



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

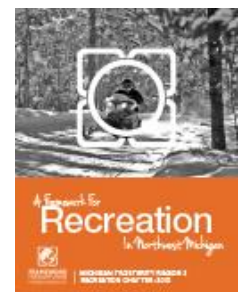
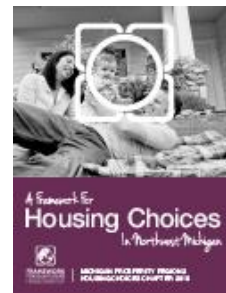
The Framework for Our Future: A Regional Prosperity Plan for Northwest Michigan is a regional resource for communities working to meet local goals. The Framework was developed, with participation from a broad range of community leaders, stakeholders, and the public, as part of Michigan's Regional Prosperity 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.



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/

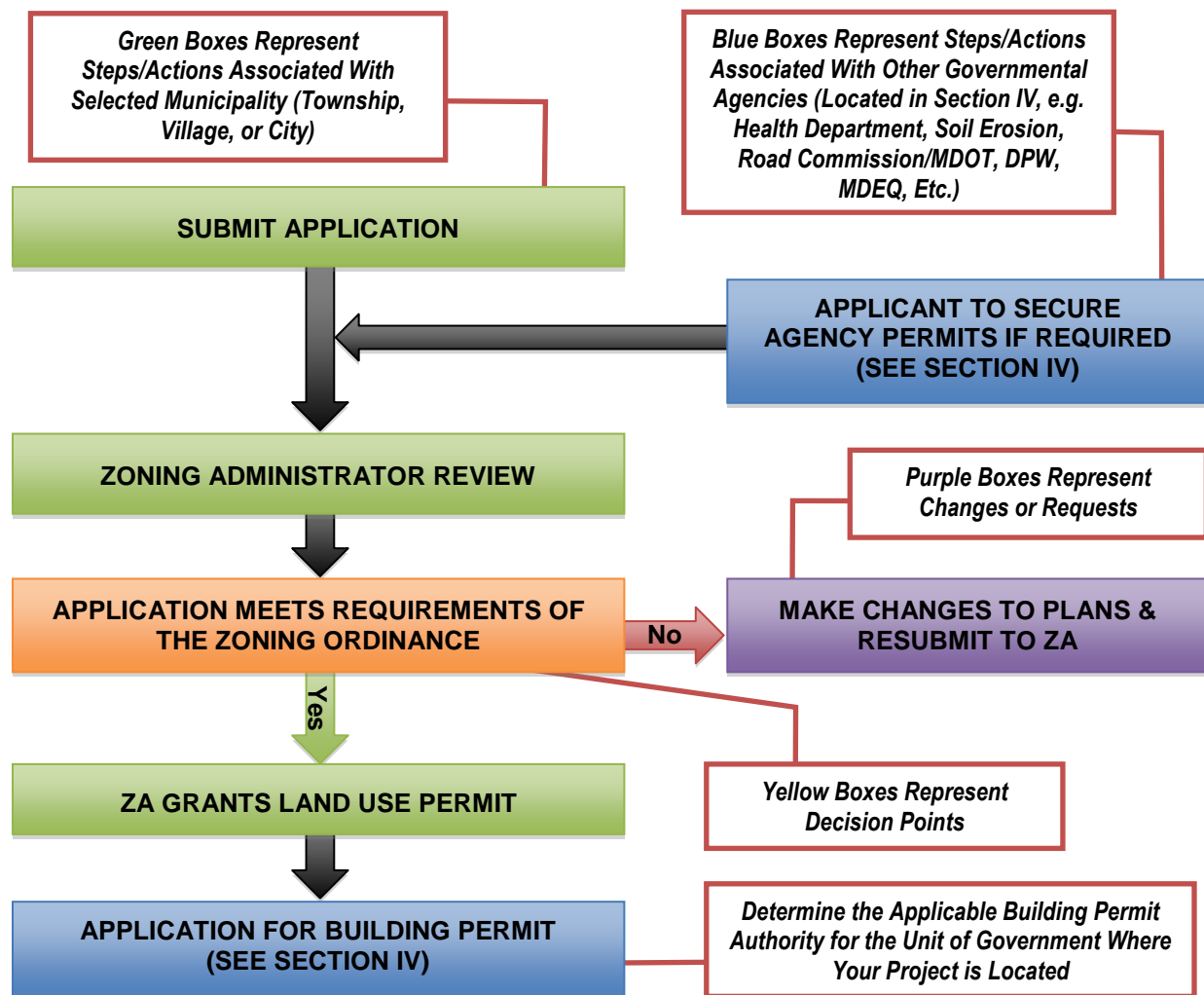
New Designs for Growth – A Citizen’s Guide to Planning & Zoning in Northwest Michigan

www.nwm.org/citizensguide-planning

How to Use This Guide

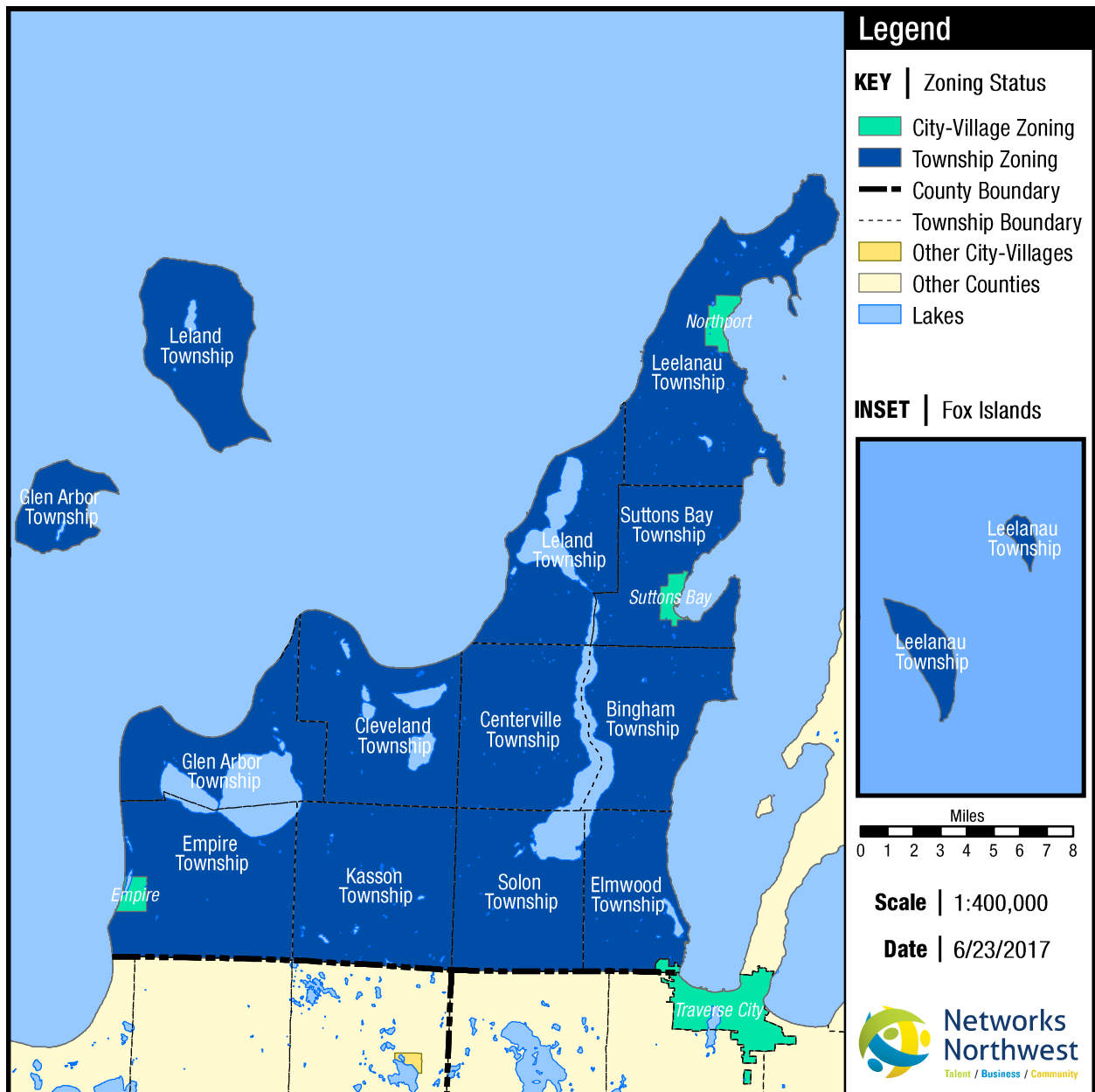
Flowchart Legend

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.

Leelanau County Governmental Units



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.

(Source: Leelanau General Plan, updated 6/18/2008, <http://www.leelanau.cc/pages2145791.asp>)

(continued)

Leelanau County Special Information (continued)

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.

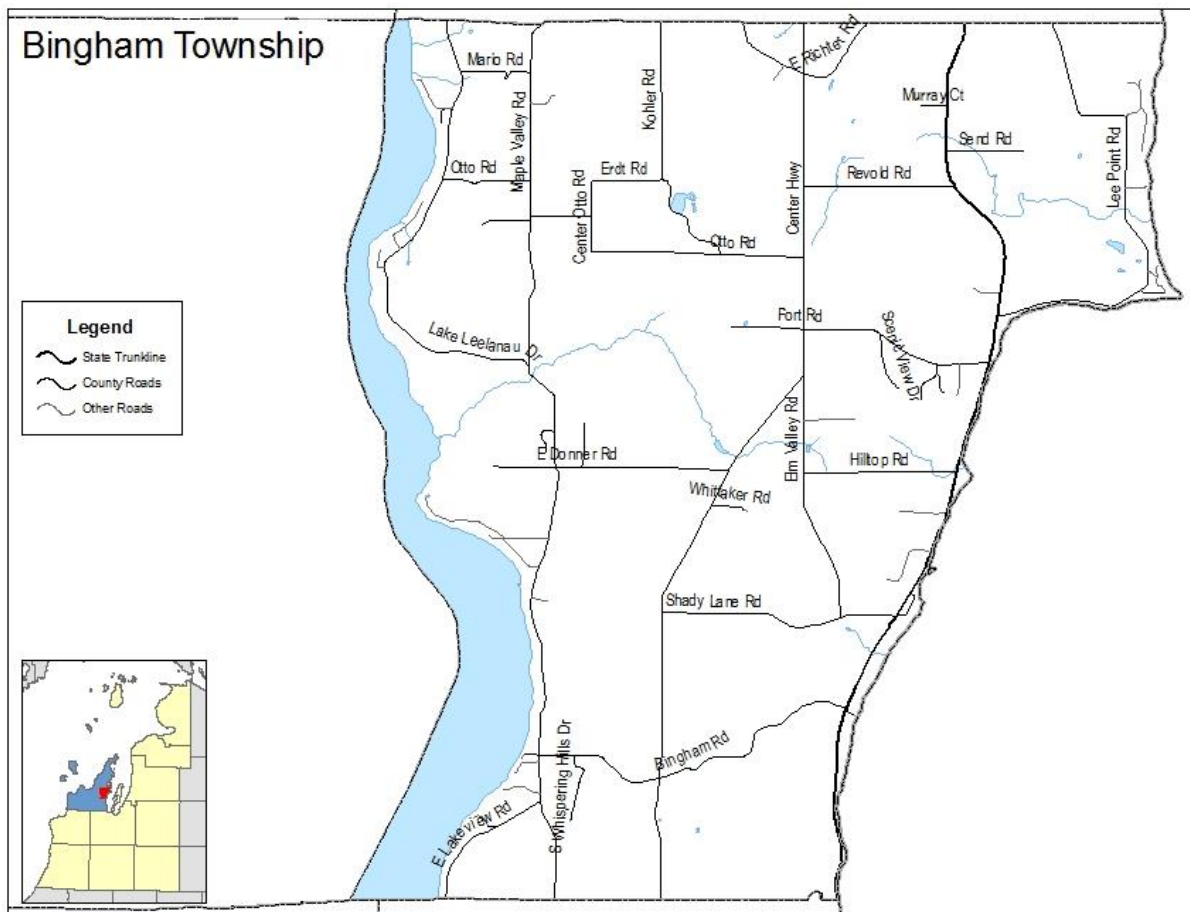
(Source: Leelanau County Planning Department, updated 6/1/2017,
<http://www.leelanau.cc/planning.asp>)

SECTION II – Township Permitting & Zoning Process

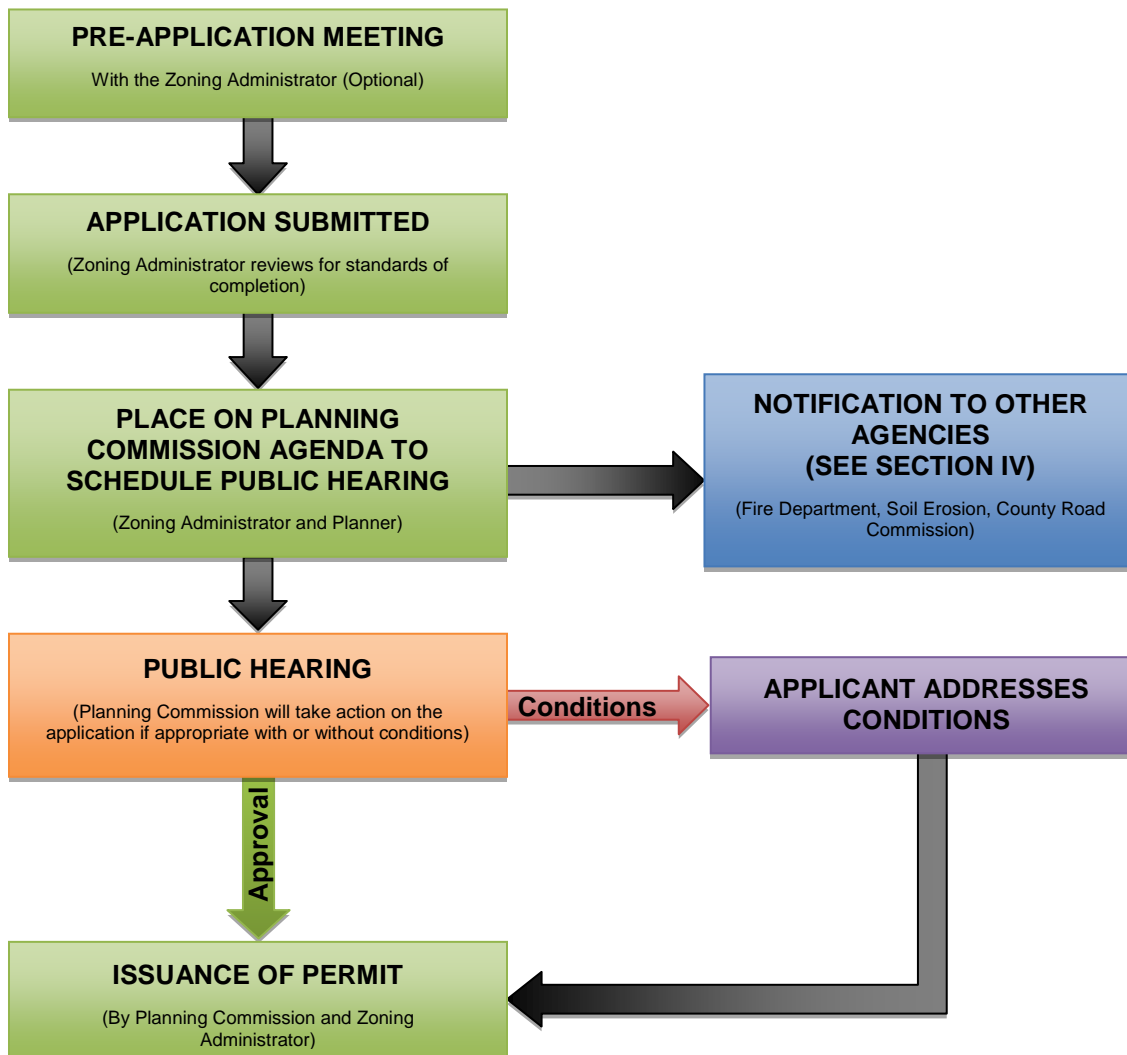
Bingham Township

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-	http://www.leelanau.cc/downloads/pdf_version_011817.pdf
Zoning Map-	http://www.leelanau.cc/downloads/binghamtwp_adopted_zoning_map_52016.pdf
Forms & Applications-	http://www.leelanau.cc/binghamtwppapps.asp
Comprehensive Plan-	http://www.leelanau.cc/downloads/bingham_twp_comprehensive_plan.pdf

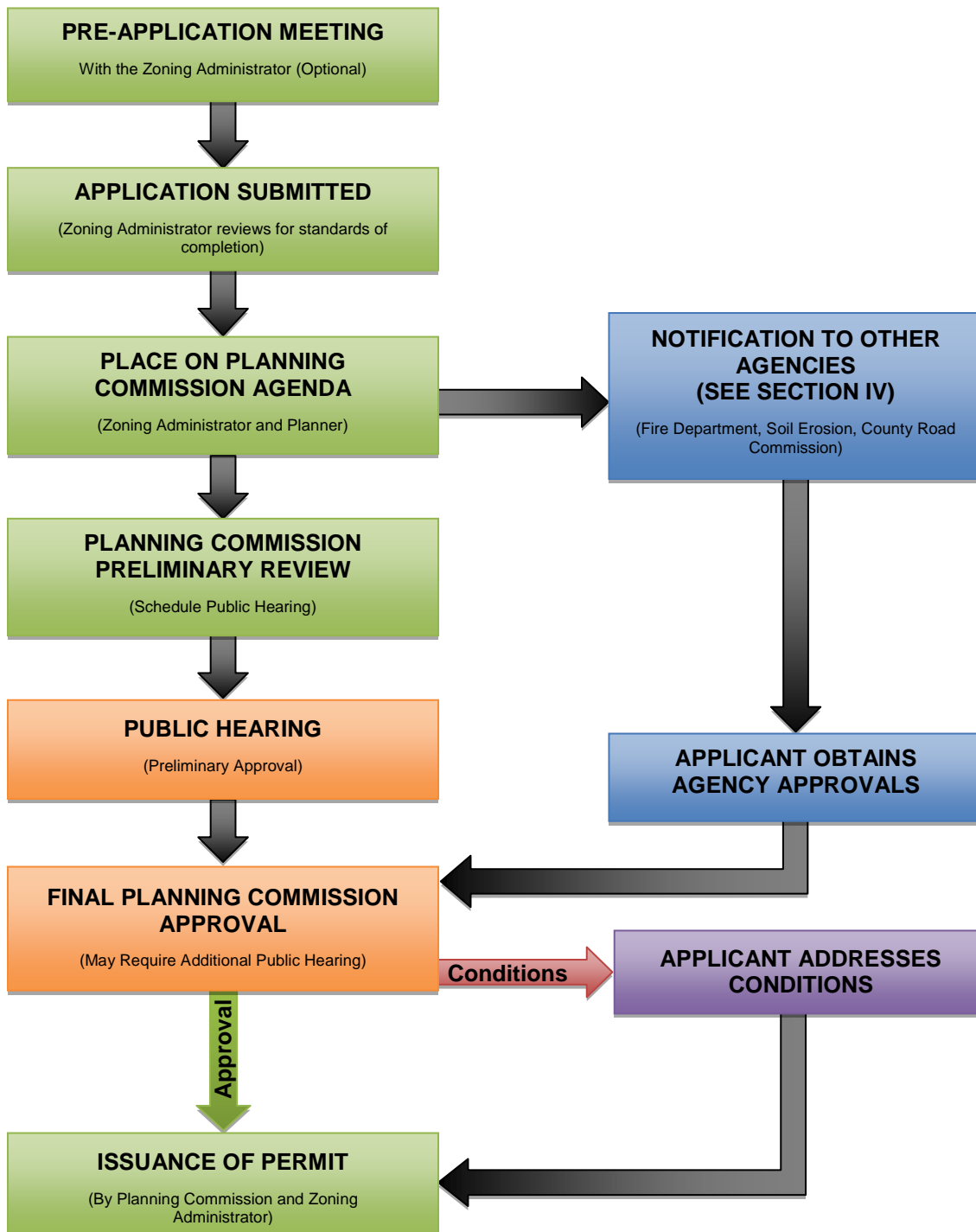
Bingham Township Map



Bingham Township Abbreviated Site Plan Review 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.

Bingham Township Major Site Plan Review 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.

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

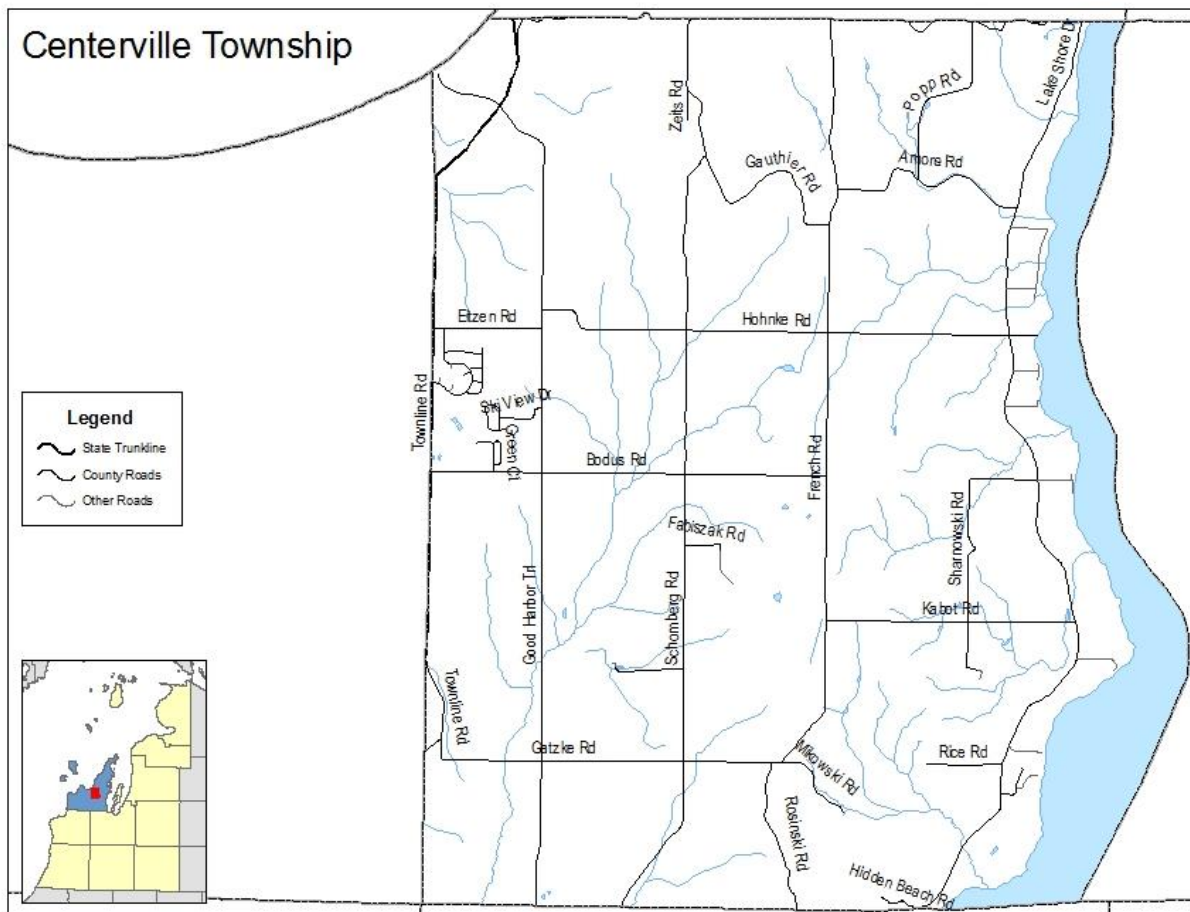
Zoning Ordinance-
http://www.leelanau.cc/downloads/zoning_ordinance_effective_120707amended_52714.pdf

Zoning Map-
http://www.leelanau.cc/downloads/centerville_township_zoning_map_effective_12_07_1.pdf

Master Plan-
http://www.leelanau.cc/downloads/final_draft_master_plan_w_appendix_a_april_2014.pdf

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-

http://www.leelanau.cc/downloads/final_zoning_ordinance_8222015.pdf

Zoning Map-

http://www.leelanau.cc/downloads/cleveland_zoning_92012_1.pdf

Master Plan-

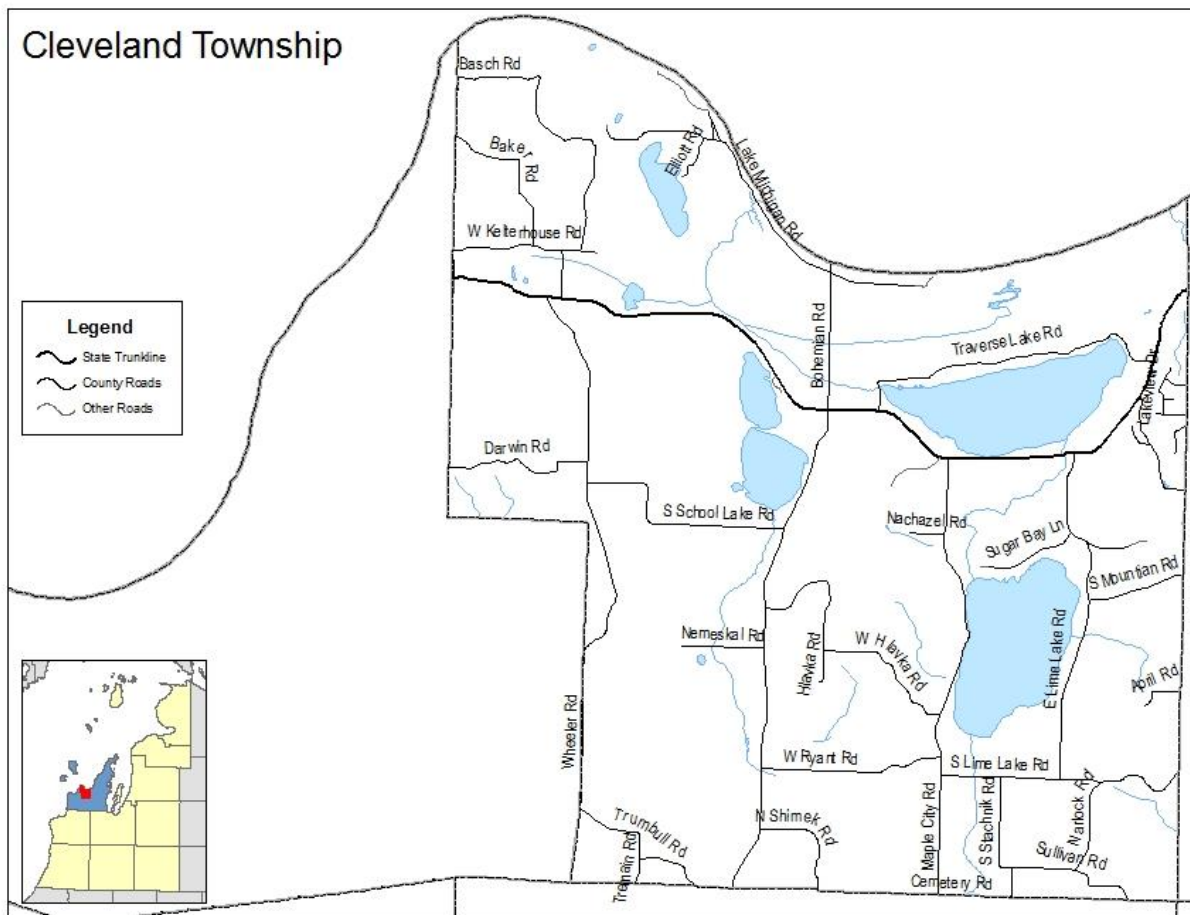
http://www.leelanau.cc/downloads/clevelandtwp_master_plan_adoptedjuly2909.pdf

Forms & Applications-

<http://www.leelanau.cc/clevelandtwppapps.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 231.946.0921 phone 231.946.9320 fax
Office Hours	Monday through Friday 9:00 a.m. to 5:00 p.m.
Website	www.leelanau.cc/elmwoodtwp.asp
Supervisor	Jeff Shaw 231.946.0921 supervisor@elmwoodtownship.net
Assessor	Barbara Jones 231.946.0921 phone 231.946.9320 fax assessor@elmwoodtownship.net Hours: Monday-Thursday 9:00 am - 5:00 pm
Planning/Zoning Administrator	Sara Kopriva, AICP 231.946.0921 phone 231.946.9320 fax 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:

Zoning Ordinance-

http://www.leelanau.cc/downloads/elmwood_zo_as_amend_090216_8.pdf

Zoning Map-

http://www.leelanau.cc/downloads/current_zoning_map_090216.pdf

Master Plan-

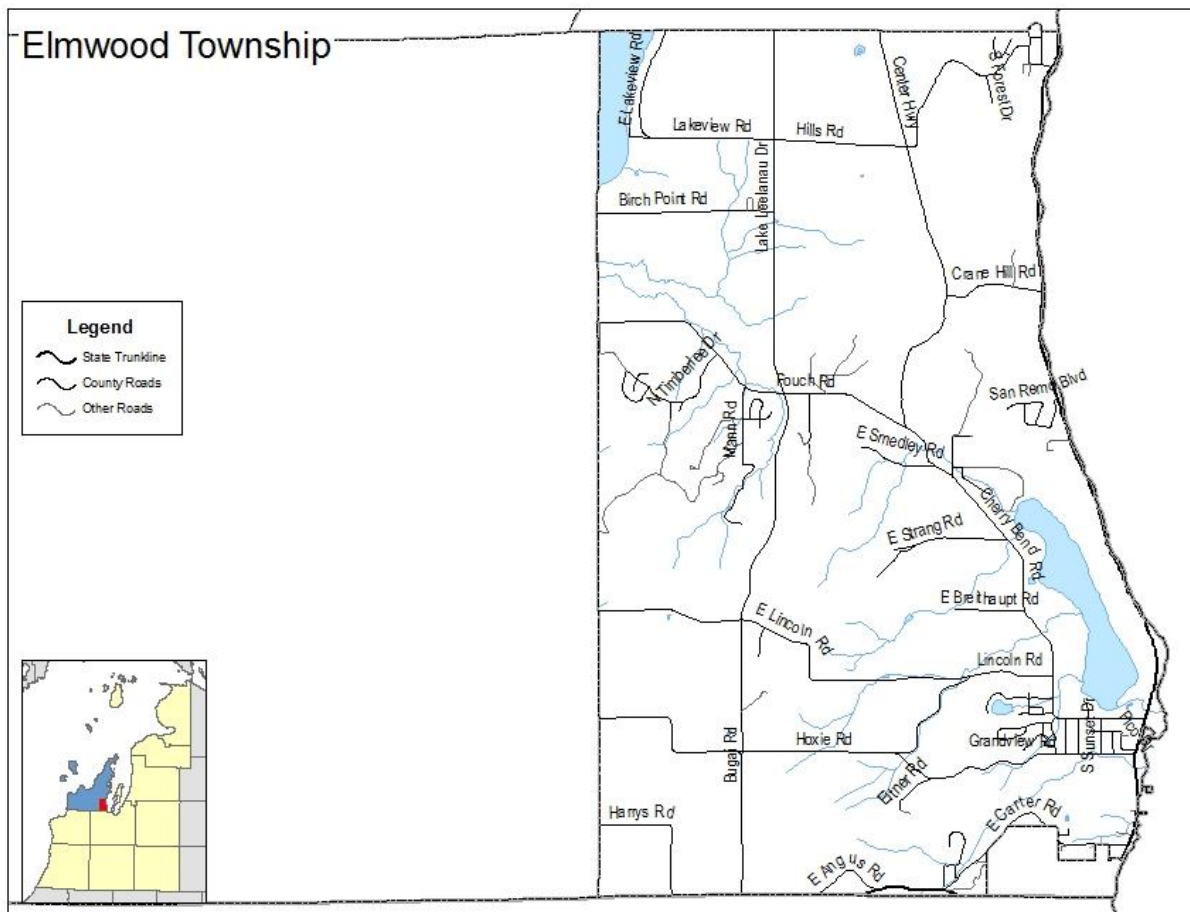
http://www.leelanau.cc/downloads/elmwood_township_master_plan.pdf

Forms & Applications-

<http://www.leelanau.cc/elmwoodtwpapps.asp>

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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-

http://www.leelanau.cc/downloads/42014_final_empire_ordinance_w_toc_3112008.pdf

Zoning Map-

http://www.leelanau.cc/downloads/appendix_a_to_empire_zoning_ordinance_adopted_31108_1.pdf

Master Plan-

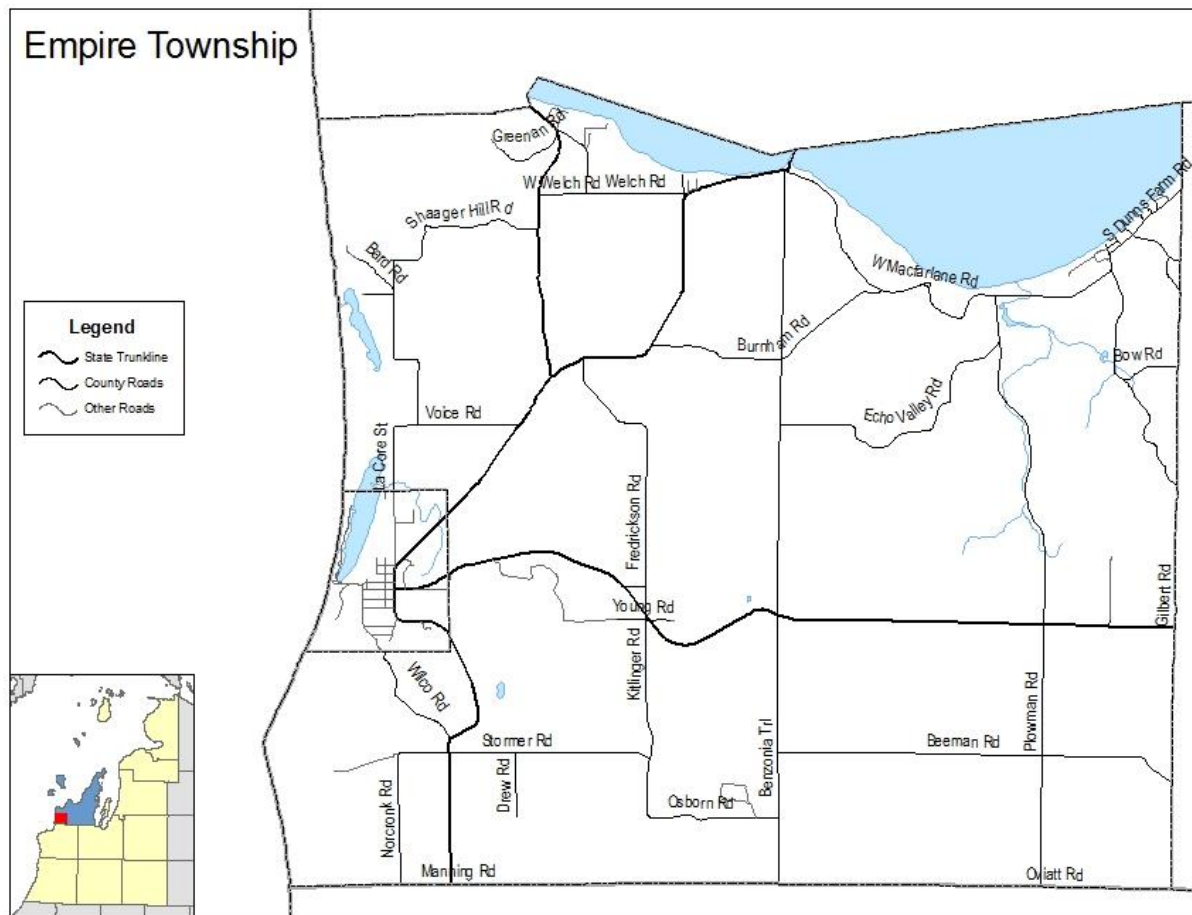
Part 1 - http://www.leelanau.cc/downloads/final_master_land_use_plan_11805part_one.pdf

Part 2- http://www.leelanau.cc/downloads/final_master_land_use_plan_11805_part_two_1.pdf

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 peterwannort@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 Office Hours: By appointment

Documents

Zoning Ordinance-

http://glenarbortownship.com/wp-content/uploads/2016/05/ZoningOrdinance4_7.pdf

Zoning Maps-

<http://glenarbortownship.com/departments/planningzoning/zoning-maps/>

Master Plan-

<http://glenarbortownship.com/wp-content/uploads/2016/05/MasterPlan20131.pdf>

Forms & Applications-

Zoning- <http://glenarbortownship.com/forms-applications/>

Assessing- <http://glenarbortownship.com/departments/assessing/forms-applications-links/>

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.

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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-	http://www.leelanau.cc/downloads/2012_master_copy1997_ordinance_4.pdf
Zoning Map-	http://www.leelanau.cc/downloads/downloads_kasson_twp_zoning_map_2010.pdf
Master Plan-	http://www.leelanau.cc/downloads/master_plan_2014_final_51914.pdf
Forms & Applications-	http://www.leelanau.cc/kassontwpapp.asp

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Kasson Township

This map displays the road network of Kasson Township, Minnesota. The map includes a legend in the bottom-left corner, an inset map of Minnesota in the bottom-left corner, and a main map of the township. The legend identifies three types of roads: State Trunkline (thick black line), County Roads (medium black line), and Other Roads (thin black line). The inset map shows the location of Kasson Township within the state of Minnesota. The main map shows a grid of roads, including State Trunkline 100, County Road 10, and various other roads. Water bodies are shown in blue. The map is titled "Kasson Township" in the top-left corner.

Legend

- State Trunkline
- County Roads
- Other Roads

Map Labels:

- S Dakota Ferry Rd
- Tranham Rd
- W Bardickville Rd
- Bolventon Rd
- Nash Rd
- Maple St
- Hill St
- Darge Rd
- E Belknap Rd
- Novak Rd
- Kasson Rd
- Valley Rd
- S Tower Rd
- Kasson Center Rd
- Center Rd
- Newton Rd
- Pierce Rd
- Beech Rd
- Langham Rd
- Fritz Rd
- Bow Rd
- Beatz Rd
- S Coleman Rd
- Fritz Rd
- Armstrong Rd
- S Coleman Rd
- Petting Hill Rd
- Gilbert Rd
- Beckman Rd
- Maple City Rd
- E Kasson Rd
- Bright Rd
- Ruthard Rd
- Davis Lake Rd

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-

http://www.leelanau.cc/downloads/leelanau_township_zoning_ordinance_121_a083112.pdf

Zoning Map-

http://www.leelanau.cc/downloads/leelanau_zoning_map_final_51910_2.pdf

Master Plan-

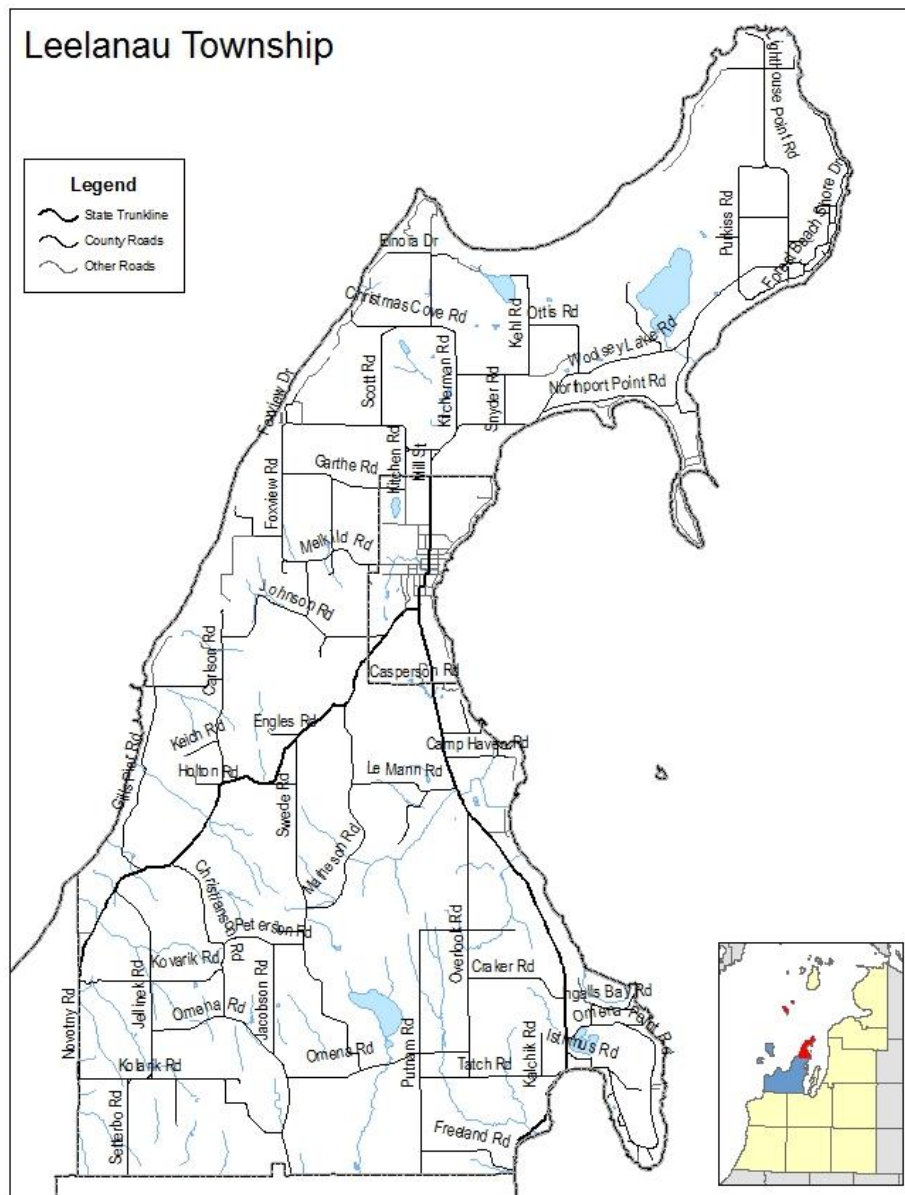
http://www.leelanau.cc/downloads/2010_master_plan_final_document.pdf

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:

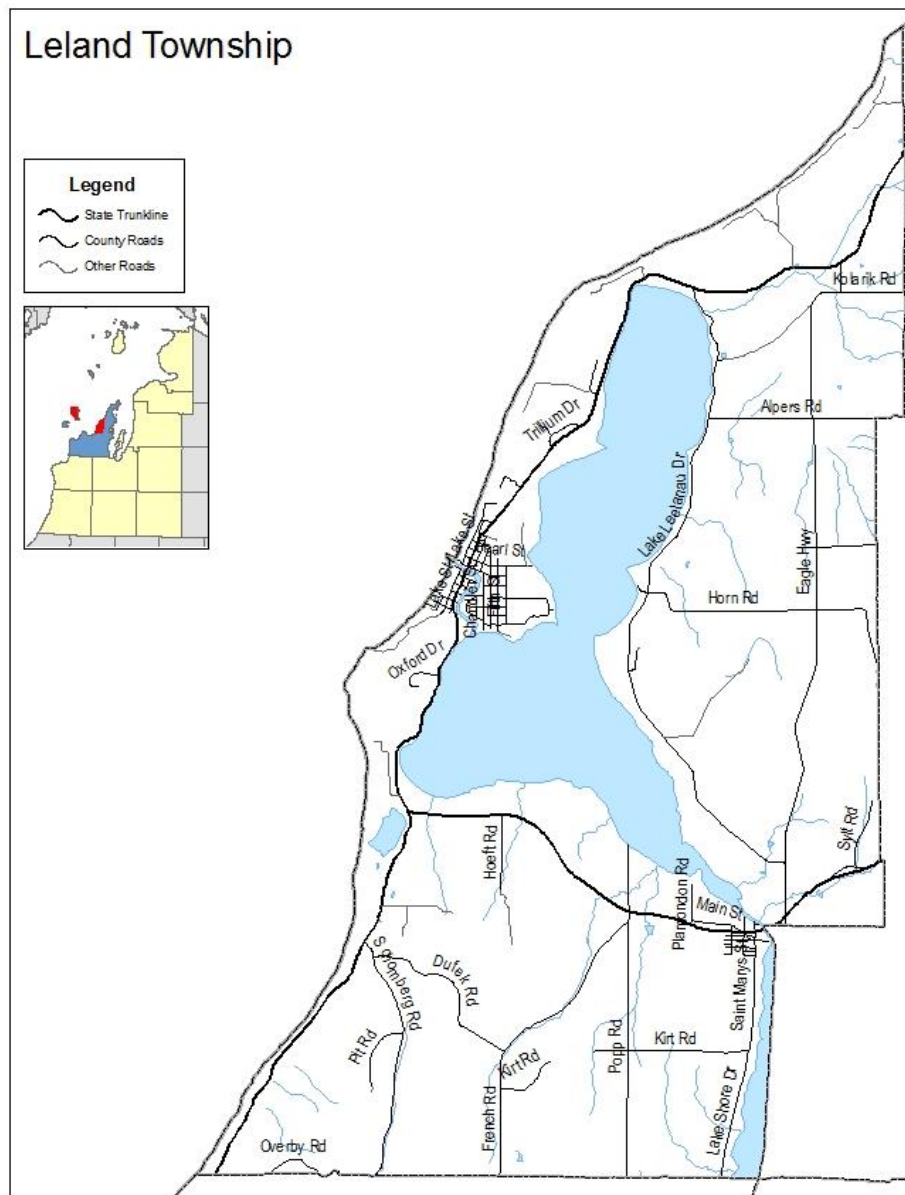
Zoning Ordinance-
http://www.leelanau.cc/downloads/complete_zo_october_2016.pdf

Master Plan-
http://www.leelanau.cc/downloads/leland_mp_combined.pdf

Forms & Applications-
<http://www.leelanau.cc/lelandtwpapps.asp>

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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:

Zoning Ordinance-
http://www.leelanau.cc/downloads/zoning_ordinance_solon_township_final_draft_12014_1.pdf

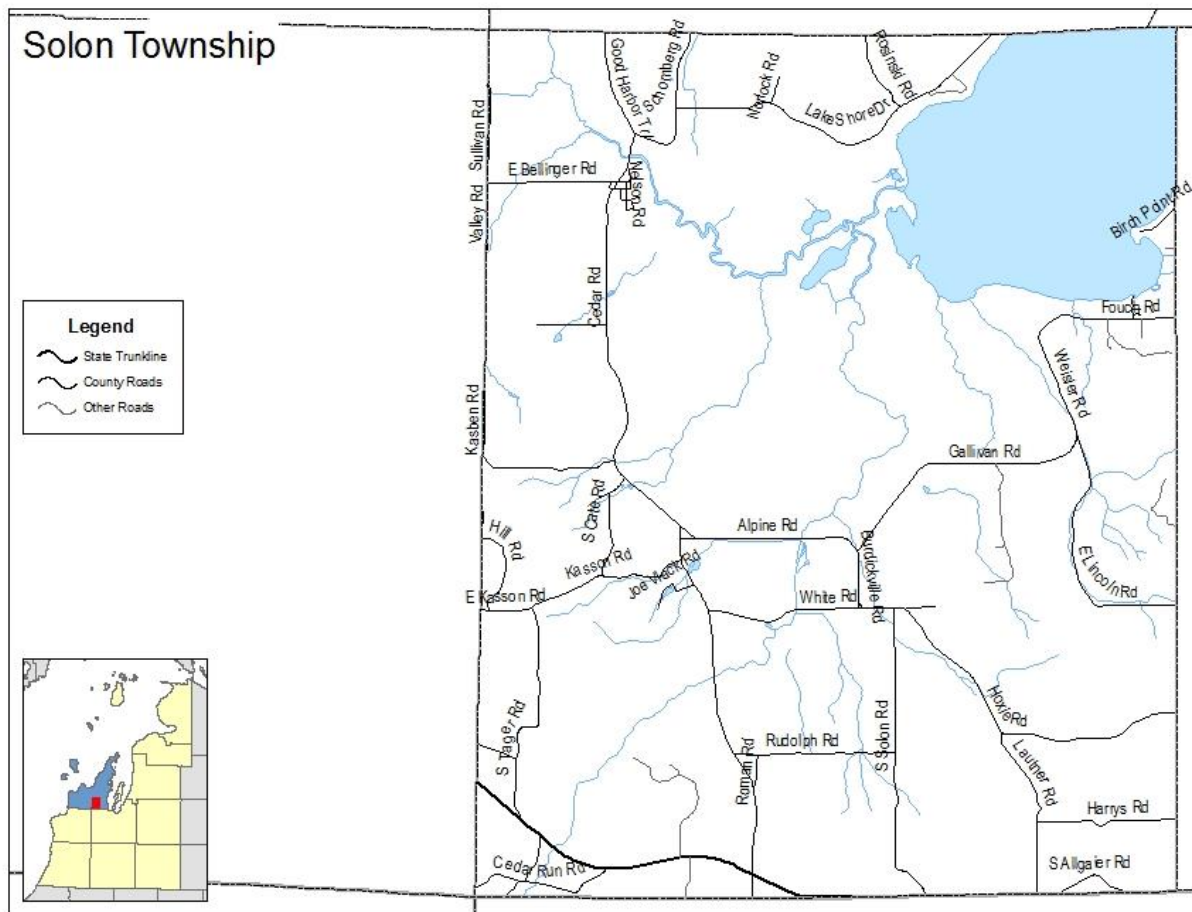
Zoning Map-
http://www.leelanau.cc/downloads/solon_zoning_map_1.pdf

Master Plan-
http://www.leelanau.cc/downloads/solon_master_plan_final_copy_061313.pdf

Forms & Applications-
<http://www.leelanau.cc/solontwpapp.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.

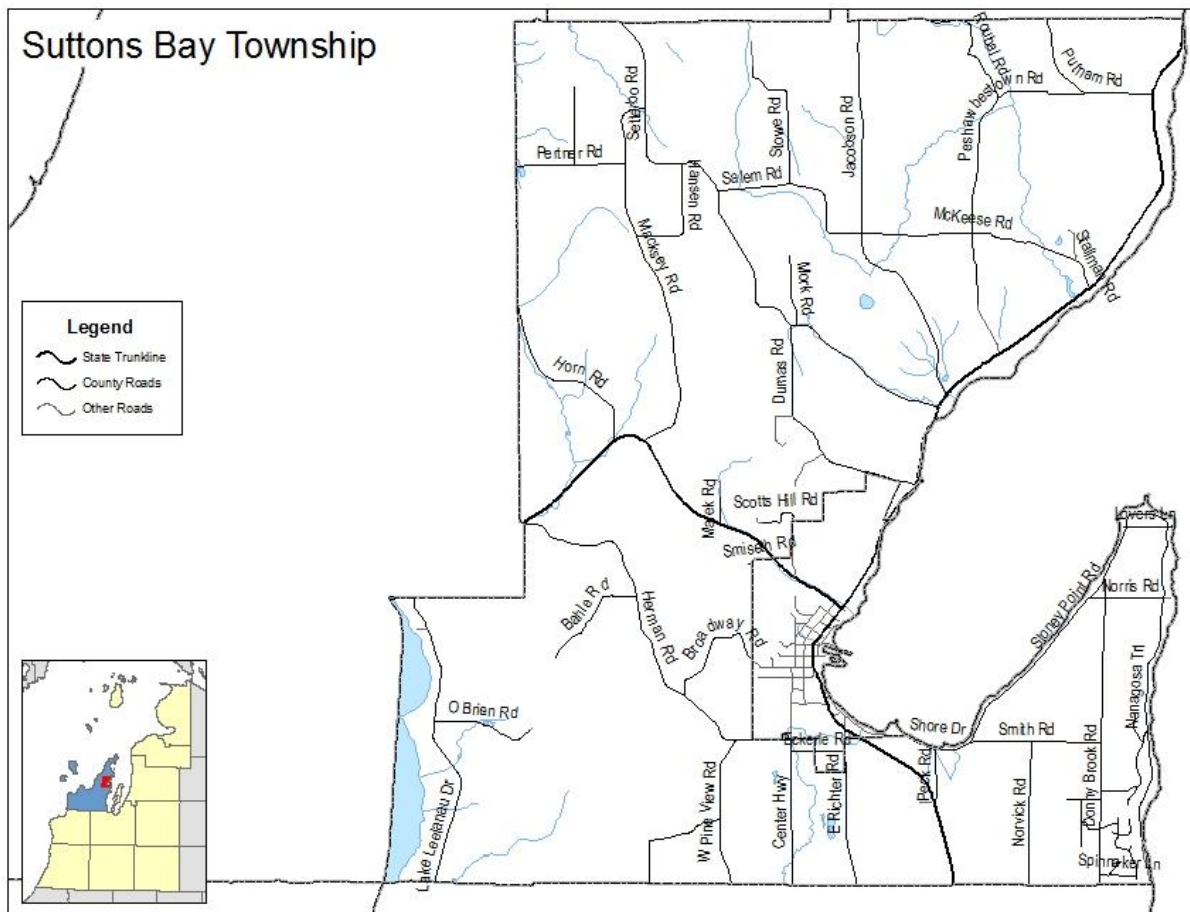
Solon Township Map



Suttons Bay Township

Township Office	95 W 4 th 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
Supervisor	Sandy VanHuystee PO Box 457 Suttons Bay, Michigan 49682 231.271.2722 phone 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
Planner	Kathy Egan 231.271.2722 phone planner@suttonsbaytwp.com Office hours by appointment
Zoning Administrator	Steve Patmore 231.271.2722 phone zoningadmin@suttonsbaytwp.com Office Hours by appointment
Documents:	
Zoning Ordinance-	http://www.leelanau.cc/downloads/20170428_pdf_version.pdf
Zoning Map-	http://www.leelanau.cc/downloads/suttons_bay_twp_zoning_map.pdf
Master Plan-	http://www.leelanau.cc/downloads/joint_master_planaugust_2011.pdf
Forms & Applications-	http://www.leelanau.cc/suttonsbaytwpapp.asp

Suttons Bay Township Map



SECTION III – Village Permitting & Zoning Process

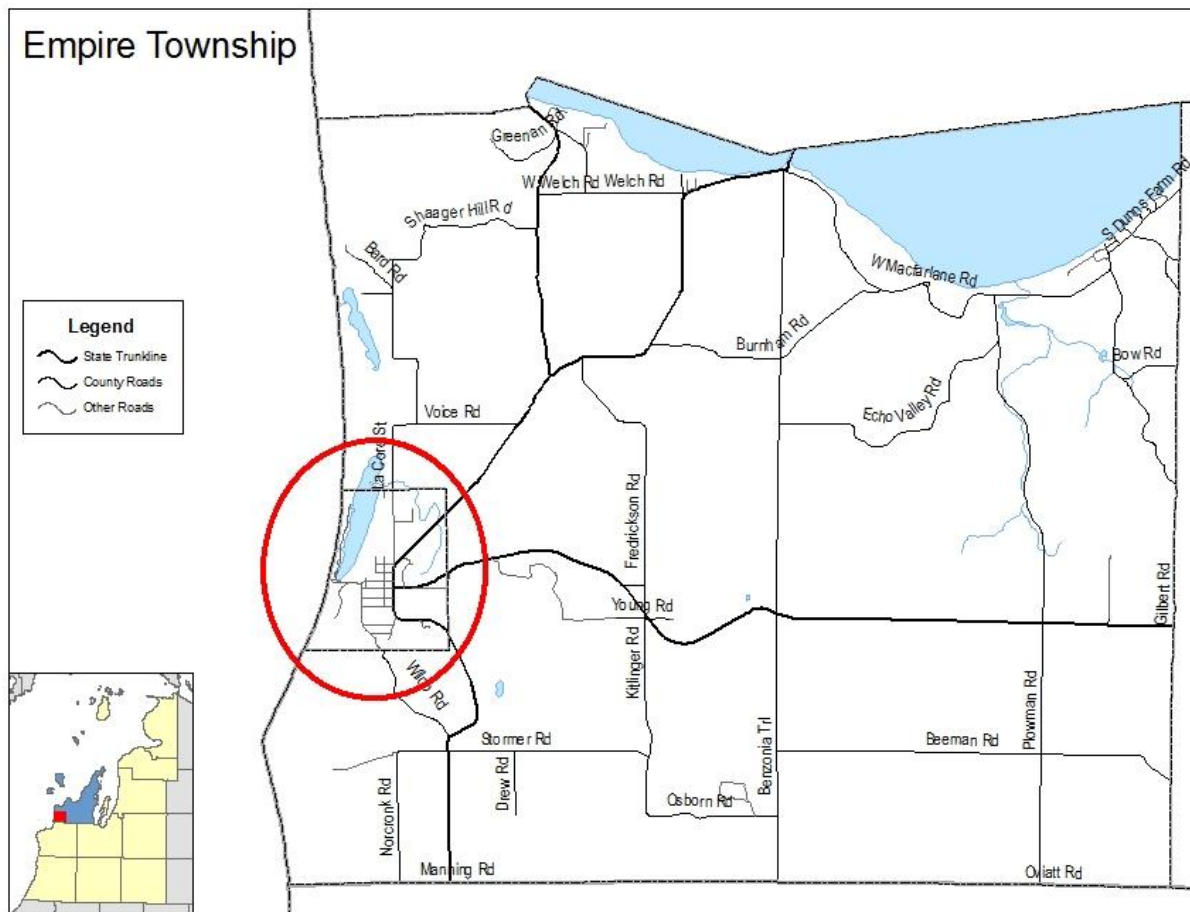
Village of Empire

Village Office	11518 South LaCore Street PO Box 253 Empire, Michigan 49630-0253 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 Office Hours: Wednesdays 1:00 p.m. – 4:30 p.m. fullerarchitech@yahoo.com
Documents:	
Zoning Ordinance-	http://www.leelanau.cc/empvlgord.asp
Master Plan-	http://www.leelanau.cc/empvlgord.asp
Forms & Applications-	

<http://www.leelanau.cc/empvlgapps.asp>

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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-

http://www.leelanau.cc/downloads/2006_northport_zoning_ordinance.pdf

Zoning Map-

http://www.leelanau.cc/downloads/zoning_districts_map.pdf

Master Plan-

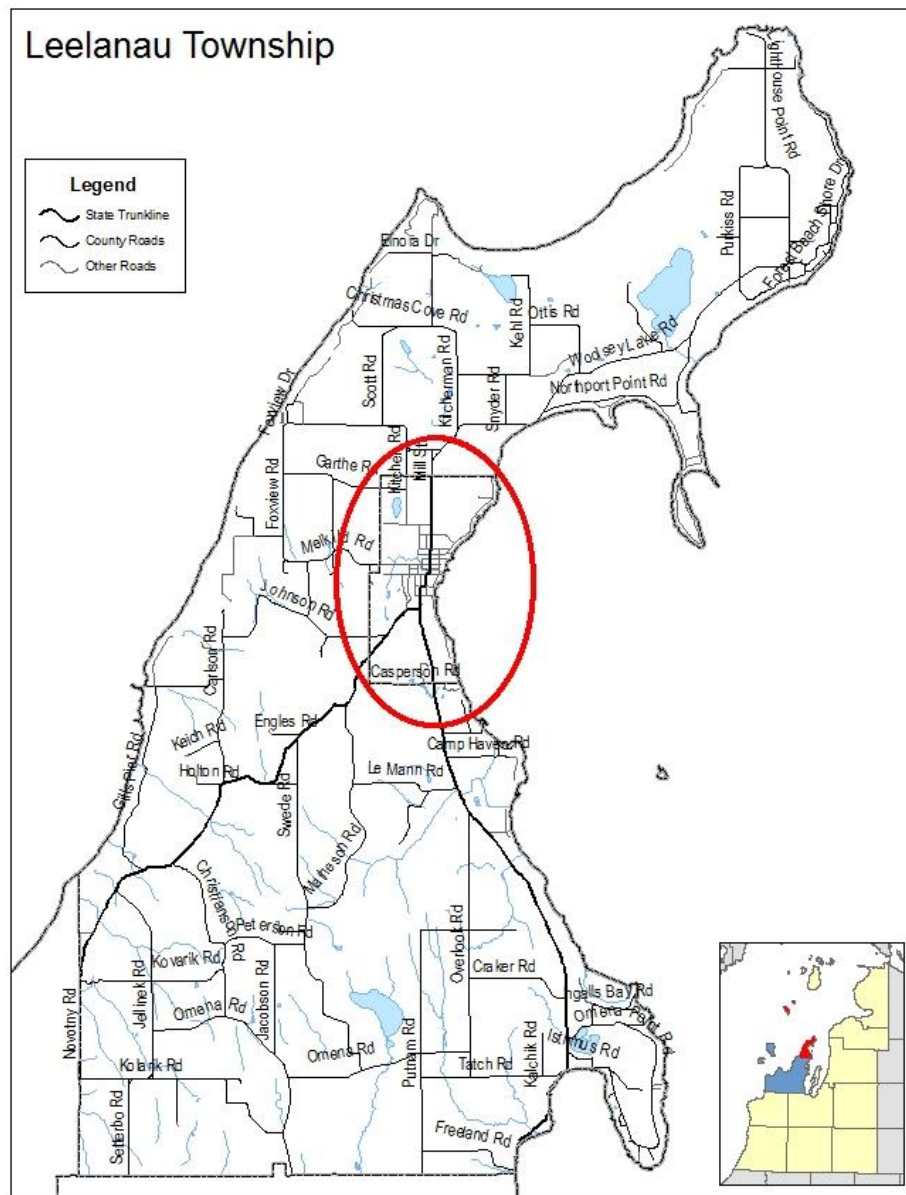
http://www.leelanau.cc/downloads/master_plan_for_future_land_use.pdf

Forms-

<http://www.leelanau.cc/northportrpts.asp>

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Village of Northport Map

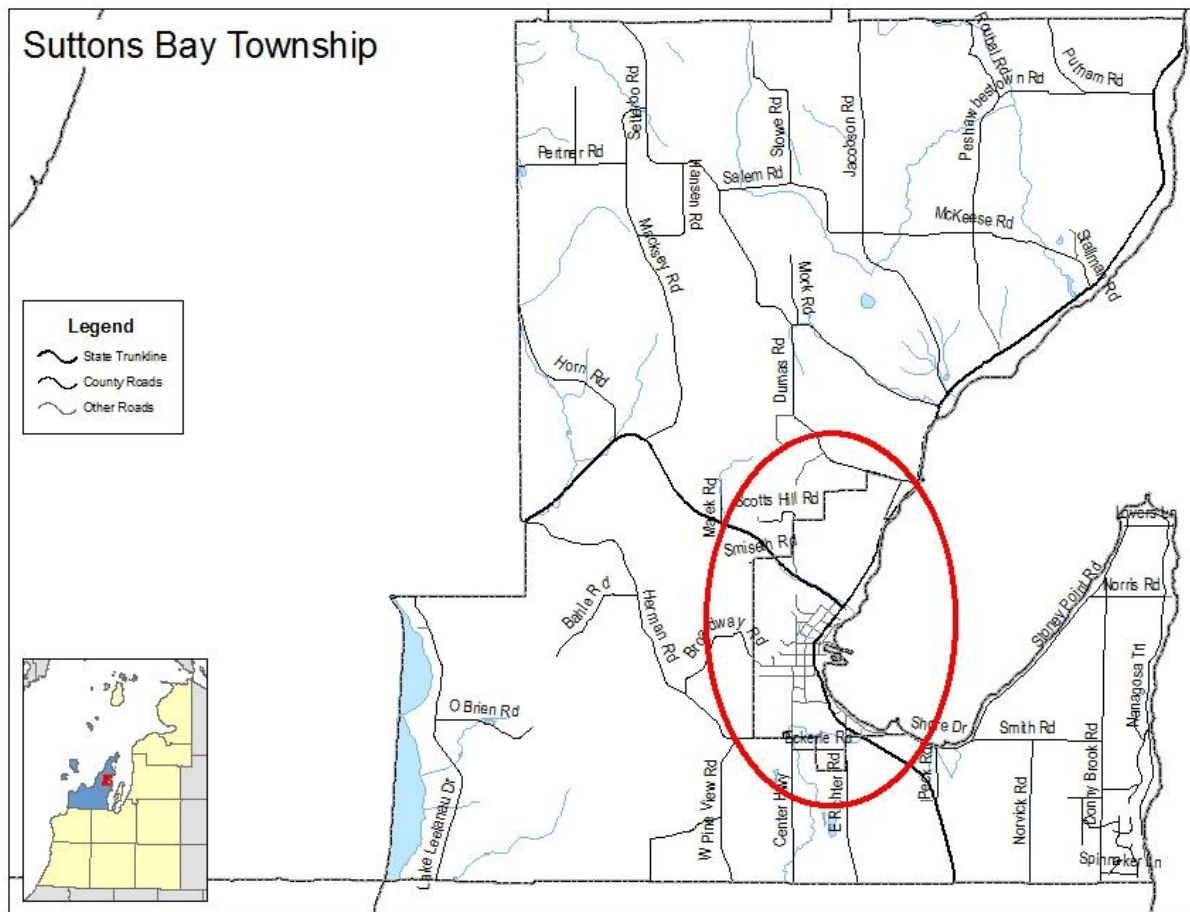


Village of Suttons Bay

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-	http://www.leelanau.cc/downloads/2013_zoning_map_1.pdf
Master Plan-	http://www.leelanau.cc/downloads/master_plan.pdf
Forms & Applications-	http://www.leelanau.cc/sbvlgappsforms.asp

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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 Director	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.

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/