4:00 p.m., or by appointment

Assessor  
Angela Friske  
assessor@twp.bingham.mi.us

Hours: Mondays 9:00 am to 3:00 pm

Planner  
Kathy Egan  
231.271.2722 phone  
planner@suttonsbaytwp.com

Office Hours: Tuesday through Friday 9:00 am – 12:00 noon, or by appointment

Zoning Administrator  
Steve Patmore  
231.271.2722 phone  
zoningadmin@suttonsbaytwp.com

Office Hours: Monday through Friday 9:00 – 11:00 am

Documents:

Zoning Ordinance-  

Zoning Map-  

Forms & Applications-  
http://www.leelanau.cc/binghamtwpapps.asp

Comprehensive Plan-  
Bingham Township Map
**Bingham Township Abbreviated Site Plan Review Flowchart**

1. **PRE-APPLICATION MEETING**
   With the Zoning Administrator (Optional)

2. **APPLICATION SUBMITTED**
   (Zoning Administrator reviews for standards of completion)

3. **PLACE ON PLANNING COMMISSION AGENDA TO SCHEDULE PUBLIC HEARING**
   (Zoning Administrator and Planner)

4. **PUBLIC HEARING**
   (Planning Commission will take action on the application if appropriate with or without conditions)

5. **ISSUANCE OF PERMIT**
   (By Planning Commission and Zoning Administrator)

6. **NOTIFICATION TO OTHER AGENCIES**
   (SEE SECTION IV)
   (Fire Department, Soil Erosion, County Road Commission)

7. **APPLICANT ADDRESSES CONDITIONS**
   Conditions

*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.*
Bingham Township Major Site Plan Review Flowchart

PRE-APPLICATION MEETING
With the Zoning Administrator (Optional)

APPLICATION SUBMITTED
(Zoning Administrator reviews for standards of completion)

PLACE ON PLANNING COMMISSION AGENDA
(Zoning Administrator and Planner)

PLANNING COMMISSION PRELIMINARY REVIEW
(Schedule Public Hearing)

PUBLIC HEARING
(Preliminary Approval)

FINAL PLANNING COMMISSION APPROVAL
(May Require Additional Public Hearing)

ISSUANCE OF PERMIT
(By Planning Commission and Zoning Administrator)

NOTIFICATION TO OTHER AGENCIES (SEE SECTION IV)
(Fire Department, Soil Erosion, County Road Commission)

APPLICANT OBTAINS AGENCY APPROVALS

APPLICANT ADDRESSES CONDITIONS

*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.
Centerville Township

Township Office
5874 S. French Road
Cedar, MI 49621

Office Hours
By appointment only

Website
www.leelanau.cc/centervilletwp.asp

Supervisor
Jim Schwantes
4955 S Schomberg Road
231.920.5204 phone
231.228.7301 home
sweetersongfarm@gmail.com
Office Hours: By appointment

Assessor
Julie Krombeen
3900 South Townline Road
Cedar, Michigan 49621
231.228.5949 or 231-667.0570
twpassessor@gmail.com
Office Hours: By appointment

Zoning Administrator
Tim Cypher
PO Box 226
Lake Leelanau, Michigan 49653
231.360.2557 phone
231.256.7774 fax
tim@allpermits.com
By appointment only

Documents

Zoning Ordinance-

Zoning Map-

Master Plan-

Forms & Applications-
http://www.leelanau.cc/centtwpapps.asp
Centerville Township Map
Cleveland Township

Township Office
Intersection of County Road 667 (South Maple City Road) and M-22 (East Harbor Hwy)
231.228.6599 fax
clevelandtwp@centurytel.net

Office Hours
N/A

Website
www.leelanau.cc/clevelandtwp.asp

Supervisor
Tim Stein
1382 Traverse Lake Road
Cedar, Michigan 49621
231.228.6984 phone
231.228.6599 fax
Timstein08@aol.com
By appointment

Assessor
Julie Krombeen
3900 S Townline Road
Cedar, Michigan 49621
231.228.5949 phone
Office Hours: By appointment

Zoning Administrator
Bruce Buchan
231.590.3255 phone
bbctza@gmail.com
By appointment

Documents:
Zoning Ordinance-

Zoning Map-

Master Plan-

Forms & Applications-
http://www.leelanau.cc/clevelandtwpapps.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.
Cleveland Township Map
Elmwood Charter Township

Township Office 10090 East Lincoln Road Traverse City, Michigan 49684
 phone 231.946.0921 fax 231.946.9320

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

Website www.leelanau.cc(elmwoodtwp.asp

Supervisor Jeff Shaw
 phone 231.946.0921 supervisor@elmwoodtownship.net

Assessor Barbara Jones
 phone 231.946.0921 fax 231.946.9320
 assessor@elmwoodtownship.net
 Hours: Monday-Thursday 9:00 am - 5:00 pm

Planning/Zoning Administrator Sara Kopriva, AICP
 phone 231.946.0921 fax 231.946.9320
 planner@elmwoodtownship.net
 Office Hours: Monday 9:00 am to 4:00 pm, Tuesday - Friday 9:00 a.m. to 5:00 p.m.

Documents:


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.
Elmwood Township Map
Empire Township

Township Office 
10088 West Front Street
PO Box 234
Empire, Michigan 49630
231.326.5182 phone

Website  
www.leelanau.cc/empiretwp.asp

Supervisor 
Carl Noonan
PO Box 234
231.326.5450 phone
By appointment

Assessor 
Pamela Zientek
231.326.5182 phone
231.228.6681 Home
empireassessorpz@gmail.com

Zoning Administrator 
Timothy Cypher
PO Box 226
Lake Leelanau, Michigan 49653
231.360.2557 phone
231.256.7774 fax
Tim@allpermits.com
By appointment

Documents:

The Zoning Ordinance-

Zoning Map-

Master Plan-

Forms & Applications-
http://www.leelanau.cc/empiretwpapps.asp
Empire Township Map
Glen Arbor Township

Township Office
6394 West Western Ave
Glen Arbor, Michigan 49636
231.334.3539 phone
glenarbor@glenarbortownship.com

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

Website
www.glenarbortownship.com

Supervisor
Peter Van Nort
231.334.4885 phone
petervannort@hotmail.com

Assessor
Tim & Polly Cairns
PO Box 276
Glen Arbor, Michigan 49636
231.334.3539 phone
231.334.6370 fax
assessor@glenarbortownship.com

Zoning Administrator
Timothy Cypher
PO Box 226
Lake Leelanau, MI 49653
231.360.2557 phone
231.256.7774 fax
tim@allpermits.com

Documents

Zoning Ordinance-

Zoning Maps-
http://glenarbortownship.com/departments/planningzoning/zoning-maps/

Master Plan-

Forms & Applications-
Zoning- http://glenarbortownship.com/forms-applications/

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Glen Arbor Township Map
Kasson Township

Township Office 10988 South Newman Road
Maple City, Michigan 49664
231.228.5736 phone

Office Hours By Appointment

Website http://www.leelanau.cc/kassontwp.asp

Supervisor Greg Julian
231.228.6291
Office Hours: after 5:00 pm and by appointment

Assessor Susan Baatz
3575 W Burdickville Road
Maple City, Michigan 49664
231.334.6408 phone
Kasson.assessor@gmail.com

Zoning Administrator Mike Lanham
6320 North Reynolds Road
Lake Ann, Michigan 49650
231.499.8377
kassontwpza@gmail.com

Documents

Zoning Ordinance-

Zoning Map-

Master Plan-

Forms & Applications-
http://www.leelanau.cc/kassontwpapp.asp

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Kasson Township Map
Leelanau Township

Township Office  
119 East Nagonaba Street  
PO Box 338  
Northport, Michigan 49670  
231.386.5138 phone  
231.386.7909 fax

Office Hours  
Monday through Thursday 9:00 a.m. to 4:00 p.m.

Website  
www.leelanau.cc/leelanautwp.asp

Supervisor  
Doug Scripps  
PO Box 338  
Northport, MI 49670  
231.386.5138 (ext. 3) phone  
231.386.7909 fax  
ltsuper@leelanautwp.org

Assessor  
Kit Wilson  
231.386.5138 (ext. 5) phone  
ltassessor@leelanautwp.org  
Hours: Tuesday and Wednesdays

Zoning Administrator  
Steve Patmore  
231.386.5138 (ext. 4) phone  
ltzone@leelanautwp.org  
Hours: Tuesday and Wednesday 11:30 am – 2:00 pm and by appointment

Documents:

Zoning Ordinance-  

Zoning Map-  

Master Plan-  

Other Forms & Applications-  
http://www.leelanau.cc/leelanautwpapp.asp

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Leelanau Township Map
Leland Township

Township Office
123 N St. Joseph Street
Lake Leelanau, Michigan 49653
PO Box 1112
231.256.7546 phone
231.256.2465 fax
clerk@lelandtownship.com

Office Hours
Monday through Friday 11:00 a.m. to 4:00 p.m. (Clerks)

Website
www.leelanau.cc/lelandtwp.asp

Supervisor
Susan Och
231.256.7546 (ext. 202) phone
Leelandoch@gmail.com

Assessor
Julie Krombeen
231.667.0570 phone
twpassessor@gmail.com
Office Hours By Appointment

Zoning Administrator
Tim Cypher
231.360.2557 phone
Office Hours: By appointment
tim@allpermits.com

Documents:
Zoning Ordinance-

Master Plan-

Forms & Applications-
http://www.leelanau.cc/lelandtwpapps.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.
Leland Township Map
Solon Township

Township Office  9191 South Kasson Street
Cedar, Michigan 49621
231.228.7578 phone

Website  www.leelanau.cc/Solontwp.asp

Supervisor  James Lautner
12708 S. Solon Road
Cedar, Michigan 49621
231.947.2509 phone
231.947.3298 fax
By Appointment

Assessor  Marcie Hester
7728 Stachnik Road
Maple City, Michigan 49621
231.228.6177 phone

Zoning Administrator  Tim Cypher
PO Box 226
Lake Leelanau, Michigan 49653
231.360.2557 phone
Office Hours: By appointment
tim@allpermits.com

Documents:


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.
Solon Township Map
**Suttons Bay Township**

Township Office  
95 W 4th Street  
Suttons Bay, Michigan 49682  
PO Box 457  
231.271.2722 phone  
231.271.2773 fax  
sbaytwp@centurytel.net

Website  
[www.leelanau.cc/suttonsbaytwp.asp](http://www.leelanau.cc/suttonsbaytwp.asp)

Supervisor  
Sandy VanHuystee  
PO Box 457  
Suttons Bay, Michigan 49682  
231.271.2722 phone  
[clerk@suttonsbaytwp.com](mailto:clerk@suttonsbaytwp.com)  
Office Hours: Tuesdays and Wednesdays from 9:00 am to 2:00 pm

Assessor  
Kit Wilson  
PO Box 457  
Suttons Bay, Michigan 49682  
231.227.1095 phone  
231.227.1109 fax  
[kitwilson@michiganassessing.com](mailto:kitwilson@michiganassessing.com)

Planner  
Kathy Egan  
231.271.2722 phone  
[planner@suttonsbaytwp.com](mailto:planner@suttonsbaytwp.com)  
Office hours by appointment

Zoning Administrator  
Steve Patmore  
231.271.2722 phone  
[zoningadmin@suttonsbaytwp.com](mailto:zoningadmin@suttonsbaytwp.com)  
Office Hours by appointment

Documents:  
Zoning Ordinance-  
Zoning Map-  
Master Plan-  
Forms & Applications-  
Suttons Bay Township Map
SECTION III – Village Permitting & Zoning Process
**Village of Empire**

Village Office  
11518 South LaCore Street  
PO Box 253  
Empire, Michigan 49630  
231.326.5466 phone  
231.326.6068 fax  
deputyclerk@villageofempire.com

Office Hours  
Monday – Friday, 8:30 a.m. – 4:30 p.m.

Website  
http://www.leelanau.cc/empirevillage.asp

President  
Sam Barr  
PO Box 231  
Empire, MI 49630  
231.326.5190 phone  
deputyclerk@villageofempire.com

Clerk  
Traci Cruz  
231.883.1366 phone  
clerk@villageofempire.com

Deputy Clerk/  
Administrative Coordinator  
Darlene Friend  
231.326.5466 phone  
deputyclerk@villageofempire.com

Zoning Administrator  
Bill Fuller  
11328 South Cedar  
Cedar, Michigan 49621  
231.758.4702 phone  
fullerarchitech@yahoo.com

Office Hours: Wednesdays 1:00 p.m. – 4:30 p.m.

Documents:

Zoning Ordinance-  
http://www.leelanau.cc/empvlgor.asp

Master Plan-  
http://www.leelanau.cc/empvlgor.asp

Forms & Applications-
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 Empire Map
**Village of Northport**

Village Office  
116 West Nagonaba  
PO Box 336  
Northport, Michigan 49670  
231.386.5182 phone  
231.386.5184 fax  
clerk@villageofnorthport.net

Office Hours  
Monday – Friday; 9:00 a.m. – 4:30 p.m.

Website  
http://www.leelanau.cc/northport.asp

President  
Sam Barr  
231.386.5182 phone

Clerk  
Joni L. Scott  
231.386.5182 (Ext. 10) phone  
clerk@villageofnorthport.net  
Hours: Monday through Friday 8:00 am – 1:30 pm

Administrative Coordinator  
Barb Von Voigtlander  
231.386.5182 phone  
administrativecoordinator@villageofnorthport.net  
Hours: Monday through Friday 8:00 am – 3:00 pm

Documents:

Zoning Ordinance-  

Zoning Map-  

Master Plan-  

Forms-  
http://www.leelanau.cc/northportrpts.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.
**Village of Northport Map**
Village of Suttons Bay

Village Office  420 Front Street
PO Box 395
Suttons Bay, Michigan 49682
231.271.3051 phone
231.271.5904 fax
suttonsbay@chartermi.net

Website  http://www.leelanau.cc/suttonsbayvill.asp

Village President  Steve Lutke
231.271.3051 phone

Village Clerk  Shar Fay
suttonsbay@suttonsbayvillage.org

Manager  Wally Delamater
231.271.3051 phone
manager@suttonsbayvillage.org

Zoning Administrator  Leslie Couturier
zoning@suttonsbayvillage.org
Hours: Friday 8:00 am – 12:00 pm

Documents

Zoning Ordinance-
http://www.leelanau.cc/sbvlgordinances.asp

Zoning Map-

Master Plan-

Forms & Applications-
http://www.leelanau.cc/sbvlgappsforms.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.
Village of Suttons Bay Map
SECTION IV – Leelanau County Governmental Agencies
Leelanau County Register of Deeds

Office 8527 East Government Center Drive
       Suite 105
       Suttons Bay, Michigan 49682
       231.256.9682 phone
       231.256.8149 fax
       Office Hours: Monday - Friday, from 9:00 a.m. to 5:00 p.m.

Website  http://www.leelanau.cc/registerofdeeds.asp

Register of Deeds Dorothy Miller
       231.256.8149 phone
       231.256.8149 fax
       dmiller@co.leelanau.mi.us
       Hours: Monday through Friday 9:00 am to 5:00 pm

Leelanau County Equalization Department

Office 8527 East Government Center Drive
       Suite 102
       Suttons Bay, Michigan 49682
       231.256.9823 phone
       231.256.8159 fax
       Office Hours: Monday - Friday, from 9:00 a.m. to 5:00 p.m.

Website  http://www.leelanau.cc/equalization.asp

Equalization Director Laurie Spencer
       231.256.9823 phone
       231.256.8159 fax
       lspencer@co.leelanau.mi.us

GIS Analyst Andrew Giguere
       agiguere@co.leelanau.mi.us

Forms and Reports:
       http://www.leelanau.cc/eqformsrpts.asp
Leelanau County Planning and Community Development

Office
8527 East Government Center Drive
Suite 108
Suttons Bay, Michigan 49682
231.256.9612 phone
231.256.0174 fax
Office Hours: Monday - Friday, from 9:00 a.m. to 5:00 p.m.

Website
http://www.leelanau.cc/planning.asp

Planning Director
Trudy Galla, AICP
tgalla@co.leelanau.mi.us

Applications and Forms-
http://www.leelanau.cc/planningapps.asp
Leelanau County Construction Code Authority

Office
8527 East Government Center Drive
Suite 109
Suttons Bay, Michigan 49682
231.256.9806 phone
constructioncodes@co.leelanau.mi.us

Office Hours
Monday – Friday, 8:00 a.m. to 4:00 p.m.

Website
http://www.leelanau.cc/concodes.asp

Building Official
Steven Haugen
231.256.9806 phone
231.256.8333 fax
shaugen@co.leelanau.mi.us

Applications and Forms:
http://www.leelanau.cc/concodesforms.asp
### Drain Commissioner

| Office                      | 8527 E Government Center Drive  
|                            | Suite #205  
|                            | Suttons Bay, MI 49682  
|                            | 231.256.9783 phone  
| Drain Commissioner          | Steve Christensen  
|                            | schristensen@co.leelanau.mi.us  
| Applications & Forms       | www.leelanau.cc/government194214.asp  

**Emergency Management Agency**

Office  
8525 East Government Center Drive  
Suttons Bay, Michigan 49682  
231.256.8800 phone (non-emergency)

Website  
http://www.leelanau.cc/emergencymgmt.asp

Emergency Management  
Matt Ansorge  
231.256.8775 phone  
mansorge@co.leelanau.mi.us  
Office Hours: 8:00 a.m. – 4:00 p.m.

Deputy Director  
Bill Parker  
bparker@co.leelanau.mi.us  
Office Hours: 8:00 a.m. – 4:00 p.m

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**Benzie-Leelanau District Health Department**

Lake Leelanau Office  
7401 East Duck Lake Road  
Suite 100  
Lake Leelanau, Michigan 49653  
231.256.0200 phone  
231.256.0225 fax

Website  
www.bldhd.org/

Hours  
8:00 a.m. – 12:00 p.m.  
1:00 p.m. – 4:30 p.m.  
Environmental Health Window is closed on Fridays

Environmental Health Regulations  
http://www.bldhd.org/environmental-health

Forms and Applications  
http://www.bldhd.org/environmental-health
Leelanau County Road Commission

Office 10550 East Eckerle Road
Suttons Bay, Michigan 49682
231.271.3993 phone
lcrc@leelanauroads.org

Website http://leelanaucountyroads.org/

Board Chairman Jim Calhoun
231.271.3993
jcalhoun@leelanauroads.org

Managing Director Dan Wagner
231.271.3993 (ext. 225) phone
dwagner@leelanauroads.org

Engineer James Johnson
231.271.3993 (ext. 224) phone
jjohnson@leelanauroads.org

Permits and Applications:
http://leelanaucountyroads.org/applications-forms-and-permits/
Soil Erosion Control Program

Office
The Leelanau Conservation District
8527 E Government Center Drive
Suite #205
Suttons Bay, Michigan 49682
231.256.9783 phone
231.256.7851 fax

Website
http://www.leelanaucd.org/services/erosion-control/

Office Hours
Monday – Thursday from 8:00 a.m. to 4:30 p.m.
Friday from 9:00 a.m. to 4:00 p.m.

Executive Director
Buzz Long
blong@leelanaucd.org

Documents:

Erosion Control Info and Forms-
http://www.leelanaucd.org/services/erosion-control/