2017 Guide to Permitting and Zoning

Manistee County

Created and Produced by:
Networks Northwest, Alliance for Economic Success & Manistee County Planning Department
## Contents

### SECTION I – General Information 1
- Introduction & Purpose 2
- Northwest Michigan Regional Prosperity Plan 3
- How to Use This Guide 5
- Manistee County Governmental Units 6

### SECTION II – Township Permitting & Zoning Process 7
- Arcadia Township 8
- Bear Lake Township 10
- Brown Township 12
- Cleon Township 14
- Dickson Township 16
- Charter Township of Filer 18
- Manistee Township 20
- Maple Grove Township 22
- **Marilla Township** 24
- Norman Township 26
- Onekama Township 28
- Pleasanton Township 30
- Springdale Township 32
- Stronach Township 34

### SECTION III – Village & City Permitting & Zoning Process 36
- Village of Bear Lake 37
- Village of Copemish 39
- Village of Eastlake 41
- Village of Kaleva 43
- Village of Onekama 45
- City of Manistee 47

### SECTION IV – Manistee County Governmental Agencies 53
- Manistee County Register of Deeds 54
- County Surveyor 54
- Planning Department 55
- Brownfield Redevelopment Authority 56
- Building Permits 57
- Soil Erosion 58
- Drain Commissioner 59
- Emergency Management 60
- District Health Department #10 61
- Road Commission 63
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 Manistee 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
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/](http://www.nwm.org/)

**Northwest Michigan Regional Prosperity Plan**  
[http://nwm.org/rpp](http://nwm.org/rpp)

**New Designs for Growth Development Guidebook**  

**New Designs for Growth – A Citizen’s Guide to Planning & Zoning in Northwest Michigan**  
[www.nwm.org/citizensguide-planning](http://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 4 incorporated villages, 1 city, and 13 townships that are zoned with one incorporated village and one township that are not zoned in Manistee County.
SECTION II – Township Permitting & Zoning Process
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.
Arcadia Township Map
Bear Lake Township

Township Office 7771 Lake Street
PO Box 187
Bear Lake, Michigan 49614
231.864.3620 phone
231.864.3999 fax

Office Hours By appointment

Website http://bearlaketwp.com/

Supervisor Jeff Harthun
231.864.3620 (ext. 12) phone
Office Hours: By appointment

Zoning Administrator Vern Bowling
231.889.3403 phone
Office Hours: By appointment

Assessor Ginny Martz
PO Box 176
Onekama, MI 49675
231.690.4531 phone
Cwas75@yahoo.com

Documents:
Zoning Ordinance-

Master Plan-

Forms and Applications-
http://bearlaketwp.com/forms

This guide to permitting and zoning was completed through the best efforts of staff working with local officials to determine jurisdiction-specific policy and processes associated with development. If the information contained herein needs to be updated or expanded, please contact the Northwest Michigan Council of Governments at 231.929.5000.
Bear Lake Township Map
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.
Brown Township Map
**Cleon Township**

<table>
<thead>
<tr>
<th>Township Office</th>
<th>16505 Imhoff Drive</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Copemish, Michigan 49625</td>
</tr>
<tr>
<td></td>
<td>231.378.2616 phone</td>
</tr>
<tr>
<td></td>
<td>231.378.2262 fax</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:cleontownship@acegroup.cc">cleontownship@acegroup.cc</a></td>
</tr>
<tr>
<td>Office Hours</td>
<td>Clerk – Wednesday 4:00 p.m. to 6:00 p.m.</td>
</tr>
<tr>
<td>Website</td>
<td>N/A</td>
</tr>
<tr>
<td>Supervisor</td>
<td>Jeff Stanton</td>
</tr>
<tr>
<td></td>
<td>231.378.2194 phone</td>
</tr>
<tr>
<td>Zoning Administrator</td>
<td>Barb Stanton</td>
</tr>
<tr>
<td></td>
<td>231.357.1423 phone</td>
</tr>
<tr>
<td>Assessor</td>
<td>Lee Wilson</td>
</tr>
<tr>
<td></td>
<td>231.590.1489 phone</td>
</tr>
</tbody>
</table>

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.
Cleon Township Map
Dickson Township

Township Office 14270 Brethren Blvd
Brethren, Michigan 49619
231.477.5885 phone
231.477.5886 fax
dickson@kaltelnet.net

Office Hours Tuesday and Thursday 9:00 a.m. to 12:00 p.m.

Website N/A

Supervisor Sharon Buning
231.477.5885 phone

Zoning Administrator Joyce England
231.477.5107 phone

Assessor David Meister
231.690.4531 phone

Documents Printed copies of the Zoning Ordinance, Land Use Permit Application, and Special Use Permit Application are available from the Township office.

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.
Dickson Township Map


Charter Township of Filer

Township Office
2505 Filer City Road
Manistee, Michigan 49660
231.723.3138 phone
231.723.3191 fax
filertownship@twphall.com

Office Hours
Monday, Tuesday, Wednesday, and Friday 9:00 a.m. to 3:00 p.m.
(Closed for lunch 12:00 to 1:00 p.m.)

Website
www.filertownship.com/

Supervisor
Terry Walker
231.723.3138 (ext. 18)
231.723.3166 home
filertownship@twphall.com

Zoning Administrator
Larry Thompson
231.723.3138 (ext 12) phone

Assessor
Molly Whetstone
231.723.3138 (ext 28) phone

Documents:
Zoning Ordinance-

Zoning Map-

Master Plan-

Forms and 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.
Charter Township of Filer Map
Manistee Township

Township Office
410 Holden Street
Manistee, Michigan 49660
231.723.6507 phone
231.723.0696 fax
info@manisteetownship.com

Office Hours
Monday through Thursday

Website
www.manisteetownship.com/

Supervisor
Dennis Bjorkquist
231.723.6507 phone, ext 11

Zoning Administrator
Guy E Finout
231.723.6507 phone, ext. 12

Assessor
Connie Anderson
231.723.6507 phone, ext. 16

Documents:

Zoning Ordinance-

Zoning Map-

Forms and Applications-
http://manisteetownship.com/downloadable-forms/

This guide to permitting and zoning was completed through the best efforts of staff working with local officials to determine jurisdiction-specific policy and processes associated with development. If the information contained herein needs to be updated or expanded, please contact the Northwest Michigan Council of Governments at 231.929.5000.
Manistee Township Map
Maple Grove Township

Township Office 9213 Aura Street
P.O. Box 48
Kaleva, Michigan 49645
231.362.3825 phone
231.362.2555 fax

Office Hours Tuesday & Wednesday 10:00 a.m. to 2:00 p.m.

Website N/A

Supervisor H. Wayne Beldon
231.255.0063 phone
231.362.2555 fax
wbeldo@westshoredmedcenter.org

Zoning Administrator Denise Cummings
231.330.2422 phone
231.362.2555 fax
roadkingdc@hotmail.com

Assessor H. Wayne Beldon
231.255.0063 phone
231.362.2555 fax
wbeldo@westshoredmedcenter.org

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.
Maple Grove Township Map
Marilla Township

Township Hall 9991 Marilla Road
Copemish, Michigan 49625
231.362.3555 phone
231.378.2145 fax

Office Hours Wednesday, & Thursday, 10:00 a.m. to 2:00 p.m.

Website N/A

Supervisor Dave Barrett
616.844.8543 phone

Zoning Administrator Victor Ellis
231.378.2145 phone
Office Hours: By appointment

Assessor (vacant position as of June 2017)

Documents:

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.
Marilla Township Map
Norman Township

Township Office
1273 S. Seaman Rd.
P.O. Box 143
Wellston, Michigan 49689-0143
231.848.4564 phone
231.848.7081 fax
normanclerk@yahoo.com

Office Hours
Thursday and Friday 9:00 a.m. to 5:00 p.m.,
Saturday 9:00 a.m. to 12:00 a.m.

Website
www.normantownship.org/

Supervisor
Richard Mobley

Zoning Administrator
231.848.4564 phone
norzoning@kaltelnet.net

Assessor
County Wide Appraisal
9179 Northwood Hwy
Onekama, MI 49675
231.889.3308 phone

Documents:

Master Plan-
https://docs.wixstatic.com/ugd/4fb008_7281f442cc2e429cb44970301590d07a.pdf

*Zoning Map and Zoning Ordinance are being amended - Updated June 22\textsuperscript{nd}, 2017*
Norman Township Map
### Onekama Township

**Township Office**

5435 Main Street  
PO Box 458  
Onekama, Michigan 49675  
231.889.3308 phone  
231.889.5587 Fax  
[onekamatwp@charterinternet.com](mailto:onekamatwp@charterinternet.com)

**Office Hours**

Monday, Tuesday, and Wednesday 9:00 a.m. to 2:00 p.m.

**Website**

[http://www.onekama.info/township/](http://www.onekama.info/township/)

**Supervisor**

David Meister  
231.889.3308 phone  
[assessors@onekamatwp.org](mailto:assessors@onekamatwp.org)

**Zoning Administrator**

Kristine Philpot  
231.889.3308 phone  
[zoning@onekamatwp.org](mailto:zoning@onekamatwp.org)  
Office Hours: Monday and Wednesday 9:00 a.m. to 2:00 p.m.

**Assessor**

Ginny Martz  
231.889.3308 Phone  
[assessors@onekamatwp.org](mailto:assessors@onekamatwp.org)

**Documents:**

- **Zoning Ordinance**
  

- **Masterplan**
  

---

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.
Onekama Township Map
Pleasanton Township

Township Office 8958 Lumley Rd.
PO Box 145
Bear Lake, Michigan 49614
231.864.2584 phone
231.864.2584 fax

Office Hours By Appointment

Website www.pleasantontownship.org

Supervisor Carol Merrill
231.864.2587 phone
pleasantonassessor@centurytel.net

Zoning Administrator Josh Mills
231.651.9117 phone

Assessor Carol Merrill
231.864.2587 phone
pleasantonassessor@centurytel.net

Documents:

Zoning Ordinance-
http://www.pleasantontownship.org/zoning_files/Pleasanton%20Township%20Zoning%20Ordinance%2
020160607.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.
Pleasanton Township Map
Springdale Township

Township Office  14992 Golvers Lake Road
Bear Lake, Michigan 49614
231.378.4742 phone

Office Hours  By Appointment

Website  www.springdaletownship.org

Supervisor  Brian Moore
231.383.1405 phone

Assessor  Manistee City Equalization
415 Third Street
Manistee, MI 49660
231.723.5957 phone
231.398.3531 fax

Documents:

Ordinances-  http://www.springdaletownship.org/ordinances.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.
Springdale Township Map
Stronach Township

Township Office
2471 Main Street
PO Box 356
Manistee, Michigan 49660
231.723.7983 phone
231.723.7983 fax
stronachclerk@yahoo.com

Office Hours
By Appointment

Website
http://www.stronachtownship.net/

Supervisor
Phil Vadeboncoeur
231.7237648 phone
townshipsupervisor@stronachtownship.net

Zoning Administrator
Larry Thompson
231.590.9967 phone
(Please no weekend calls or calls after 4:00 p.m. on weekdays)

Assessor
Stanl Armstrong
231.843.1858 phone

Documents:

Zoning Ordinance-

Forms and Applications-
http://www.stronachtownship.net/township/permits-forms-documents/

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.
Stronach Township Map
SECTION III – Village & City Permitting & Zoning Process
**Village of Bear Lake**

**Village Office**

12376 Virginia Street  
Bear Lake, Michigan 49614  
P. O. Box 175  
231.970.2066 phone  
bearlakeclerk@gmail.com

**Office Hours**

Monday through Friday 1:00 – 3:00 pm

**Website**

[www.bearlakemichigan.org/](http://www.bearlakemichigan.org/)

**President**

Jeff Blair  
231.864.3962 phone

**Notes:**

The Village of Bear Lake does not have a zoning ordinance in effect.

---

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 Bear Lake Map
Village of Copemish

Village Office 16798 First Street
PO Box 207
Copemish, Michigan 49625
231.378.4652 phone
administrator@copemishvillage.org

Office Hours Monday, Tuesday, Thursday, Friday – 1:00-4:00 pm

Village President Ron Bytwerk
231.651.0286 phone

Zoning Administrator Earl Witkop
231.378.2345 phone

Assessor Lee Wilson
231.590.1489 phone

Notes: Please contact the Zoning Administrator for all Projects and Permit 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 Copemish Map
Village of Eastlake

Village Office
175 Main Street
P.O. Box 129
Eastlake, Michigan 49626
231.723.9558 phone
231.723.9596 fax
eastlakevillage@eastlakevillage.biz

Office Hours
Monday & Tuesday from 9:00 a.m. – 3:00 p.m.
Wednesday & Thursday from 10:00 a.m. – 1:00 p.m.

Website
http://www.networksnorthwest.org/community/governments/area-governments/?prof=village-of-eastlake

Village President
Dan Golden
231.723.9558 phone

Zoning Administrator
Bruce Shannon
231.723.9558 phone

Documents:

Zoning Ordinance-

Zoning Map-

Master Plan-
http://www.networksnorthwest.org/community/governments/area-governments/?prof=village-of-eastlake&gov_asset=35

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 Kaleva**

Village Office
9219 Aura Street
Kaleva, Michigan 49645
231.362.3366 phone
231-362.3368 fax

Office Hours
Tuesday and Thursday 10:00 a.m. to 2:00 p.m.

Website

Village President
Kim Somsel
231.362.3366 phone

Zoning Administrator
Karla Kasten
231.362.3366 phone

Documents:

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.
Village of Kaleva Map
Village of Onekama

Village Office
5283 Main Street
Onekama, Michigan 49675
231.889.3171 phone
231.889.3423 fax
clerk@villageofonekama.org

Office Hours
Monday, Tuesday, and Wednesday 9:00 a.m. – 2:00 p.m.

Website
http://www.onekama.info/village/

Village President
Roger Burger
231.889.3171 phone
president@villageofonekama.org

Zoning Administrator
231.889.3155 phone
zoning@villageofonekama.org
Office hours: Wednesday from 9:00 am – 2:00 pm

Documents

Zoning Ordinance-

Other Ordinances-
http://www.onekama.info/village/onekama-village-ordinances/

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 Onekama Map
City of Manistee

City Office 70 Maple Street
P.O. Box 358
Manistee, Michigan 49660
231.723.2558 phone
231.723.1546 fax

Office Hours  Monday through Friday 8:00 a.m. – 5:00 p.m.

Website  www.manisteemi.gov/

City Manager  Thad Taylor
231.398.2801 phone

Community Development Director  Jon R. Rose
231.398.2805 phone
jrose@manisteemi.gov

Planning & Zoning  Denise Blakeslee
231.398.2805 phone
dblakeslee@manisteemi.gov

City Assessor  Molly Whetstone
231.398.2802 phone
231.723.1546 fax

Documents:


Forms & Applications- http://www.manisteemi.gov/39/ApplicationsForms

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.
City of Manistee Map
City of Manistee Land Use & Building Permits Review Flow Chart
For Residential Buildings (Basic Site Plan)

APPLICATION FOR LAND USE PERMIT
(Application for Land Use Permit submitted to Planning & Zoning Department)

PLANNING & ZONING DEPARTMENT REVIEW

COMPLETE SITE PLAN
(Application meets requirements of the zoning ordinance?)

Yes

LAND USE PERMIT ISSUED

APPLICATION FOR BUILDING PERMIT
(Application for Building Permit submitted to Building Inspector)

BUILDING DEPARTMENT REVIEW

COMPLETE BUILDING PERMIT APPLICATION
(Building Permit Application is complete and meets all requirements?)

Yes

Building Permit Issued

BUILDING INSPECTIONS
Building Inspector performs necessary inspections.

No

MAKE NECESSARY CHANGES AND RESUBMIT APPLICATION

REQUEST VARIANCE FROM THE ZONING BOARD OF APPEALS

APPLICANT TO SECURE AGENCY PERMITS IF REQUIRED
Water and Sewer Connections require review and approval by the Department of Public Works and/or the City Engineer.

MAKE NECESSARY CHANGES AND RESUBMIT APPLICATION

CERTIFICATE OF OCCUPANCY
Building Inspector issues Certificate of Occupancy after final inspections.
City of Manistee Land Use & Building Permits Review Flow Chart
For Commercial Buildings (Medium Site Plan)

PRE-APPLICATION MEETING
Applicant to meet with Zoning Administrator to discuss project. The Zoning Administrator will then determine what requirements will apply to the Site Plan for their project.

APPLICANT TO SEEK AGENCY APPROVALS
Water and Sewer Connections require review and approval by the Department of Public Works and/or the City Engineer.

PLANNING & ZONING DEPARTMENT REVIEW

APPLICATION FOR LAND USE PERMIT
(Application for Land Use Permit submitted to Planning & Zoning Department)
Staff may request approval from the Director of Public Safety, City Engineer and/or Department of Public Work, Site Plan Review Committee or Planning Commission as appropriate.

COMPLETE SITE PLAN
(Application meets requirements of the zoning ordinance?)

LAND USE PERMIT ISSUED

APPLICATION FOR BUILDING PERMIT
(Application for Building Permit submitted to Building Inspector)

BUILDING DEPARTMENT REVIEW

COMPLETE BUILDING PERMIT APPLICATION
(Building Permit Application is complete and meets all requirements?)

BUILDING PERMIT ISSUED

BUILDING INSPECTIONS
Building Inspector performs necessary inspections.

CERTIFICATE OF OCCUPANCY
Building Inspector issues Certificate of Occupancy after final inspections.

HISTORIC DISTRICT REVIEW
Projects in the Historic District require approval from the Historic District Commission.

REQUEST VARIANCE FROM THE ZONING BOARD OF APPEALS

MAKE NECESSARY CHANGES AND RESUBMIT APPLICATION

MAKE NECESSARY CHANGES AND RESUBMIT APPLICATION

HISTORIC DISTRICT REVIEW

APPLICANT TO SEEK AGENCY APPROVALS

PLANNING & ZONING DEPARTMENT REVIEW
**City of Manistee Land Use & Building Permits Review Flow Chart**

For Special Land Use Permits and Planned Unit Development Permits (Detailed Site Plan)

- **PRE-APPLICATION MEETING**
  Applicant to meet with Zoning Administrator to discuss project. The Zoning Administrator will then determine what requirements will apply to the Site Plan for their project.

- **APPLICATION FOR LAND USE PERMIT**
  (Application for Land Use Permit submitted to Planning & Zoning Department)
  Staff may request approval from the Director of Public Safety, City Engineer and/or Department of Public Work, Site Plan Review Committee or Planning Commission as appropriate.

- **PLANNING & ZONING DEPARTMENT REVIEW**

- **COMPLETE SITE PLAN**
  (Application meets requirements of the zoning ordinance?)

  - **HISTORIC DISTRICT REVIEW**
    Projects in the Historic District require approval from the Historic District Commission.

  - **APPLICANT TO SEEK AGENCY APPROVALS**
    Water and Sewer Connections require review and approval by the Department of Public Works and/or the City Engineer.

  - **MAKE NECESSARY CHANGES AND RESUBMIT APPLICATION**

  - **REQUEST VARIANCE FROM THE ZONING BOARD OF APPEALS**

- **SITE PLAN REVIEW COMMITTEE**
  Requests for Planned Unit Developments require review/approval by the Site Plan Review Committee for a Public Hearing to be scheduled.
  Requests are placed on the next available Planning Commission Meeting agenda after all noticing requirements have been met for the Public Hearing.

- **PLANNING COMMISSION PUBLIC HEARING**
  Planning Commission holds public hearing and reviews request.
  (Application meets conditions of approval?)

  - **ADDITIONAL REVIEW**
    If the Planning Commission determines additional information is needed, the request will require additional meetings with the Planning Commission until all conditions have been met.

  - **LAND USE PERMIT ISSUED**

*Continued Next Page*
City of Manistee Land Use & Building Permits Review Flow Chart
For Special Land Use Permits and Planned Unit Development Permits (Detailed Site Plan)

- APPLICATION FOR BUILDING PERMIT
  Application for Building Permit submitted to Building Inspector (Requires two sets of sealed drawings)

- BUILDING DEPARTMENT REVIEW

- COMPLETE BUILDING PERMIT APPLICATION
  (Building Permit Application is complete and meets all requirements?)

  - No
    - MAKE NECESSARY CHANGES AND RESUBMIT APPLICATION

  - Yes
    - BUILDING PERMIT ISSUED

- BUILDING INSPECTIONS
  Building Inspector performs necessary inspections.

- CERTIFICATE OF OCCUPANCY
  Building Inspector issues Certificate of Occupancy after final inspections.

*NOTE – The flowcharts included in this guide are for educational purposes on the general process and following them does not guarantee a permit or approval. Please use contact information provided for each municipality included in this document for specific permitting direction.*
SECTION IV – Manistee County Governmental Agencies
Manistee County Register of Deeds

Mailing Address
415 Third Street
Manistee, Michigan 49660
231.723.2146 phone
231.398.3544 fax

Office Hours
Monday through Friday 8:30 a.m. – 5:00 p.m.

Register of Deeds
Marylynn Wrzesinski

County Surveyor

Mailing Address
12066 7th Street
Bear Lake, Michigan 49614
231.723.1198 phone ext 13

County Surveyor
Patrick Bentley
Office Hours: 8:00 a.m. to 5:00 p.m. Monday-Friday
Planning Department

Office
415 Third Street
Manistee, Michigan 49660
231.723.6041 phone
231.723.1718 fax
planning@manisteecountymi.gov

Office Hours
Monday through Friday 8:30 a.m. – 5:00 p.m.

County Planner
Rob Carson

Documents:
Brownfield Redevelopment Authority

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
<th>Contact Details</th>
</tr>
</thead>
</table>
| Address         | 400 Boardman Avenue  
Traverse City, MI 49684   
231.922.4676 phone |
| Chair           | Mark Eckhoff  
231.929.3848 phone |
| Deputy Director | Jean Derenzy  |

Building Permits

Building permits in Manistee County are issued by the State of Michigan, except in Stronach Township and Springdale Township where they are handled by the township. Electrical, plumbing and mechanical permits for all townships except Springdale Township are also issued by the state.

The state website is found at michigan.gov/dleg

Electrical Inspector  Larry Howison  231.577.8785 phone  
(except Springdale Township)

Mechanical Inspector  Matt Schneider  517.643.3356 phone  
(except Springdale Township)

Plumbing Inspector  Matt Kmiecik  269.568.2831 phone  
(except Springdale Township)

Building Inspector  Chuck Erickson  231.369.3002 phone  
(Inspector for Manistee, Wexford, Grand Traverse, Benzie, Leelanau, Kalkaska, Antrim, Charlevoix, Emmet, Cheboygan, Otsego, Crawford, Oscoda, Montmorency, Presque Isle, Alpena, and Alcona Counties)

Applications for these permits are also available in the Manistee County Planning Department
Soil Erosion

Soil Erosion Inspector  Murray Stall  
231.723.6041 phone  
231.723.1718 fax  
231.342.5162 cell  

Office Hours  Monday and Friday Only, 8:30 a.m. – 9:30 a.m.  

Documents:  
Soil Erosion Application  
http://www.manisteecountymi.gov/media/soilapp.pdf  
Soil Erosion Control Plan Requirements  
http://www.manisteecountymi.gov/media/soilreq.pdf  
Soil Erosion Sample Site Plan  
http://www.manisteecountymi.gov/media/soilsampplan.pdf  
Soil Erosion Permit Fee Schedule  
**Drain Commissioner**

Mailing Address  
415 Third Street  
Manistee, Michigan 49660  
231.398.3507 phone  
231.723.1718 fax  
231.510.4828 cell

Drain Commissioner  
Ken Hilliard

Office Hours  
By Appointment
Emergency Management

Mailing Address 1525 E. Parkdale Avenue
Manistee, Michigan 49660-1606
231.723.8393 phone

Coordinator Lt. Brian Gutowski

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

Duties performed by office:

- Develop an emergency plan for Manistee County, including the City of Manistee, five villages and fourteen townships.
- Keep the plan and the related annexes current and in an approved status with the State Emergency Management Division.
- Continually seek funding beneficial for "emergency planning" through State and Federal sources, grants, programs or special appropriations.
- Program annual budgets for the county to obtain reimbursements for office administrative expenses or specific programs.
- Pursue any other assignments designated by the Chairman of the Board or the Committee overseeing Emergency Management.
- Training of county employers, employees and other agency department heads through annual pre-planned exercises.

Services performed for the public:

- Emergency planning handout materials for home or work and travel.
- Emergency information that may affect our area. i.e., weather, various hazardous materials, fires, etc.
- Public appearances dealing with subjects in emergency planning.
- News releases through the media on matters relative to public safety.
- Constant association and planning with emergency response agencies to improve services to the citizens of Manistee County.
- Title III Local Emergency Planning Committee contact person for the public and State Emergency Planning Commission.

(Source: Manistee County)
Size Health Department #10

Manistee County Office  
385 Third Street  
Manistee, Michigan 49660  
231.723.3595 phone  
231.723.1477 fax

Website  
www.dhd10.org/

Hours  
Monday through Friday, 8:00 a.m. – 4:30 p.m.

Forms  
http://www.dhd10.org/forms/

Sanitary Code

A new Sanitary Code, effective January 21, 2008, provides updated provisions for preventing disease related to contamination of private water supplies, wastewater and sewage disposal systems, public beaches, public health nuisances, and body art and tanning facilities.

Water Supply

The water supply program consists of four parts: site evaluation, construction permit, final inspection, and evaluation. All water wells are governed by the Michigan Groundwater Quality Control Law, Part 127 of Act 368 of the Public Acts of 1978.

Act 368, part 127 establishes construction materials, construction standards, and water quality requirements. Construction permits, issued by District Health Department #10 stipulates the location of new wells, construction standards, depth, and isolation distances. Final inspections assure wells are constructed according to their permits. In addition, sampling requirements ensure compliance with water quality standards. Evaluations of existing water wells are conducted at the request of the property owner or their agent to determine the condition of the well and its water quality, normally prior to the sale of the property. Consultation on the construction and water quality of wells are provided at any time. The program covers all residential and commercial water supplies.

On-Site Sewage Disposal

The on-site sewage disposal program consists of four basic parts: site evaluation, construction permit, final inspection, and evaluation. Site evaluations determine the ability of the soil to accept wastewater by a determination of the soil type, seasonal high water table, lot size and topography. A construction permit is issued based on all of these factors as well as the size of the structure (number of bedrooms) and the potential water usage. The construction permit will include the size of the septic tank, the size and type of the secondary treatment system (drain field), the specific location of the septic system and any fill or additional equipment, such as a lift pump, which may be required. Once the septic system is installed, but before it is covered, a final inspection is conducted to assure that the system is installed in compliance with the permit.

Evaluations of existing septic systems are conducted at the request of the property owner or their agent to determine its condition. Consultations are provided for on-site sewage disposal systems during all
phases of the program. The sanitary codes for the District govern on-site sewage disposal systems for one and two family residential dwellings as well as for small commercial establishments. Sewage systems for commercial establishments with flows exceeding 10,000 gallons per day are covered by the Michigan Criteria for Subsurface Sewage Disposal and are permitted by the Michigan Department of Environmental Quality.

Subdivisions and Site Condominiums

The subdivision and site condominium program involves the approval of parcels for on-site sewage disposal and water supplies, before the development is started. The criteria for the approval are based on rules established under state code.

(Source: District Health Department #10)
Road Commission

Office
8946 Chippewa Highway
Bear Lake, Michigan 49614
231.889.0000 phone
231.889.0011 fax
jkerickson@manisteecrc.org or manager@manisteecrc.org

Office Hours
Monday through Friday 7:00 a.m. – 3:30 p.m.

Website
www.manisteecrc.org/

Manager
Gerald Peterson
petersonjerry@charter.net

Road Superintendent
Bill Diesing

Permits and Applications:
http://www.manisteecrc.org/permits.html