

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
Onkama 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 Onkama	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

Northwest Michigan Regional Prosperity Plan

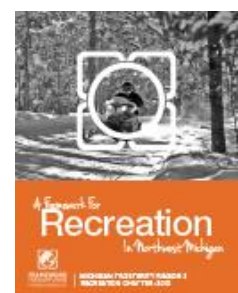
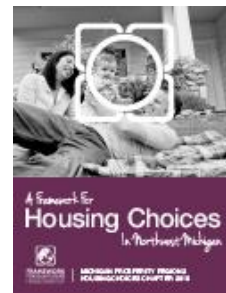
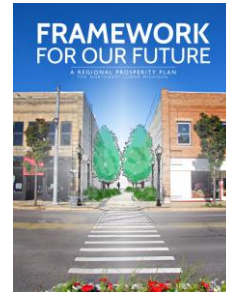
The Framework for Our Future: A Regional Prosperity Plan for Northwest Michigan is a regional resource for communities working to meet local goals. The Framework was developed, with participation from a broad range of community leaders, stakeholders, and the public, as part of Michigan's Regional Prosperity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

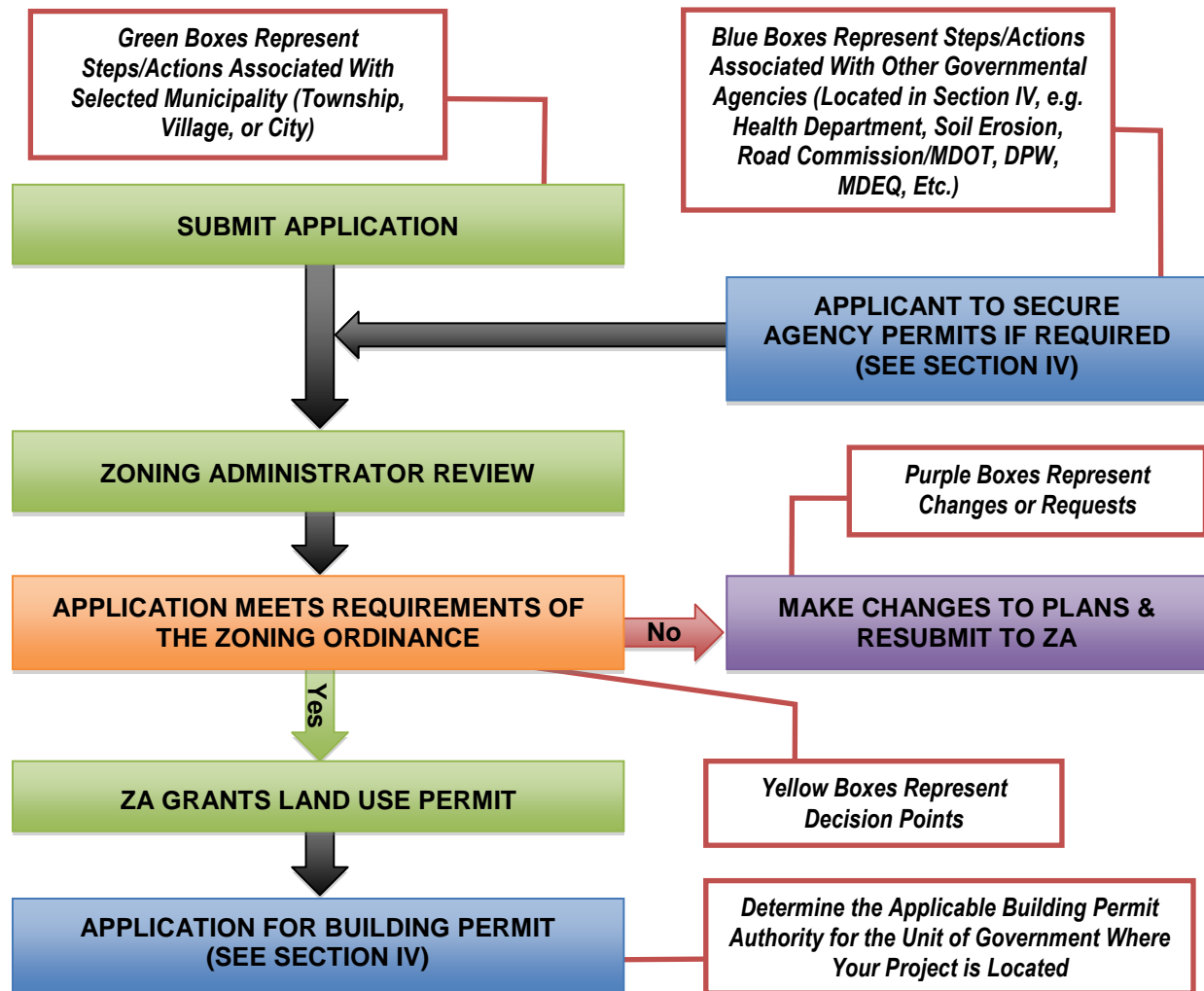
New Designs for Growth – A Citizen’s Guide to Planning & Zoning in Northwest Michigan

www.nwm.org/citizensguide-planning

How to Use This Guide

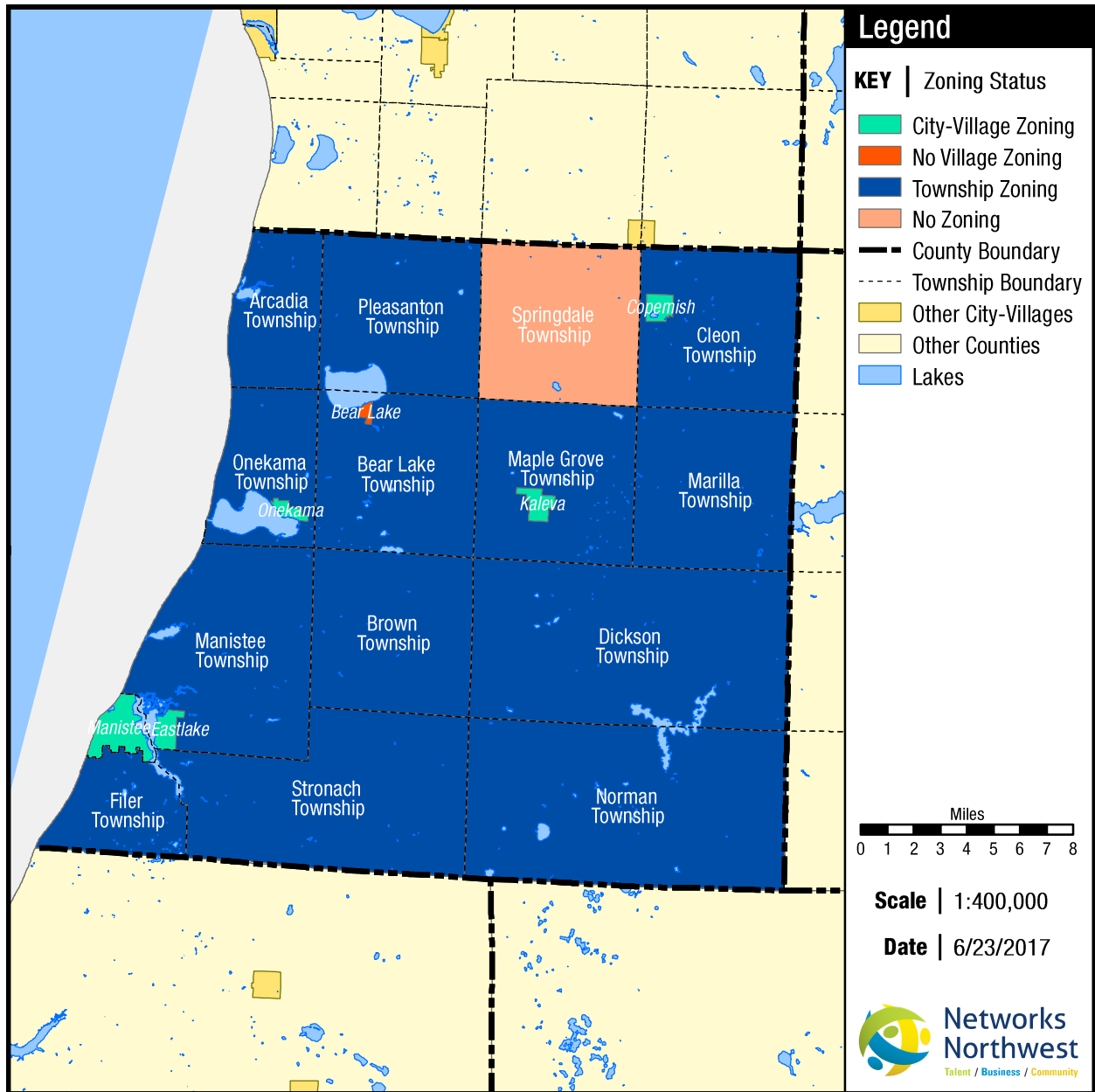
Flowchart Legend

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.

Manistee County Governmental Units



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

Arcadia Township

Township Office	3422 Lake Street Arcadia, Michigan 49613 231.889.4463 phone
Website	http://www.townshipofarcadia.org/home.html
Supervisor	Janice McCraner 231.590.9408 phone jmccraner@manistee.org
Zoning Administrator	Josh Mills 4538 Benzie Hwy Benzonia, MI 49616 231.651.9117 phone jmills@cofrankfort.net
Assessor	Brown & Associates 888.714.9288 phone Barbie.eaton@gmail.com

Documents:

Zoning Ordinance-
<http://www.townshipofarcadia.org/uploads/8/6/4/2/86425640/arcadia-zo-corrected-to-final-style-from-review-style.pdf>

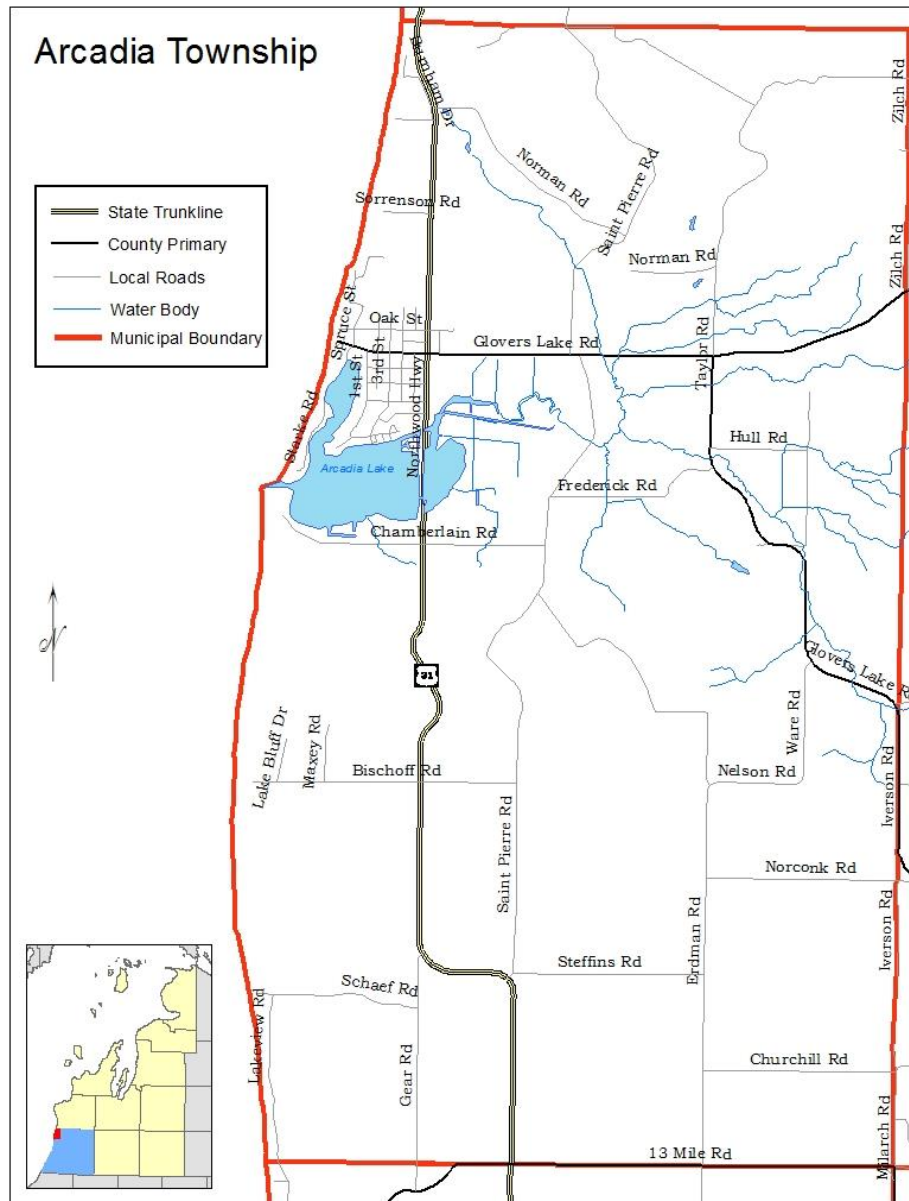
Zoning Map-
http://www.townshipofarcadia.org/uploads/8/6/4/2/86425640/zone_map_may2010.pdf

Zoning Applications-
<http://www.townshipofarcadia.org/zoning-administration.html>

Master Plan-
http://www.lakeistoland.bria2.net/wp-content/uploads/2014/11/Arcadia_ADOPTED_11192014_web.pdf

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
Onkama, MI 49675
231.690.4531 phone
Cwas75@yahoo.com

Documents:

Zoning Ordinance-

http://bearlaketwp.com/go.php?id=645&table=page_uploads

Master Plan-

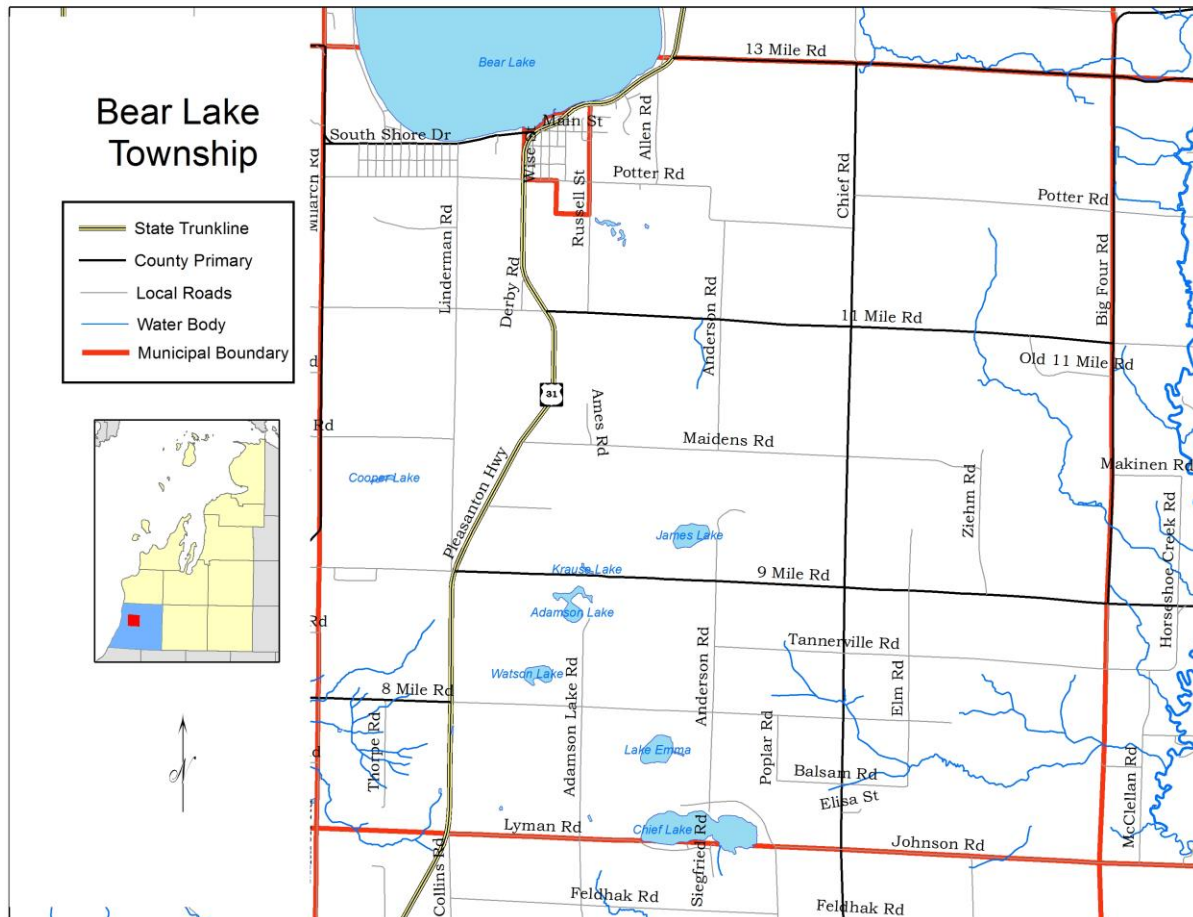
http://www.lakestoland.bria2.net/wp-content/uploads/2014/11/BearLakeTwp_ADOPTED_11262014_web.pdf

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

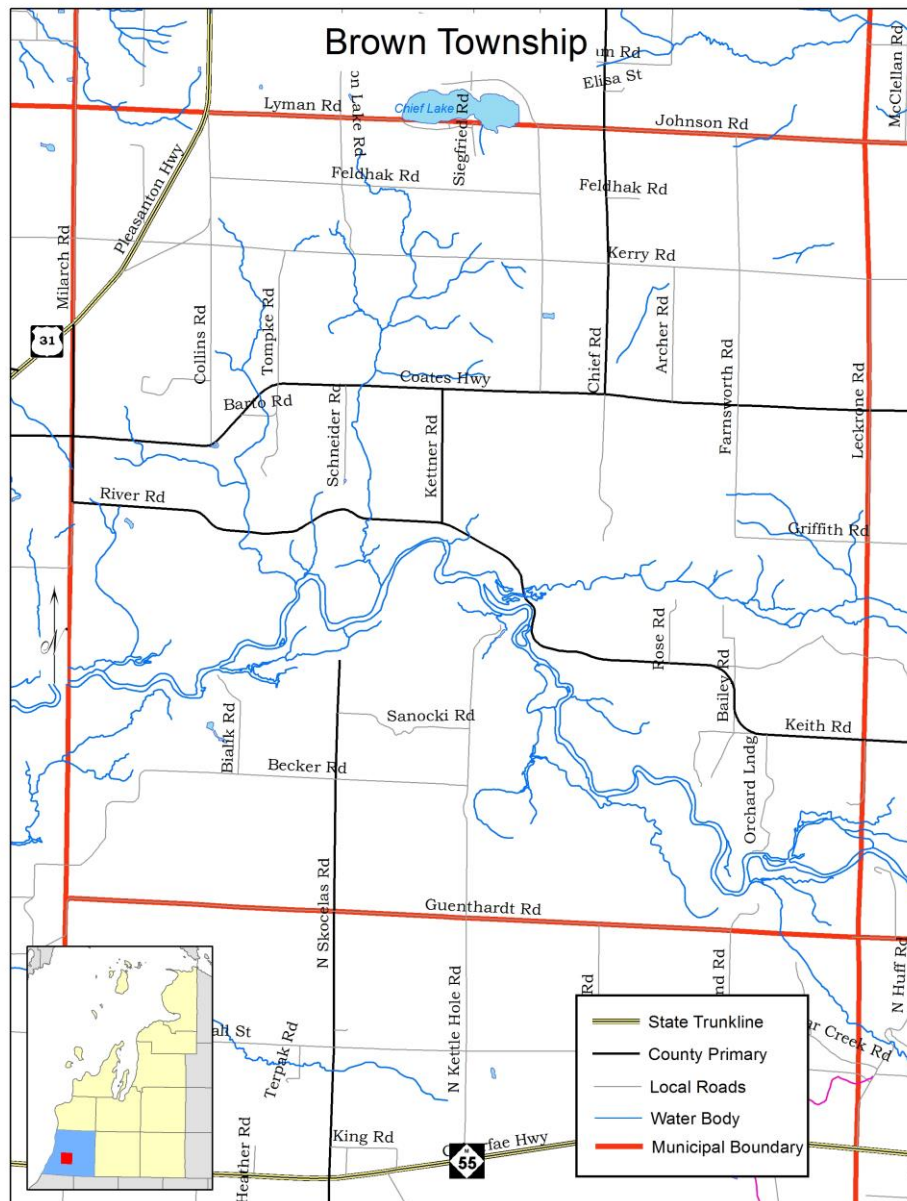


Brown Township

Township Office	8233 Coates Hwy Manistee, Michigan 49660 231.723.4481 phone 231.723.4481 fax
Office Hours	By appointment
Website	NA
Supervisor	Paul 231.510.7887 phone
Zoning Administrator	231.889.5785 phone
Assessor	231.843.4367 phone

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

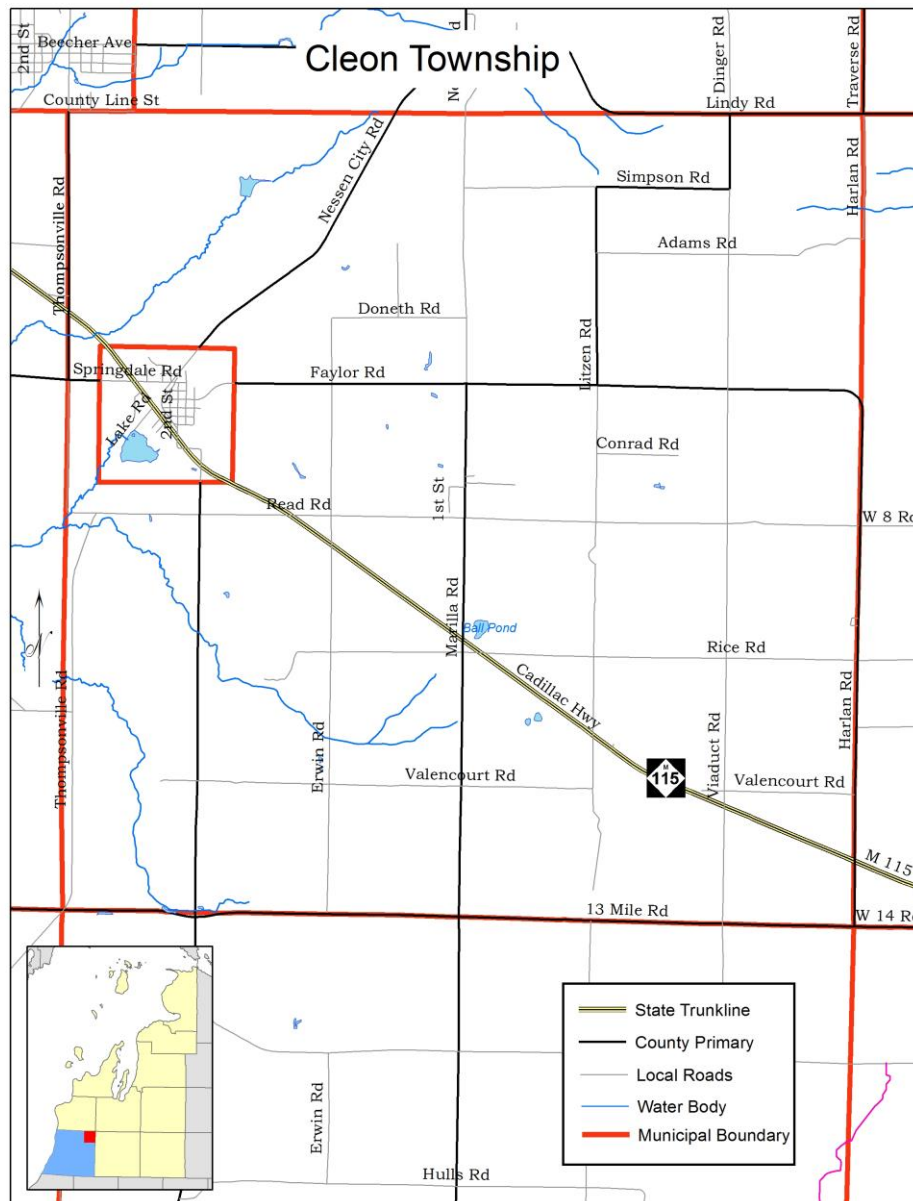


Cleon Township

Township Office	16505 Imhoff Drive Copemish, Michigan 49625 231.378.2616 phone 231.378.2262 fax cleontownship@acegroup.cc
Office Hours	Clerk – Wednesday 4:00 p.m. to 6:00 p.m.
Website	N/A
Supervisor	Jeff Stanton 231.378.2194 phone
Zoning Administrator	Barb Stanton 231.357.1423 phone
Assessor	Lee Wilson 231.590.1489 phone

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

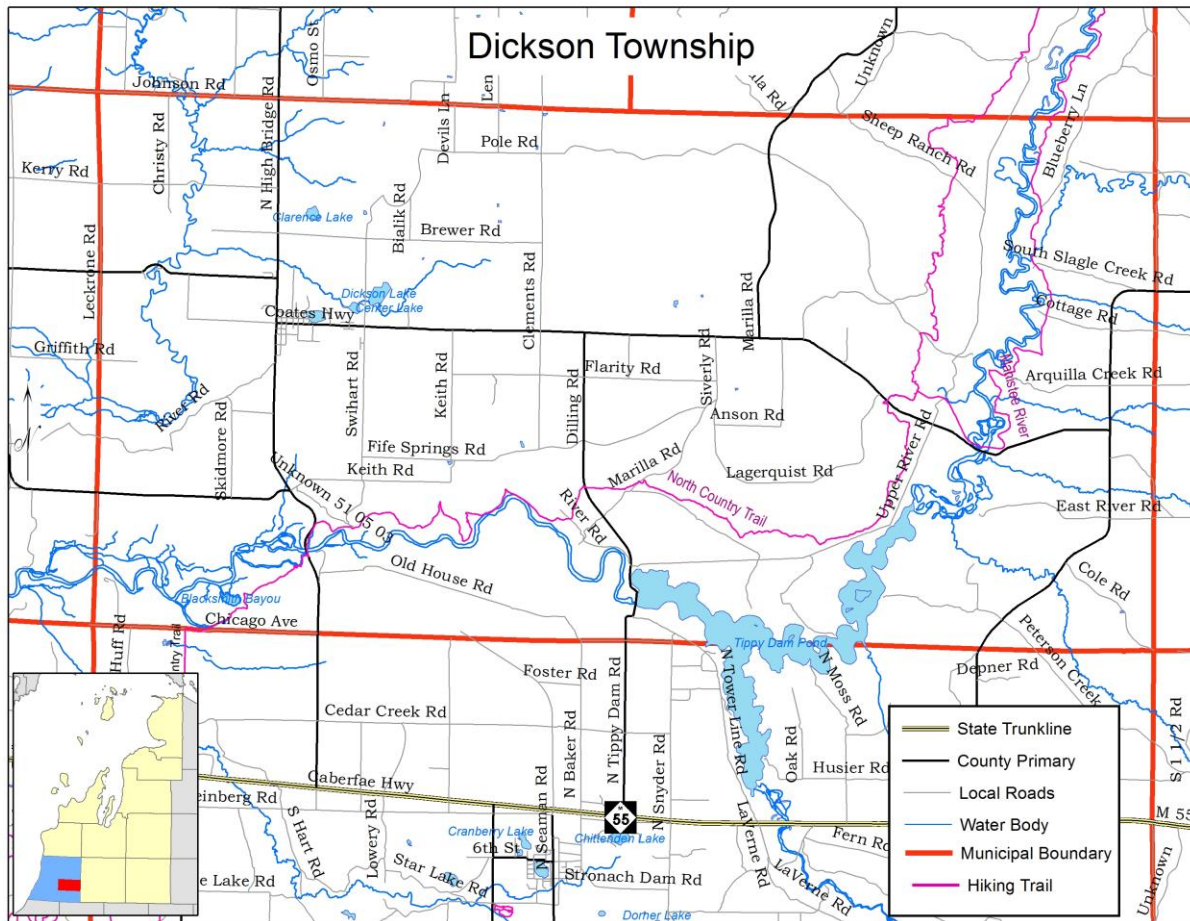


Dickson Township

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-
<http://www.filertownship.com/Zoning%20Ordinance%20Web%20Page.html>

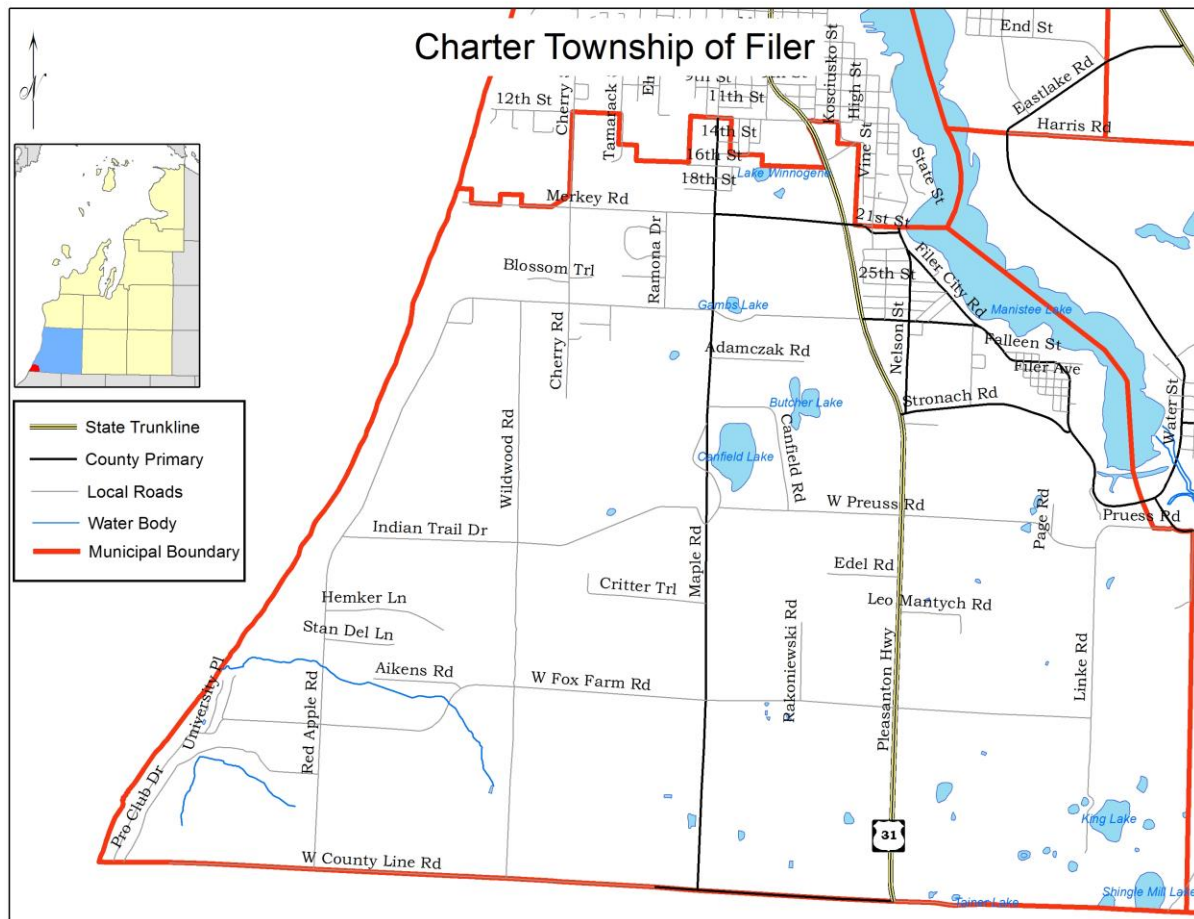
Zoning Map-
[http://www.filertownship.com/documents/ZBA/ZoningMap%20\(1\).pdf](http://www.filertownship.com/documents/ZBA/ZoningMap%20(1).pdf)

Master Plan-
<http://filertownship.com/documents/7-27-09%20Amended%20Master%20Plan.pdf>

Forms and Applications-
<http://www.filertownship.com/index.php/reference/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.

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:

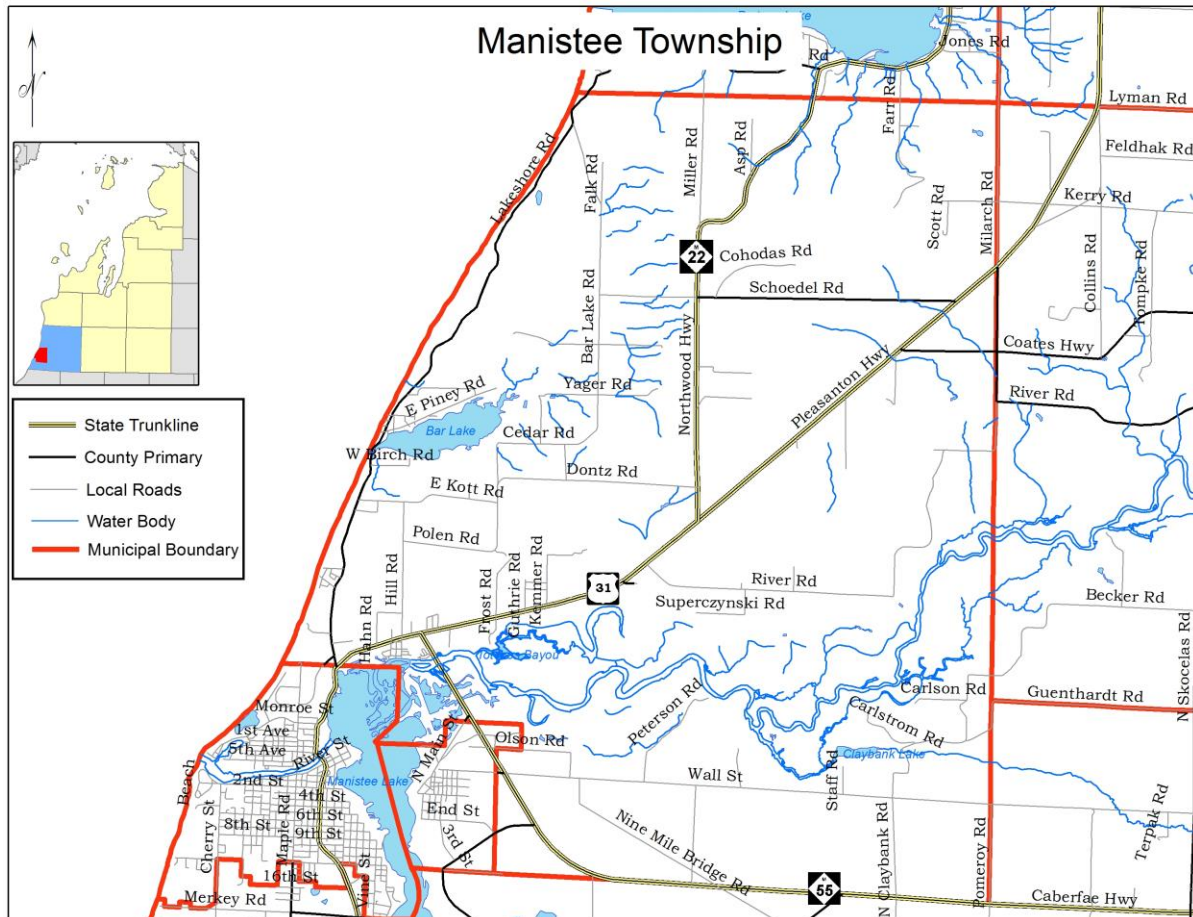
Zoning Ordinance-
http://www.manisteecounty.com/index.php?option=com_docman&task=doc_download&gid=1063&Itemid=322

Zoning Map-
http://www.manisteecounty.com/index.php?option=com_docman&task=doc_download&gid=1105&Itemid=322

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

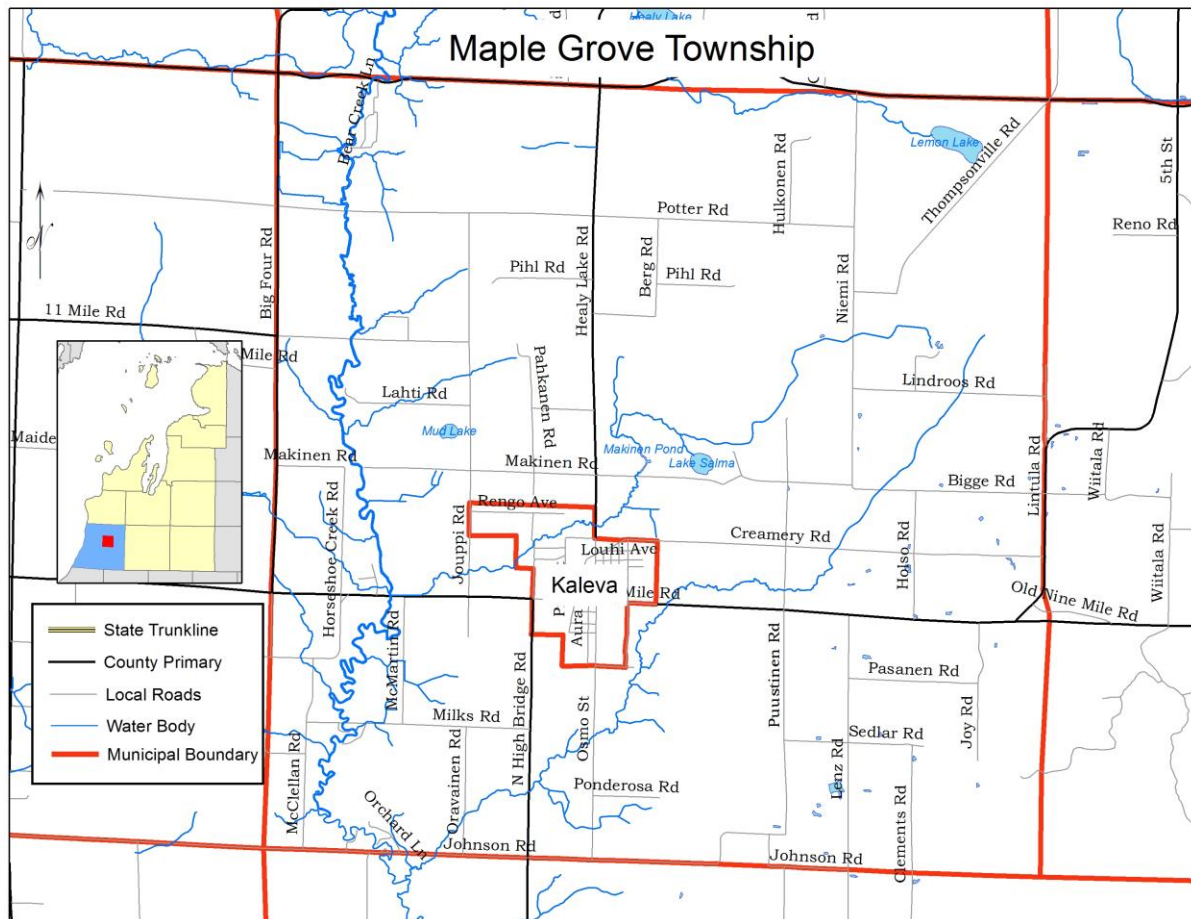


Maple Grove Township

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 Beldo 231.255.0063 phone 231.362.2555 fax wbeldo@westshoremecenter.org
Zoning Administrator	Denise Cummings 231.330.2422 phone 231.362.2555 fax roadkingdc@hotmail.com
Assessor	H. Wayne Beldo 231.255.0063 phone 231.362.2555 fax wbeldo@westshoremecenter.org
Documents	
Zoning Ordinance-	http://www.manisteecountymi.gov/index.php?option=com_docman&task=doc_download&gid=2353&Itemid=322
Zoning Map-	http://www.manisteecountymi.gov/index.php?option=com_docman&task=doc_download&gid=1065&Itemid=322

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)

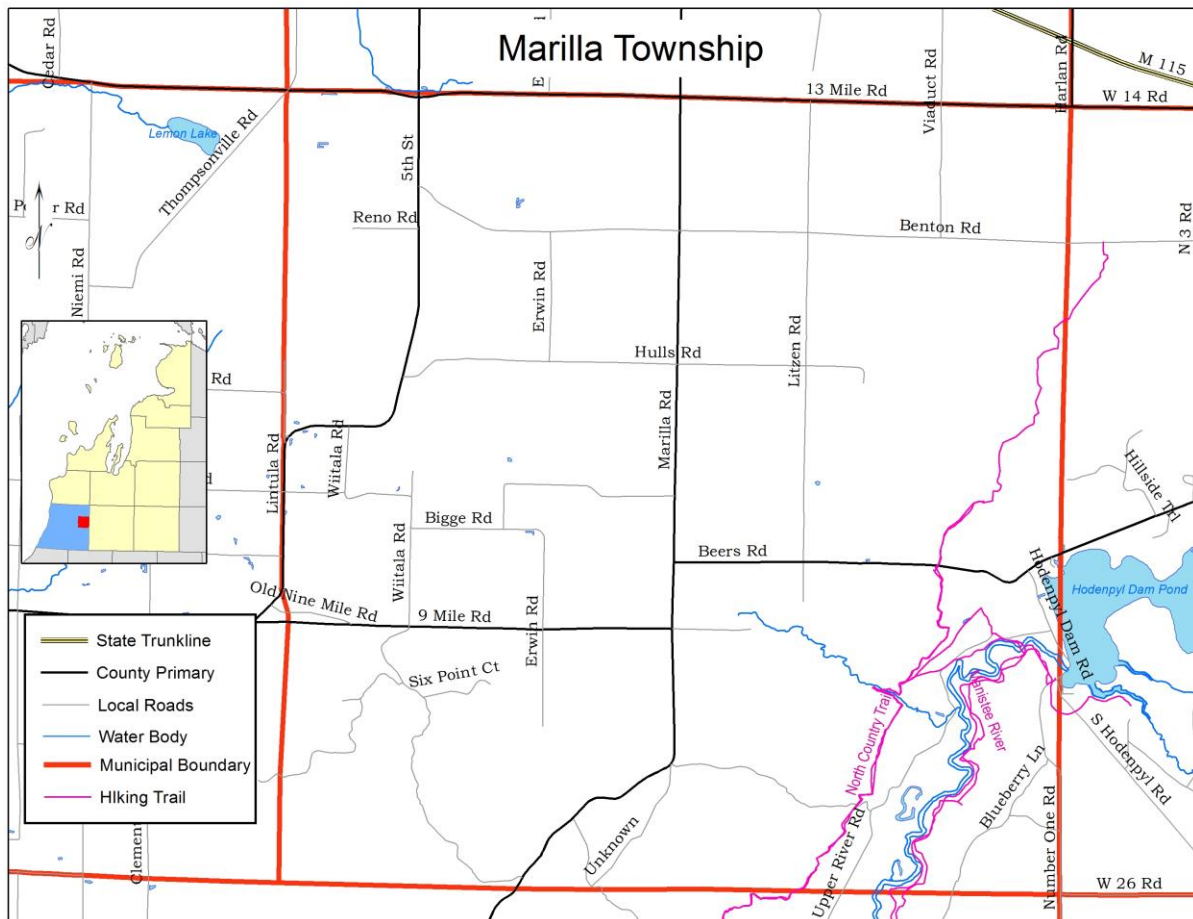
Documents:

Zoning Ordinance-

http://www.manisteecountymi.gov/index.php?option=com_docman&task=doc_download&gid=2741&Itemid=322

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 Onkama, 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 22nd, 2017

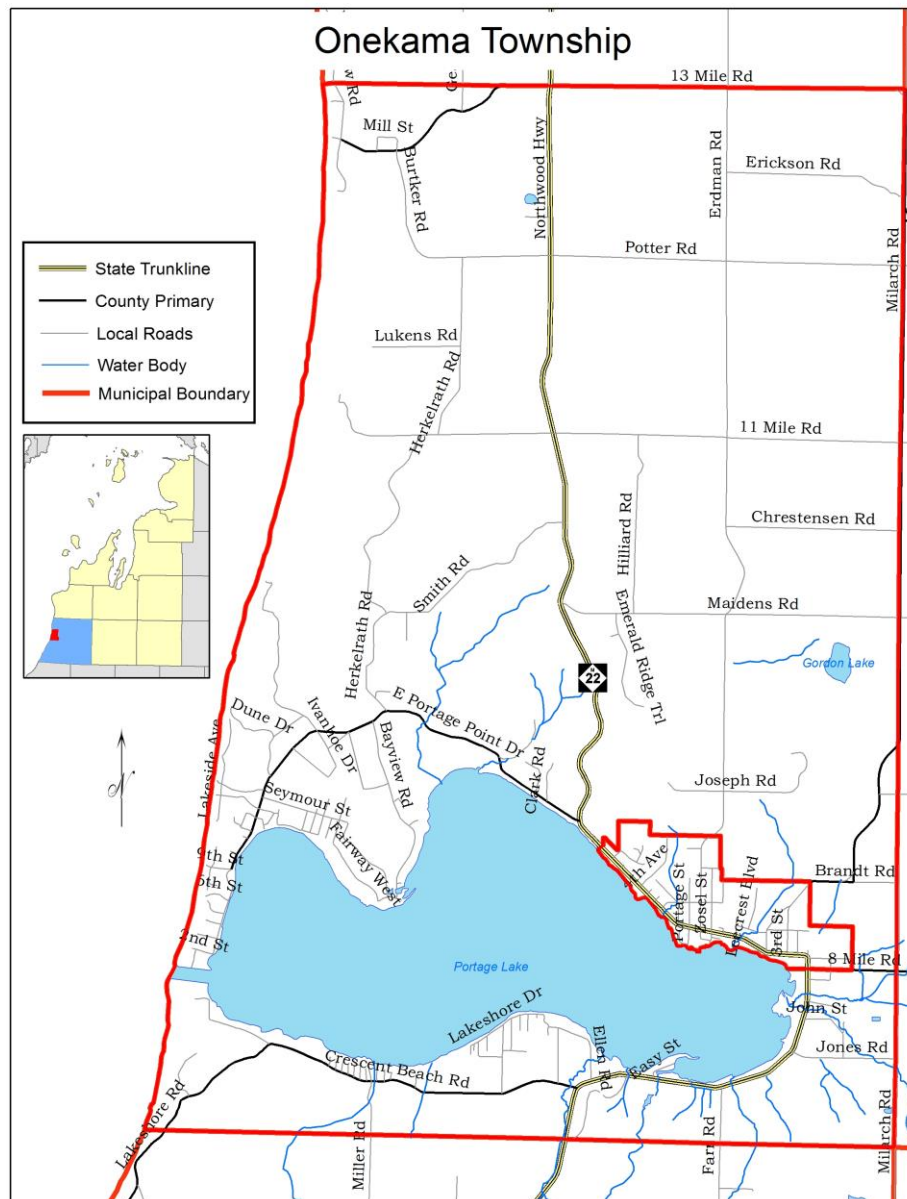
[illegible]

Onekama Township

Township Office	5435 Main Street PO Box 458 Onekama, Michigan 49675 231.889.3308 phone 231.889.5587 Fax onekamatwp@charterinternet.com
Office Hours	Monday, Tuesday, and Wednesday 9:00 a.m. to 2:00 p.m.
Website	http://www.onekama.info/township/
Supervisor	David Meister 231.889.3308 phone assessors@onekamatwp.org
Zoning Administrator	Kristine Philpot 231.889.3308 phone 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
Documents:	
Zoning Ordinance-	http://www.onekama.info/wp-content/uploads/2011/02/ONEKAMA-TOWNSHIP-ZONING-ORD2-24.pdf
Masterplan-	http://www.onekama.info/wp-content/uploads/2013/04/Onekama-Adopted-Master-Plan-2010.pdf

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-

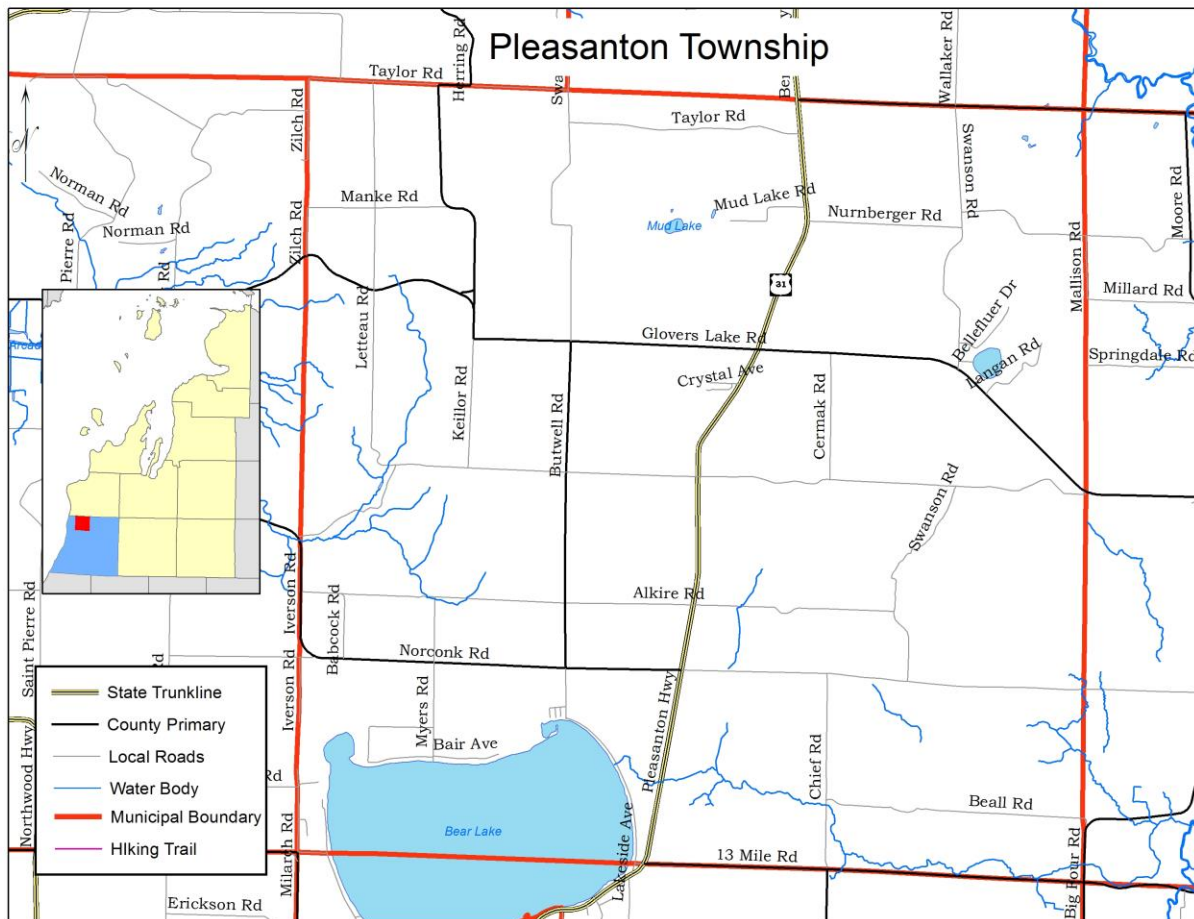
http://www.pleasantontownship.org/zoning_files/Pleasanton%20Township%20Zoning%20Ordinance%2020160607.pdf

Master Plan-

http://www.pleasantontownship.org/Minutes/Planning_Commission/MasterPlan9-15-14.pdf

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 Glovers 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>

Permits-

<http://www.springdaletownship.org/permits.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

Legend:

- State Trunkline
- County Primary
- Local Roads
- Water Body
- Municipal Boundary
- Hiking Trail

Map Labels:

N Manistee County Line Rd, Swanson Rd, Nurnberger Rd, Bellefleur Dr, Millard Rd, Springdale Rd, Woods Trl, Glovers Lake Rd, Leffew Rd, Plagany Rd, Cedar Rd, 13 Mile Rd, Healy Lake, Lemon Lake, Deer Rd, Read Rd, 5th St, 3rd St, 4th St, Beecher Ave, County Line St, Tomasek Rd, Vondra Rd, Thompsonville Rd, Kurick Rd, Dzuibanek Rd, Holly Dr, Psotka Rd, Willis Rd, Big Bear Rd, Big Four Rd, Worcenk Rd, Pak Rd, Healy Lake Rd, Tomasek Rd, Wells Rd, Hazen Rd, 11th St, 10th St, 9th St, 8th St, 7th St, 6th St, 5th St, 4th St, 3rd St, 2nd St, 1st St, 0th St, -1st St, -2nd St, -3rd St, -4th St, -5th St, -6th St, -7th St, -8th St, -9th St, -10th St, -11th St, -12th St, -13th St, -14th St, -15th St, -16th St, -17th St, -18th St, -19th St, -20th St, -21st St, -22nd St, -23rd St, -24th St, -25th St, -26th St, -27th St, -28th St, -29th St, -30th St, -31st St, -32nd St, -33rd St, -34th St, -35th St, -36th St, -37th St, -38th St, -39th St, -40th St, -41st St, -42nd St, -43rd St, -44th St, -45th St, -46th St, -47th St, -48th St, -49th St, -50th St, -51st St, -52nd St, -53rd St, -54th St, -55th St, -56th St, -57th St, -58th St, -59th St, -60th St, -61st St, -62nd St, -63rd St, -64th St, -65th St, -66th St, -67th St, -68th St, -69th St, -70th St, -71st St, -72nd St, -73rd St, -74th St, -75th St, -76th St, -77th St, -78th St, -79th St, -80th St, -81st St, -82nd St, -83rd St, -84th St, -85th St, -86th St, -87th St, -88th St, -89th St, -90th St, -91st St, -92nd St, -93rd St, -94th St, -95th St, -96th St, -97th St, -98th St, -99th St, -100th St, -101st St, -102nd St, -103rd St, -104th St, -105th St, -106th St, -107th St, -108th St, -109th St, -110th St, -111th St, -112th St, -113th St, -114th St, -115th St, -116th St, -117th St, -118th St, -119th St, -120th St, -121st St, -122nd St, -123rd St, -124th St, -125th St, -126th St, -127th St, -128th St, -129th St, -130th St, -131st St, -132nd St, -133rd St, -134th St, -135th St, -136th St, -137th St, -138th St, -139th St, -140th St, -141st St, -142nd St, -143rd St, -144th St, -145th St, -146th St, -147th St, -148th St, -149th St, -150th St, -151st St, -152nd St, -153rd St, -154th St, -155th St, -156th St, -157th St, -158th St, -159th St, -160th St, -161st St, -162nd St, -163rd St, -164th St, -165th St, -166th St, -167th St, -168th St, -169th St, -170th St, -171st St, -172nd St, -173rd St, -174th St, -175th St, -176th St, -177th St, -178th St, -179th St, -180th St, -181st St, -182nd St, -183rd St, -184th St, -185th St, -186th St, -187th St, -188th St, -189th St, -190th St, -191st St, -192nd St, -193rd St, -194th St, -195th St, -196th St, -197th St, -198th St, -199th St, -200th St, -201st St, -202nd St, -203rd St, -204th St, -205th St, -206th St, -207th St, -208th St, -209th St, -210th St, -211st St, -212nd St, -213rd St, -214th St, -215th St, -216th St, -217th St, -218th St, -219th St, -220th St, -221st St, -222nd St, -223rd St, -224th St, -225th St, -226th St, -227th St, -228th St, -229th St, -230th St, -231st St, -232nd St, -233rd St, -234th St, -235th St, -236th St, -237th St, -238th St, -239th St, -240th St, -241st St, -242nd St, -243rd St, -244th St, -245th St, -246th St, -247th St, -248th St, -249th St, -250th St, -251st St, -252nd St, -253rd St, -254th St, -255th St, -256th St, -257th St, -258th St, -259th St, -260th St, -261st St, -262nd St, -263rd St, -264th St, -265th St, -266th St, -267th St, -268th St, -269th St, -270th St, -271st St, -272nd St, -273rd St, -274th St, -275th St, -276th St, -277th St, -278th St, -279th St, -280th St, -281st St, -282nd St, -283rd St, -284th St, -285th St, -286th St, -287th St, -288th St, -289th St, -290th St, -291st St, -292nd St, -293rd St, -294th St, -295th St, -296th St, -297th St, -298th St, -299th St, -300th St, -301st St, -302nd St, -303rd St, -304th St, -305th St, -306th St, -307th St, -308th St, -309th St, -310th St, -311st St, -312nd St, -313rd St, -314th St, -315th St, -316th St, -317th St, -318th St, -319th St, -320th St, -321st St, -322nd St, -323rd St, -324th St, -325th St, -326th St, -327th St, -328th St, -329th St, -330th St, -331st St, -332nd St, -333rd St, -334th St, -335th St, -336th St, -337th St, -338th St, -339th St, -340th St, -341st St, -342nd St, -343rd St, -344th St, -345th St, -346th St, -347th St, -348th St, -349th St, -350th St, -351st St, -352nd St, -353rd St, -354th St, -355th St, -356th St, -357th St, -358th St, -359th St, -360th St, -361st St, -362nd St, -363rd St, -364th St, -365th St, -366th St, -367th St, -368th St, -369th St, -370th St, -371st St, -372nd St, -373rd St, -374th St, -375th St, -376th St, -377th St, -378th St, -379th St, -380th St, -381st St, -382nd St, -383rd St, -384th St, -385th St, -386th St, -387th St, -388th St, -389th St, -390th St, -391st St, -392nd St, -393rd St, -394th St, -395th St, -396th St, -397th St, -398th St, -399th St, -400th St, -401st St, -402nd St, -403rd St, -404th St, -405th St, -406th St, -407th St, -408th St, -409th St, -410th St, -411st St, -412nd St, -413rd St, -414th St, -415th St, -416th St, -417th St, -418th St, -419th St, -420th St, -421st St, -422nd St, -423rd St, -424th St, -425th St, -426th St, -427th St, -428th St, -429th St, -430th St, -431st St, -432nd St, -433rd St, -434th St, -435th St, -436th St, -437th St, -438th St, -439th St, -440th St, -441st St, -442nd St, -443rd St, -444th St, -445th St, -446th St, -447th St, -448th St, -449th St, -450th St, -451st St, -452nd St, -453rd St, -454th St, -455th St, -456th St, -457th St, -458th St, -459th St, -460th St, -461st St, -462nd St, -463rd St, -464th St, -465th St, -466th St, -467th St, -468th St, -469th St, -470th St, -471st St, -472nd St, -473rd St, -474th St, -475th St, -476th St, -477th St, -478th St, -479th St, -480th St, -481st St, -482nd St, -483rd St, -484th St, -485th St, -486th St, -487th St, -488th St, -489th St, -490th St, -491st St, -492nd St, -493rd St, -494th St, -495th St, -496th St, -497th St, -498th St, -499th St, -500th St, -501st St, -502nd St, -503rd St, -504th St, -505th St, -506th St, -507th St, -508th St, -509th St, -510th St, -511st St, -512nd St, -513rd St, -514th St, -515th St, -516th St, -517th St, -518th St, -519th St, -520th St, -521st St, -522nd St, -523rd St, -524th St, -525th St, -526th St, -527th St, -528th St, -529th St, -530th St, -531st St, -532nd St, -533rd St, -534th St, -535th St, -536th St, -537th St,

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-

<http://www.stronachtownship.net/wp-content/uploads/2015/05/Binder1.pdf>

Forms and Applications-

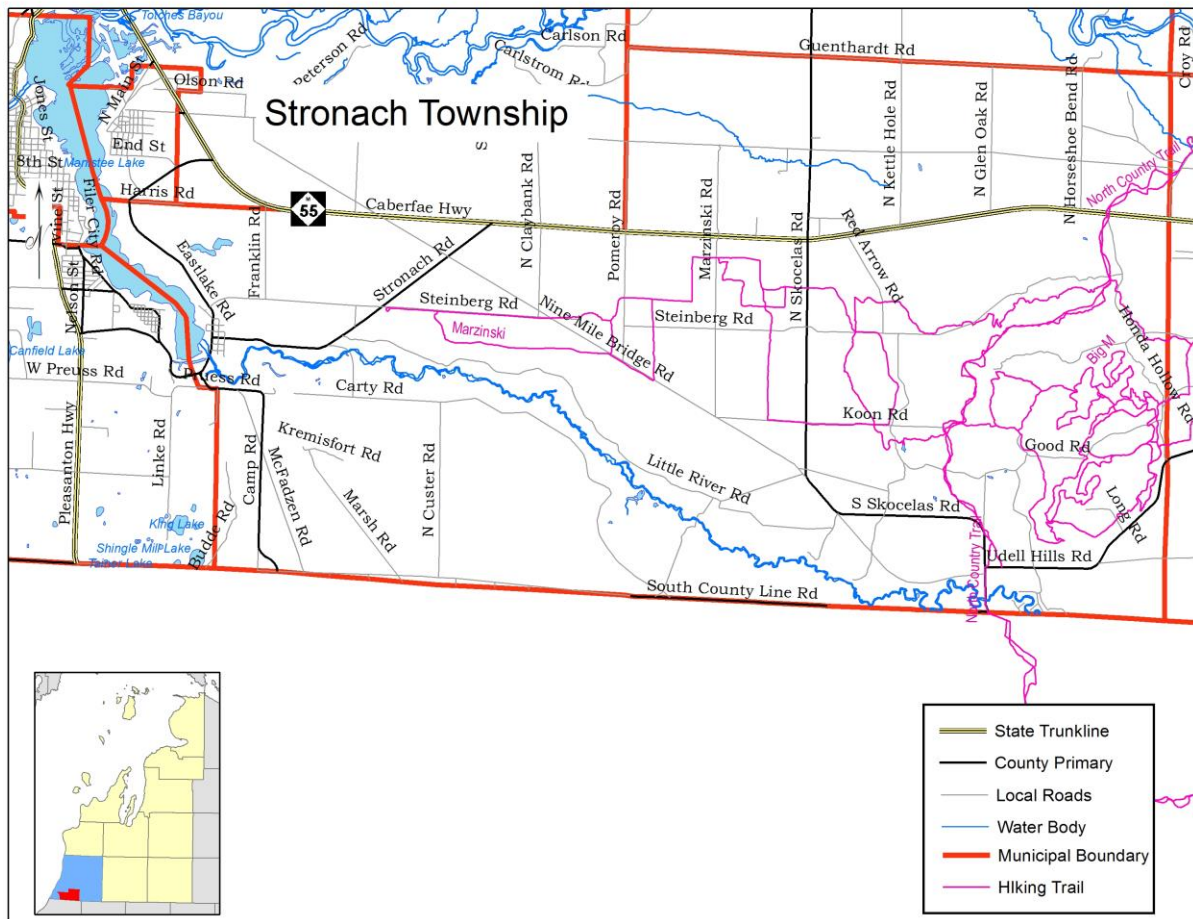
<http://www.stronachtownship.net/township/permits-forms-documents/>

Master Plan-

<http://www.stronachtownship.net/wp-content/uploads/2013/04/Stronach-Master-Plan-3-14-2013-compressed.pdf>

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



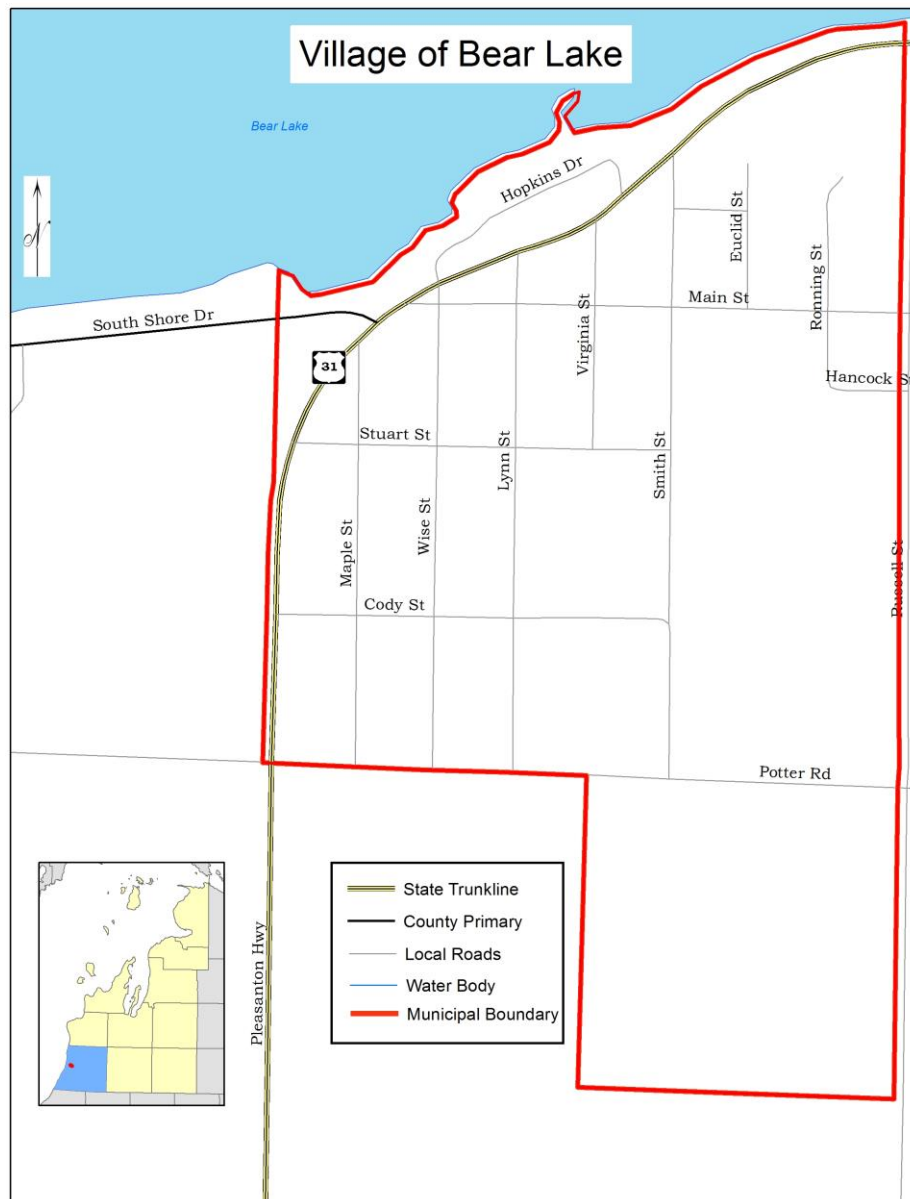
SECTION III – Village & City Permitting & Zoning Process

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/
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

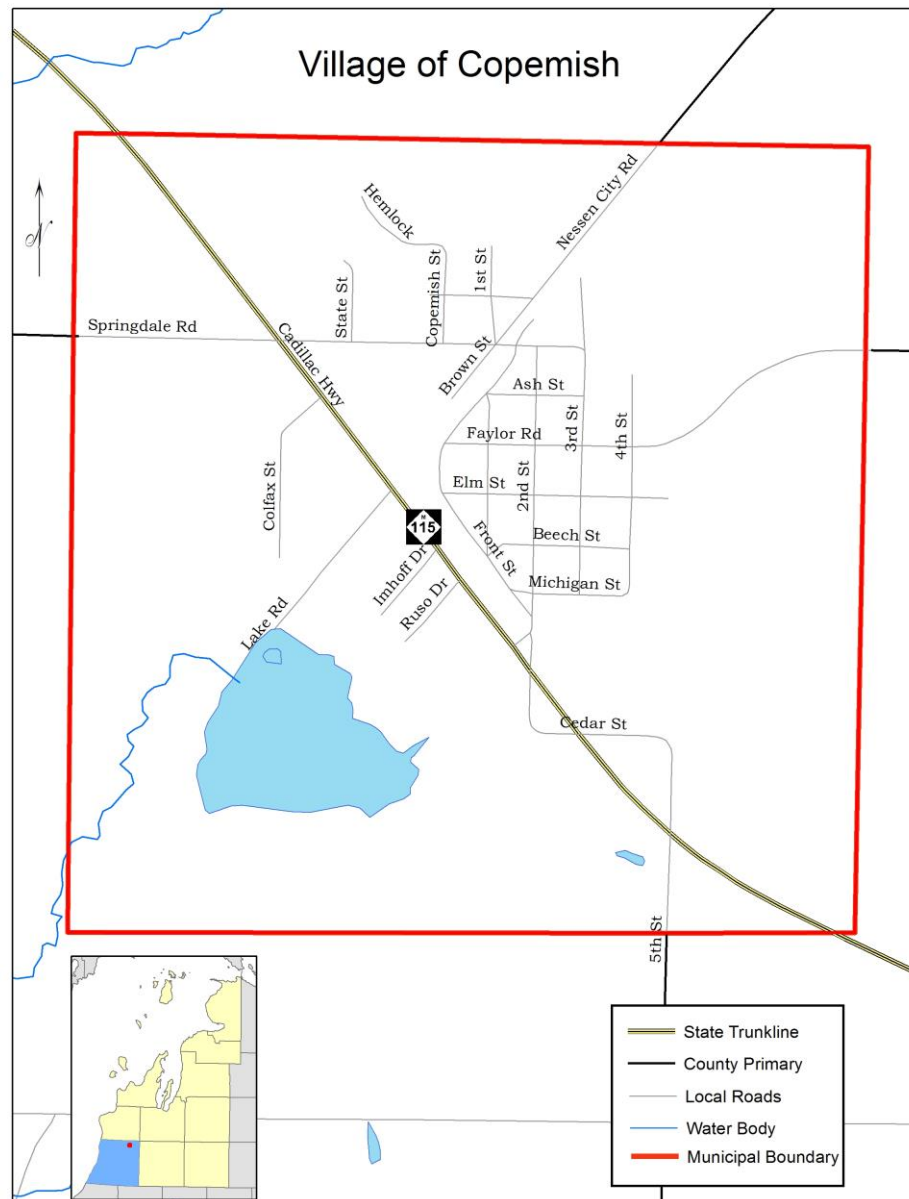


Village of Copemish

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

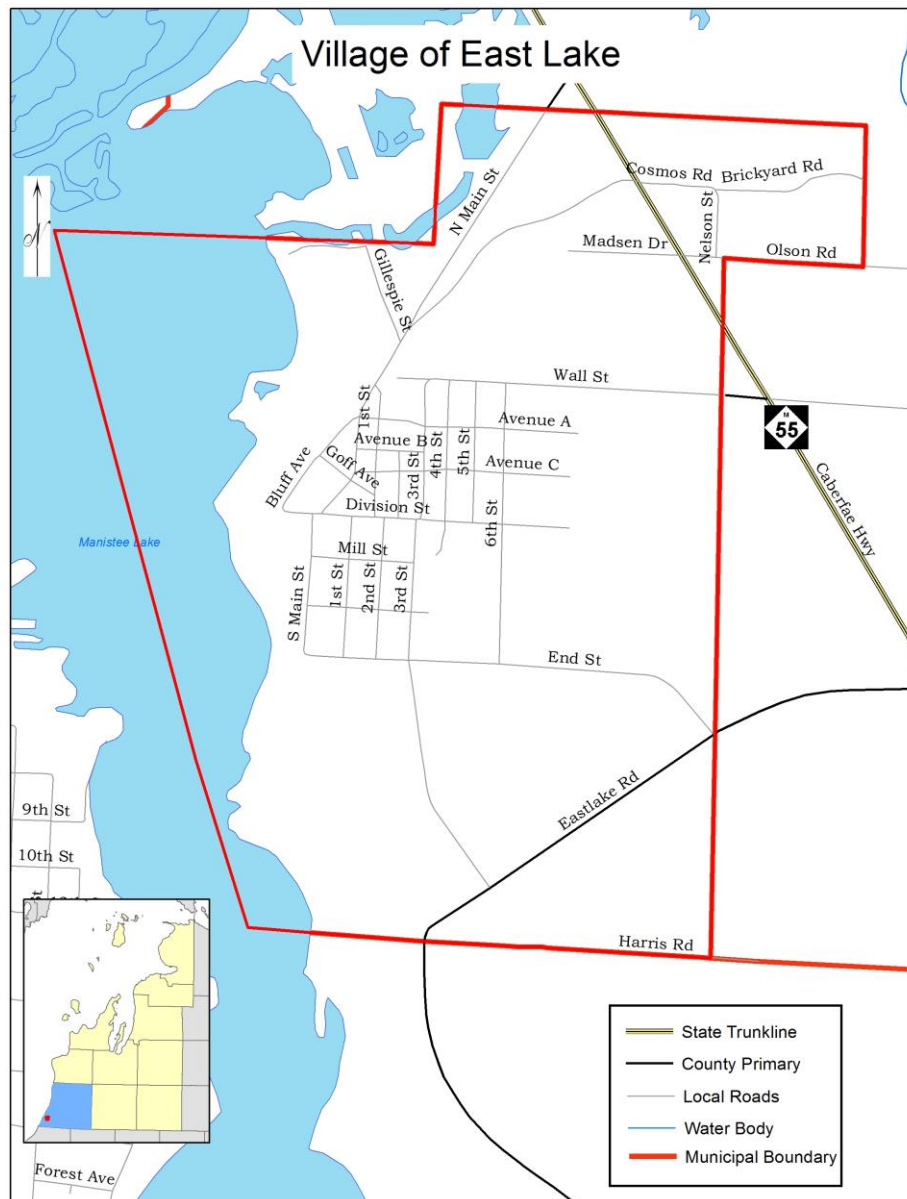


Village of Eastlake

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-	http://www.networksnorthwest.org/userfiles/profiles/files/160/2013%20Eastlake%20Zoning%20Ordinance%2011-13-2013.pdf
Zoning Map-	http://www.networksnorthwest.org/userfiles/profiles/files/150/Draft%20Eastlake%20Zoning%20Map%2011%20x%2017.pdf
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 Eastlake Map



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 <http://villageofkaleva.com/>

Village President Kim Somsel
231.362.3366 phone

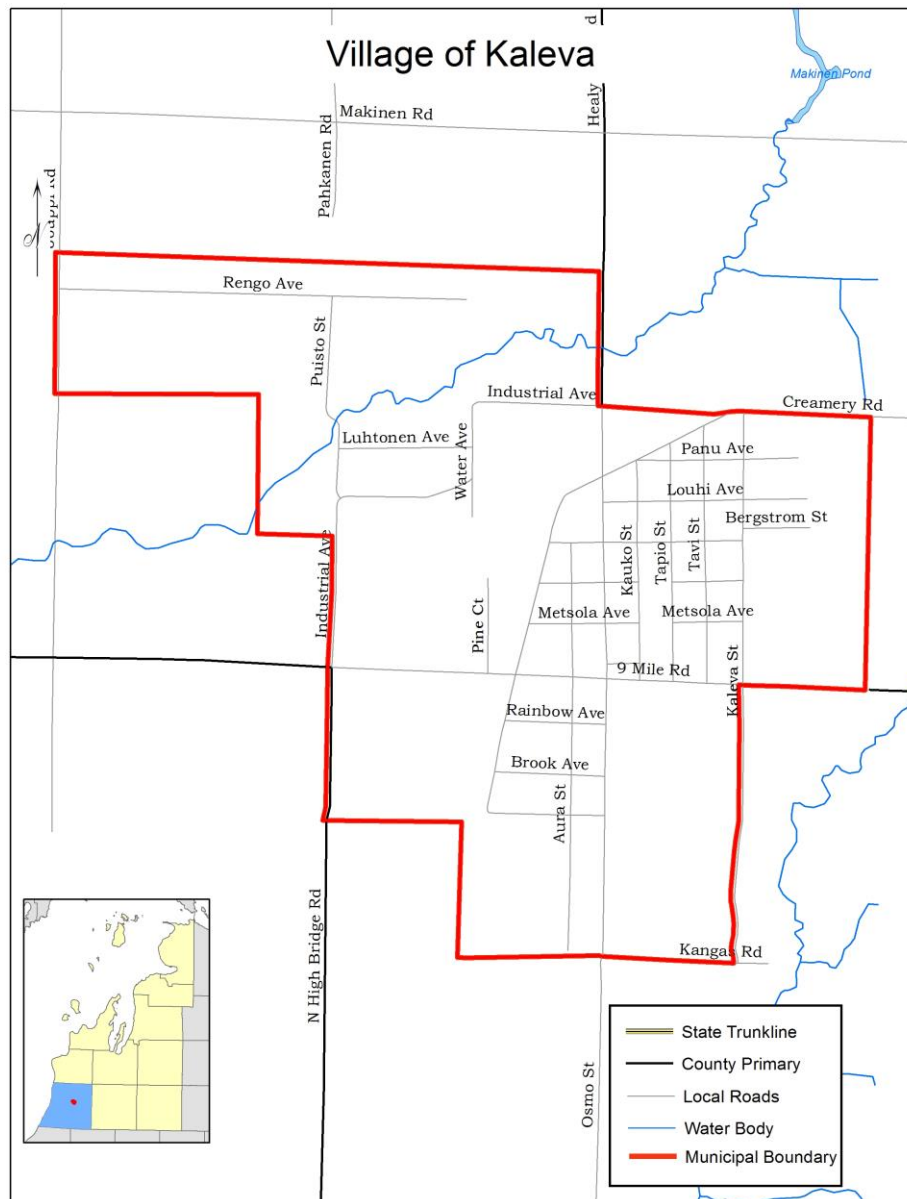
Zoning Administrator Karla Kasten
231.362.3366 phone

Documents:

Zoning Ordinance-
http://www.manisteecountymi.gov/index.php?option=com_docman&task=doc_download&gid=2739&Itemid=322

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

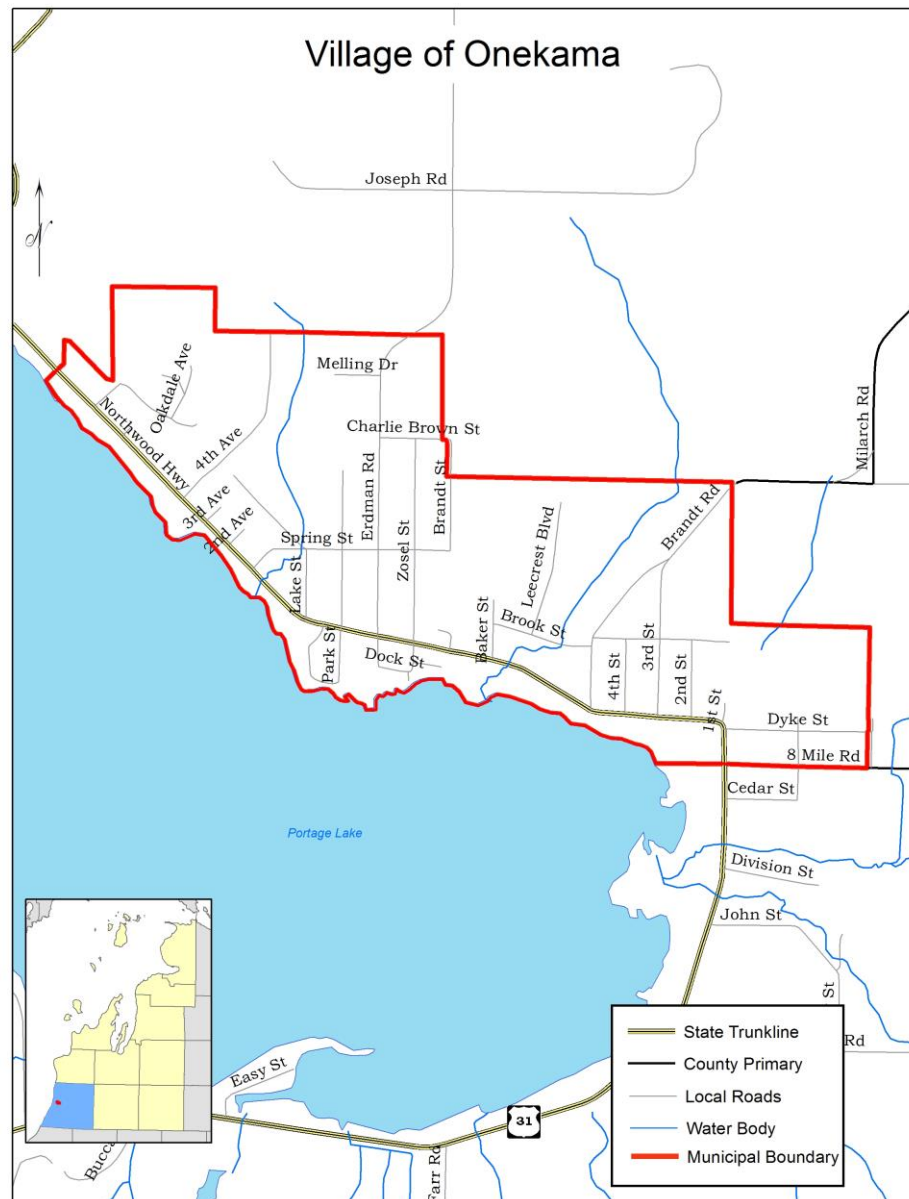


Village of Onekama

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-	http://www.onekama.info/wp-content/uploads/2011/01/2016-Amended-Onekama-Village-Zoning-Ordinance-FinalFinalFinal.pdf
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:

Zoning Ordinance-
<http://www.manisteemi.gov/149/Zoning-Ordinance>

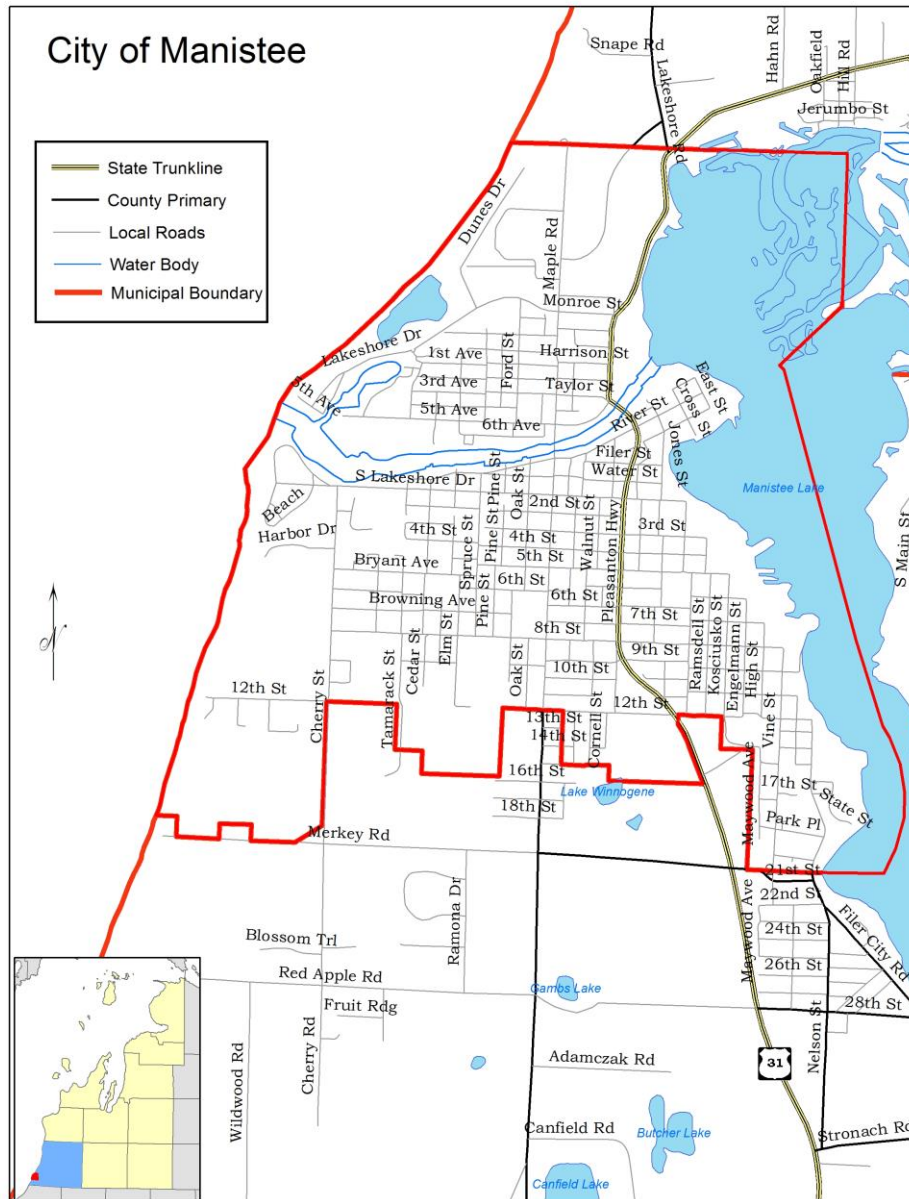
Zoning Map-
<http://www.manisteemi.gov/DocumentCenter/Home/View/357>

Master Plan-
<http://www.manisteemi.gov/DocumentCenter/View/2949>

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

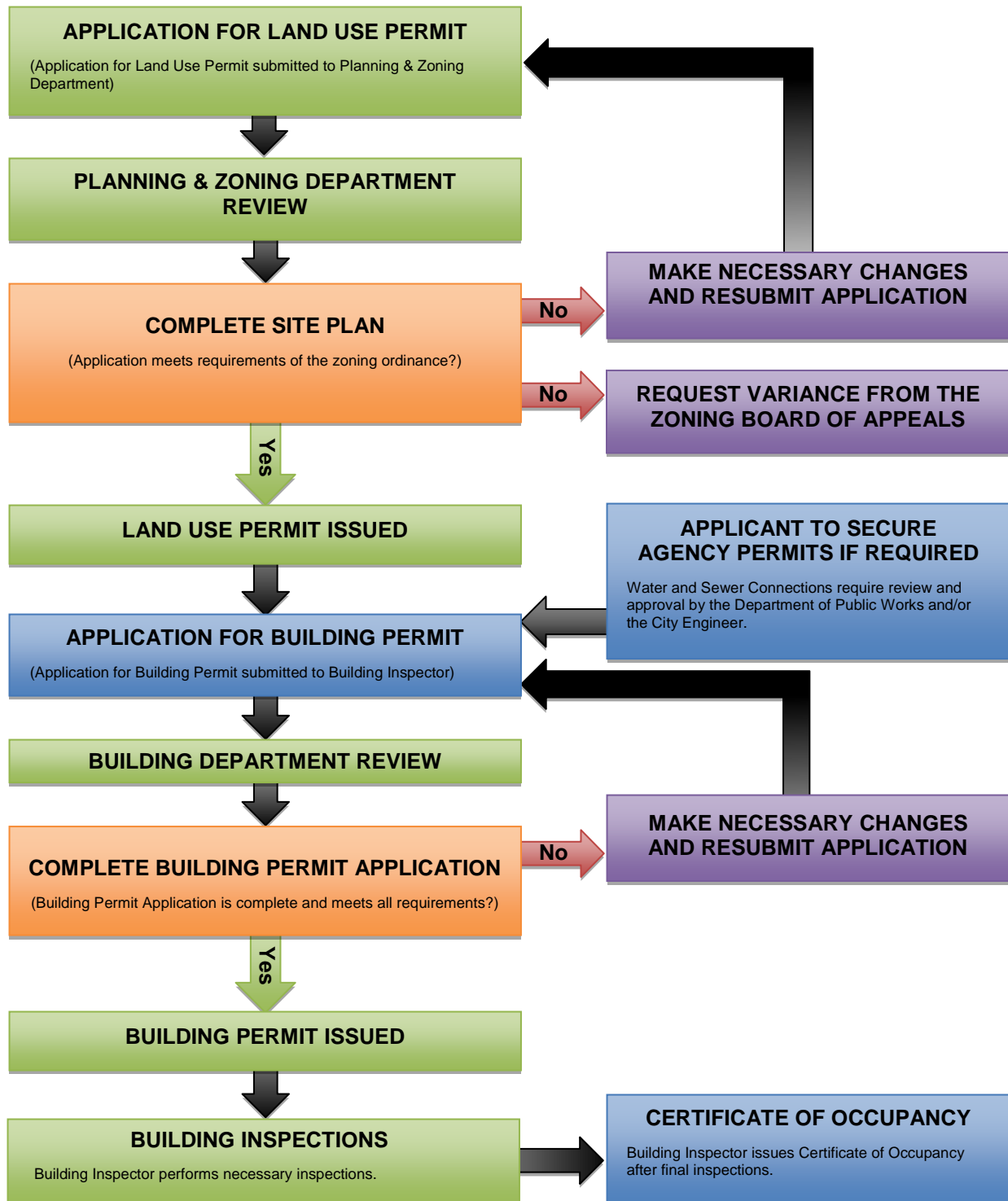
This guide to permitting and zoning was completed through the best efforts of staff working with local officials to determine jurisdiction-specific policy and processes associated with development. If the information contained herein needs to be updated or expanded, please contact the Northwest Michigan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

City of Manistee Map



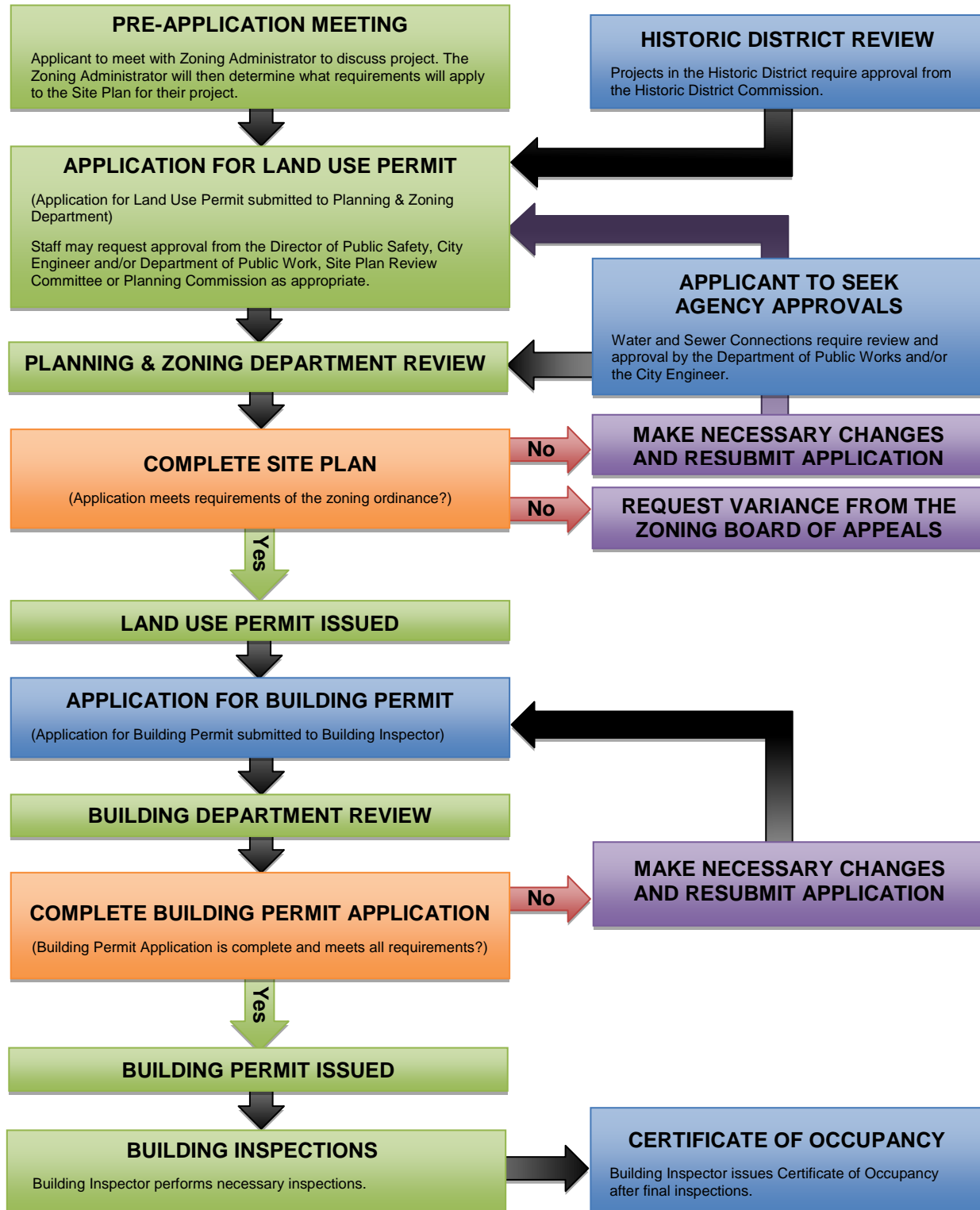
City of Manistee Land Use & Building Permits Review Flow Chart

For Residential Buildings (Basic Site Plan)



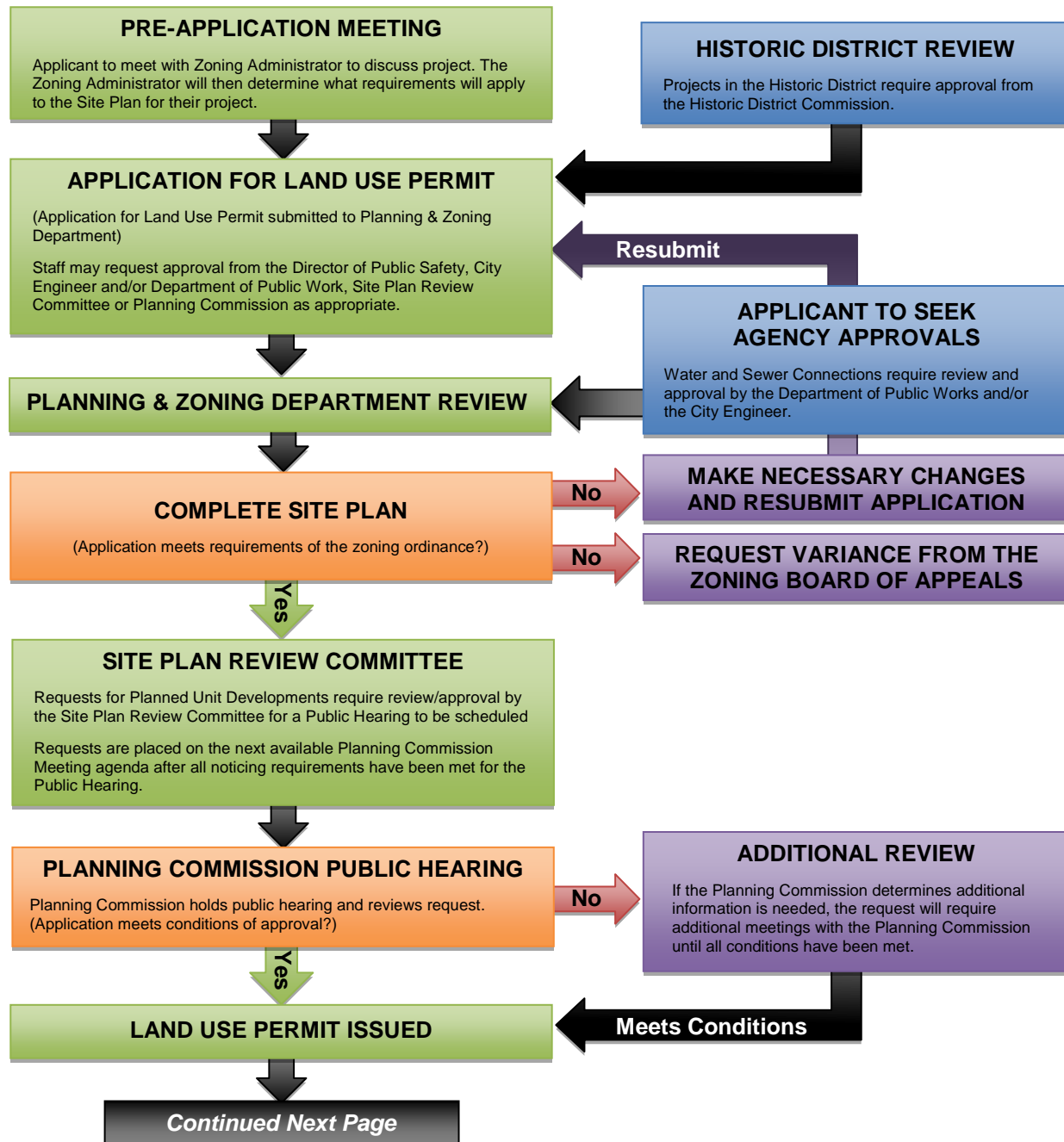
City of Manistee Land Use & Building Permits Review Flow Chart

For Commercial Buildings (Medium Site Plan)



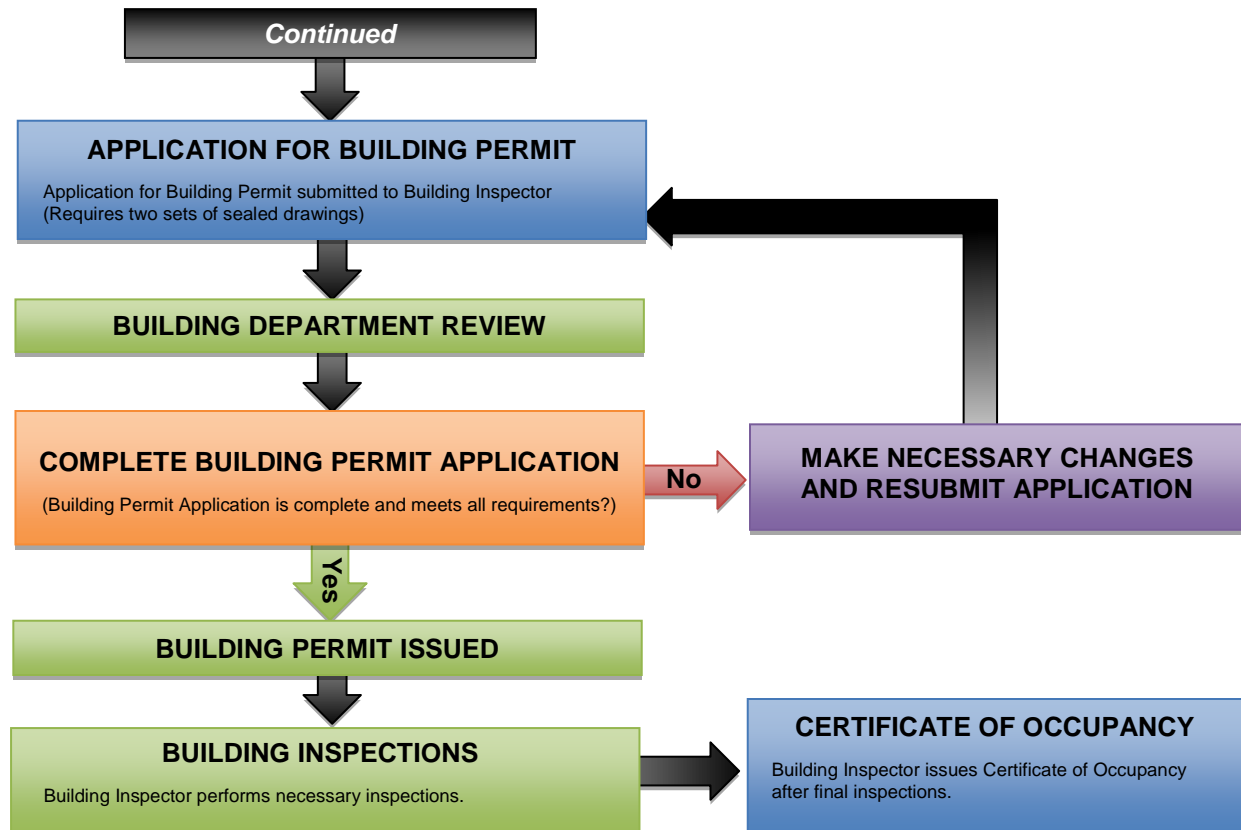
City of Manistee Land Use & Building Permits Review Flow Chart

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



City of Manistee Land Use & Building Permits Review Flow Chart

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



*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:

http://www.manisteecounty.com/index.php?option=com_content&view=article&id=75&Itemid=126

Brownfield Redevelopment Authority

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

http://www.manisteecountymi.gov/index.php?option=com_docman&task=doc_download&gid=2019&Itemid=186

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)

District 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