2017 Guide to Permitting and Zoning

Antrim County

Created and Produced by:
Networks Northwest, Northern Lakes Economic Alliance &
Antrim County

In Cooperation With:
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 Antrim County is the result and collaboration of stakeholders in Northwest Lower Michigan to assist individuals and businesses involved with construction and development projects.

The primary goals of the Guide are to both act as a quick reference as well as educate individuals, seasoned contractors, and developers with the know-how needed to access critical information in the approval process prior to applying for permits or undertaking a project within a county or municipality. The applicant or contractor should always contact the local Zoning Administrator, plan reviewer, or permit agent of the various agencies prior to beginning a project.

The Guide is not intended to be a “Do-It-Yourself” tool. Each project is different and following the flowcharts included in the Guide does not guarantee that a permit or approval will be issued at the end of the process. Applicants and Contractors are encouraged to seek the assistance of local professionals who have experience in dealing with the requirements of permits and approvals.

An understanding of the permitting and approval process will improve the efficiency of the process for both the private and public sector, in return creating a more successful project from the onset. More introductory information on the planning and zoning process is available in the New Designs For Growth A Citizen’s Guide to Planning & Zoning, which can be found at: www.nwm.org/citizensguide-planning
Northwest Michigan Regional Prosperity Plan

The Framework for Our Future: A Regional Prosperity Plan for Northwest Michigan is a regional resource for communities working to meet local goals. The Framework was developed, with participation from a broad range of community leaders, stakeholders, and the public, as part of Michigan’s Regional Prosperity Initiative. It includes a wealth of information and tools that all parts of the community – the public, community leaders, businesses, nonprofits, public agencies, and statewide stakeholders – can use to supplement their local deliberation, planning, and decision-making processes.

The Framework is a starting point for community discussions and action around important community development issues. While it does not, and cannot, comprehensively address the enormous breadth of community data and issues associated with these issues, ongoing community participation, deliberation, and action will help to make this document a valuable resource that can support community planning and action over the long term.
Related Links:

Networks Northwest
www.nwm.org/

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

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

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

Flowchart Legend

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

*NOTE – The flowcharts included in this guide are for educational purposes on the general process (i.e. permitted uses) and following them does not guarantee a permit or approval. Please use contact information provided for each municipality included in this document for specific permitting direction.
As you can see from the zoning map shown above, there are 5 incorporated villages and 7 townships that are zoned in Antrim County, while 8 townships have no zoning.
**Antrim County Permitting & Zoning: Special Requirements**

There are a few requirements that affect building/development activities in certain areas of the county, even where there is no zoning ordinance.

- The County Building department recommends building 10 feet from the property line, but this is not a requirement.

- If developing within 500 feet from a lake, river, or regulated wetland, developers have to get a soil erosion permit from county.

- There is a special building ordinance if you are within a 10 mile radius of an airport. The ordinance limits the height of a building – developer must go to the airport for a special permit. 18 page Airport Ordinance located on the county website: [www.antrimcounty.org/downloads/airport_zoning_ordinance_3.pdf](http://www.antrimcounty.org/downloads/airport_zoning_ordinance_3.pdf)

- State requires a special permit for building within 500 feet of the Jordan River. Applicants must go to the committee and get a permit. Contact: DNRE Zoning Administrator Brian Bury @ 989-732-3541 x 5088.

- If you build within Lakes of the North ([www.lakesofthenorth.com/](http://www.lakesofthenorth.com/)), the association has their own rules and regulations related to building activities. This is not a zoning requirement, but it does affect what and where you can build.

Other than the items listed above, if developer builds or develops in an Antrim County township or village with no zoning ordinance, developer must garner a building permit only.
SECTION II – Township Permitting & Zoning Process
**Banks Township**

Township Office
6520 Center Street  
PO Box 68  
Ellsworth, Michigan 49729  
231.588.6126 phone  
231.588.2079 fax  
clerk@bankstownship.net

Office Hours
No regular hours

Website
[www.bankstownship.net](http://www.bankstownship.net)

Supervisor
Thomas Mann  
231.676.3800 phone  
thomasmann@charter.net

Assessor
Amy Jenema  
231.632.3529 phone  
assessoramy@gmail.com

Zoning Administrator
Andrew Veenstra  
231.599.2647 phone  
zoning@bankstownship.net

Documents

Zoning Ordinance-
[http://www.bankstownship.net/ZoningOrdinanceNov15.pdf](http://www.bankstownship.net/ZoningOrdinanceNov15.pdf)

Forms & Applications-
[http://www.bankstownship.net/forms.html](http://www.bankstownship.net/forms.html)
Banks Township Map
Central Lake Township

Township Office
1622 North M-88 Highway
PO Box 748
Central Lake, Michigan 49622
clerk@centrallaketownship.com
231.544.6687 phone
231.544.1114 fax

Office Hours
Officials can be contacted during their office hours

Website
http://www.centrallaketownship.org/

Supervisor
Stanley Bean
231-649-8244 phone
Tuesday and Thursday: 9:00 A.M. – 12:00 P.M.

Assessor
Jim Keller
231.584.2150 phone
Office Hours: Wednesday and Thursday 9:00 a.m. to 2:30 p.m.

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.
Central Lake Township Map
Chestonia Township

Township Office
5845 Alba Highway
Alba, Michigan 49611
231.584.3222 phone

Office Hours
No regular hours

Website
https://www.michigantownships.org/twp_details.asp?fips=15380

Supervisor
Gerald Averill
PO Box 295
Alba MI 49611
Alba, Michigan 49611
(231) 584-3222 phone

Assessor
Jim Keller
231.584.2150 phone

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Chestonia Township Map
### Custer Township

| Township Office          | 2949 Alden Highway  
<table>
<thead>
<tr>
<th></th>
<th>Mancelona, Michigan 49659</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office Hours</td>
<td>No regular hours</td>
</tr>
<tr>
<td>Website</td>
<td><a href="http://www.custertownshipantrim.org/">http://www.custertownshipantrim.org/</a></td>
</tr>
<tr>
<td>Supervisor</td>
<td>Roxann Flake</td>
</tr>
<tr>
<td></td>
<td>P.O Box 606</td>
</tr>
<tr>
<td></td>
<td>Mancelona, Michigan 49659</td>
</tr>
<tr>
<td></td>
<td>231.587.5363 phone</td>
</tr>
<tr>
<td>Assessor</td>
<td>Robert Logee</td>
</tr>
<tr>
<td></td>
<td>P.O. Box 193</td>
</tr>
<tr>
<td></td>
<td>Alden, Michigan 49612</td>
</tr>
<tr>
<td></td>
<td>231.331.7303 phone</td>
</tr>
</tbody>
</table>

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Custer Township Map
**Echo Township**

**Township Office**
1720 Six-Mile Lake Road  
East Jordan, Michigan 49727  
231.544.6269 phone

**Office Hours**
No regular hours

**Website**
https://www.michigantownships.org/twp_details.asp?fips=24640

**Supervisor**
William Derenzy  
4954 West Old State Road  
Central Lake, Michigan 49622  
231.544.6100 phone

**Assessor**
Amy Jenema  
231.632.3529 phone  
assessoramy@gmail.com
Echo Township Map
Elk Rapids Township

Township Office
315 Bridge Street
PO Box 365
Elk Rapids, Michigan 49629
231.264.9333 phone
231.264.6676 fax
cboals@elkrapids.com

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

Website
www.elkrapids.com

Supervisor
Dorance Amos
231.264.9333 phone
bwhite@elkrapids.com

Zoning Administrator
Leonard Harrett
231.264.9333 (extension 115) phone
231.264.6965 phone
zonead@elkrapids.com

Assessor
KARLEEN HELMREICH
PO BOX 365
ELK RAPIDS, MI 49629
231.264.9333
WEDNESDAYS 9 - 3

Documents

Zoning Ordinance-

Applications and Forms-
http://elkrapids.com/Township/H-download.htm

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.
Elk Rapids Township Map
Forest Home Township

Township Office 321 North Bridge Street
PO Box 317
Bellaire, Michigan 49615
231.533.8003 phone
231.533.5067 fax

Office Hours No regular hours

Website www.foresthometwp.com

Supervisor/ Terry Smith
Zoning Administrator 231.533.8003 phone

Assessor Bob Logee
231.331.7303 phone

Documents


Applications and 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.
Forest Home Township Map
Helena Township

Township Office
P.O. Box 177
8751 Helena Road
Alden, Michigan 49612
231.331.4643 phone
231.331.6713 fax

Office Hours
Monday through Thursday, 9:00 a.m. to 12:00 p.m.

Website
http://www.helenatownship.com/

Supervisor
Rick Teague
231.331.4643 phone
supervisor@helenatownship.com

Assessor
Bob Logee
231.331.7303 phone
assessor@helenatownship.com

Zoning/Permits
Guy Molby
231.331.7303 phone
zoning@helenatownship.com

Documents

Zoning Ordinance-
http://www.helenatownship.com/wp-content/uploads/2016/03/ZO-12-17-2016-FINAL-.pdf

Applications and 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.
Helena Township Map
## Jordan Township

| Township Office | 2647 Mount Bliss Road  
| East Jordan, Michigan  49727 |
| --- | --- |
| Office Hours | No regular hours |
| Website | [http://www.jordantwp.org/](http://www.jordantwp.org/) |
| Supervisor | Tim Morris  
| 981 Morris Road  
| East Jordan, Michigan 49727  
| 231.536.7413 phone |
| Assessor | Jim Keller  
| 231.584.2150 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.
Jordan Township Map
Kearney Township

Township Office 202 North Bridge Street
PO Box 51
Bellaire, Michigan 49615
kearneytwp@live.com
231.533.5719 phone
231.533.5290 fax

Office Hours no regular hours

Website  http://www.kearneytownship.org/

Supervisor Ed Niepoth
231.350.7733 phone

Assessor Karleen Helmreich
231.533.5811 phone

Zoning Administrator Dan Hiltz
231.533.5811 office

Documents


Applications and Forms-
http://www.kearneytownship.org/zoning/KEARNEY-TOWNSHIP-ZONING-APPLICATION.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.
Kearney Township Map
Mancelona Township

Township Office
9610 South M-88 Highway
PO Box 332
Mancelona, Michigan 49659
231.587.8651 phone
231.587.0708 fax

Office Hours
Monday through Friday 8:30 a.m. to 1:00 p.m.

Website
http://www.mancelonatownship.com/

Supervisor
Chuck Johnson
231.587.8651 phone

Assessor
Amy Jenema
Dawn Plude, Deputy
231.587.4737 phone
assessoramy@gmail.com

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.
Mancelona Township Map
**Milton Township**

Township Office  
7023 Cherry Ave  
PO Box 309  
Kewadin, Michigan 49648  
231.264.6612 phone  
231.264.6728 fax

Office Hours  
Monday through Wednesday: 8:30 a.m. to 3:30 p.m.

Website  
[http://www.miltontownship.org/index.html](http://www.miltontownship.org/index.html)

Supervisor  
Lon Bargy  
231.264.5190 phone

Assessor  
Amy Jenema  
231.264.6100 phone  
[assessoramy@gmail.com](mailto:assessoramy@gmail.com)  
Hours: Wednesday. 8:30 a.m. to 4:00 p.m.

Zoning Administrator  
Chris Weinzapfel  
231.264.6697 phone  
[miltonzoning@gmail.com](mailto:miltonzoning@gmail.com)  
Hours: Monday through Friday 7:00 a.m. to 3:00 p.m.

Documents

Zoning Ordinance-  

Applications and Forms-  
[http://www.miltontownship.org/forms.html](http://www.miltontownship.org/forms.html)

Zoning Application:  

Zoning Permit:  

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Milton 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.
Star Township Map
Torch Lake Township

Township Office
2355 North US-31
PO Box 713
Eastport, Michigan 49627
231.599.2036 phone
231.599.2981 fax

Office Hours
Monday, Wednesday & Friday 9:00 a.m. to 12:00 pm.

Website
http://www.torchlaketownship.org/index.htm

Supervisor
Alan Martel
231.599.2981 phone
Fax: 231.599.2981
 supervisor@torchlaketownship.org
Office hours by appointment

Assessor
Amy Jenema
assessor@torchlaketownship.org
231.632.3529 phone
Office hours by appointment

Zoning Administrator
Josh Vey
zoningadministrator@torchlaketownship.org
231.599.2036 phone
Office Hours Tuesday & Thursday from 8:00 am to 3:00 pm (and by appointment)

Documents

Zoning Ordinance-
http://www.torchlaketownship.org/forms_torch_lake/Zoning_Ordinance.PDF

Other Ordinances-
http://www.torchlaketownship.org/torch_lake_township_%20pending_and_new_ordinances.htm

Applications and Forms-
http://www.torchlaketownship.org/torch_lake_township_forms_and_applications.htm

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.
Torch Lake Township Map
Warner Township

Township Office
2434 Ray Street
PO Box 176
Elmira, Michigan 49730
231.546.3568 phone

Office Hours
No regular hours

Website
https://www.michigantownships.org/twp_details.asp?fips=83300

Supervisor
Martin Franckowiak
2174 Dobleski Road
Elmira, Michigan 49730
989.858.3818 phone

Assessor
Amy Jenema
231.632.3529 phone
assessoramy@gmail.com

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.
Warner Township Map
SECTION III – Village Permitting & Zoning Process
Village of Bellaire

Village Office
202 North Bridge Street
PO Box 557
Bellaire, Michigan 49615
231.533.8213 phone
231.533.4183 fax
vlgclerk@bellairemichigan.com

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

Website
http://www.bellairemichigan.com/

President
David Schulz
231.533.8213 phone
vlgpres.dschulz@bellairemichigan.com
Hours: Thursday 2:00 p.m. to 4:00 p.m.

Zoning Administrator
Lori Luckett
231.533.8213 phone
vlgclerk@bellairemichigan.com

Documents:

Zoning Ordinance:

Applications & Forms
http://www.bellairemichigan.com/zoning_permits.html
Fence Permit Application
Land Division Permit Application
Land Use Permit Application (for a single family residence, shed, etc.)
Planned Unit Development Application
Sign Permit Application
Special Use Permit Application
Change of Use Permit
Demand for Appeal Form
Nonconforming Use Classification - Class A
Petition to Amend the 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 Bellaire Map
Village of Bellaire Permitting Process Flowchart

Land Use Permits

(For single family, duplexes and accessory structures permitted by right in the zoning ordinance)

APPLICATION

(A Site Plan shall accompany each Application, and should include lot dimensions, all structures on the parcel, setbacks, and proposed structures)

*NOTE: This does not need to be an engineering drawing

ZONING ADMINISTRATOR REVIEW

(Applications are reviewed and permits issued within 7 working days. ZA verifies that all Agency Permits have been Secured)

APPLICATION MEETS REQUIREMENTS OF THE ZONING ORDINANCE

ZA GRANTS LAND USE PERMIT

APPLICATION FOR BUILDING PERMIT (SEE SECTION IV)

(Antrim County Building Department)

APPLICANT TO SECURE AGENCY PERMITS IF REQUIRED (SEE SECTION IV)

(Health Department, Soil Erosion, Road Commission/MDOT, DPW, MDEQ, Etc.)

ZONING BOARD OF APPEALS

(Applicant may appeal within 30 days of the decision of the ZA to the ZBA)

*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.
**Village of Central Lake**

Village Office 1622 North M-88 Highway  
PO Box 368  
Central Lake, Michigan 49622  
231.544.6483 phone  
231.544.2218 fax  
vclk@charterinternet.com

Office Hours Monday-Thursday - 7:45 a.m. to 3:45 p.m.


President Larry Eckhardt  
231.544.6483 phone

Zoning Administrator Scott Barrett  
231.544.6483 phone

Documents:

(Ordinance contents also available by section)

Applications, Permits and forms- [http://www.centrallakemi.org/?page_id=13](http://www.centrallakemi.org/?page_id=13)  
Fence Permit Application  
Land Use Zoning Permit Application  
Sign Permit Application  
Special Use Zoning Permit Application  
Zoning Ordinance Fee Schedule


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 Central Lake Map
Village of Central Lake Permitting Process Flowchart

Land Use Permits

(For single family, duplexes and accessory structures permitted by right in the zoning ordinance)

*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.
**Village of Elk Rapids**

Village Office  
315 Bridge Street  
PO Box 398  
Elk Rapids, Michigan 49629  
231.264.9274 phone  
231.264.6337 fax

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

Website  

President  
James Janisse  
231.313.7380 phone  
vllgclerk@elkrapids.org

Zoning Administrator  
Steven Ravezzani  
231.264.9274 phone  
vllgzoning@elkrapids.org

Documents:

Zoning Code-  

Applications and Forms-  
Village of Elk Rapids Map
**Village of Elk Rapids Permitting Process Flowchart**

**Land Use Permits**

(For single family, duplexes and accessory structures permitted by right in the zoning ordinance)

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**APPLICATION**

(A Site Plan shall accompany each Application, and should include lot dimensions, all structures on the parcel, setbacks, and proposed structures)

*NOTE: This does not need to be an engineering drawing*

---

**APPLICANT TO SECURE AGENCY PERMITS IF REQUIRED**

(See Section IV)

(Health Department, Soil Erosion, Road Commission/MDOT, DPW, MDEQ, Etc.)

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**ZONING ADMINISTRATOR REVIEW**

(Applications are reviewed and permits issued within 7 working days. ZA verifies that all Agency Permits have been Secured)

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**APPLICATION MEETS REQUIREMENTS OF THE ZONING ORDINANCE**

Yes

No

**ZA GRANTS LAND USE PERMIT**

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**APPLICATION FOR BUILDING PERMIT**

(See Section IV)

(Antrim County Building Department)

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**ZONING BOARD OF APPEALS**

(Applicant may appeal within 30 days of the decision of the ZA to the ZBA)

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*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.*
**Village of Ellsworth**

Village Office
6520 Center Street
PO Box 265
Ellsworth, Michigan  49729
231.588.7411 phone
231.588.2079 fax
office@villageofellsworth.com

Office Hours
No regular hours

Website
http://villageofellsworth.com/

President
Hugh Campbell

Zoning Administrator
Andrew Veenstra

Forms and applications to:
11712 Atwood Rd.
Ellsworth, Michigan  49729
231.599.2647 phone

Documents:

Zoning Ordinance-

Other Ordinances and Documents:
http://villageofellsworth.com/village-infomation

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 Ellsworth Map
**Village of Ellsworth Permitting Process Flowchart**

**Land Use Permits**

(For single family, duplexes and accessory structures permitted by right in the zoning ordinance)

- **APPLICATION**
  - (A Site Plan shall accompany each Application, and should include lot dimensions, all structures on the parcel, setbacks, and proposed structures)
  - *NOTE: This does not need to be an engineering drawing*

- **ZONING ADMINISTRATOR REVIEW**
  - (Applications are reviewed and permits issued within 7 working days. ZA verifies that all Agency Permits have been Secured)

- **APPLICATION MEETS REQUIREMENTS OF THE ZONING ORDINANCE**
  - **Yes**
  - **ZA GRANTS LAND USE PERMIT**
  - **APPLICATION FOR BUILDING PERMIT (SEE SECTION IV)**
    - (Antrim County Building Department)

- **APPLICANT TO SECURE AGENCY PERMITS IF REQUIRED (SEE SECTION IV)**
  - (Health Department, Soil Erosion, Road Commission/MDOT, DPW, MDEQ, Etc.)

- **ZONING BOARD OF APPEALS**
  - (Applicant may appeal within 30 days of the decision of the ZA to the ZBA)

*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.*
Village of Mancelona

Village Office 120 West State Street
PO Box 648
Mancelona, Michigan 49659
231.587.8331 phone
231.587.5730 fax
mancelonaclerk@sbcglobal.net

Office Hours Monday, Wednesday and Thursday 9:00 a.m. to 4:00 p.m.

Website http://www.villageofmancelona.org/

President Michael Allison
231.587.8331 phone

Zoning Administrator Michael Allison
616.587.8331 phone

Documents:

Zoning Ordinance- (Zoning Ordinance is split into individual articles 1.0-13.0, there is no full copy)
http://www.villageofmancelona.org/ordinances

Other Ordinances - http://www.villageofmancelona.org/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 Mancelona Map
**Village of Mancelona Permitting Process Flowchart**

**Land Use Permits**

(For single family, duplexes and accessory structures permitted by right in the zoning ordinance)

1. **APPLICATION**
   - (A Site Plan shall accompany each Application, and should include lot dimensions, all structures on the parcel, setbacks, and proposed structures)
   - *NOTE: This does not need to be an engineering drawing*
   - **APPLICANT TO SECURE AGENCY PERMITS IF REQUIRED (SEE SECTION IV)**
     - (Health Department, Soil Erosion, Road Commission/MDOT, DPW, MDEQ, Etc.)

2. **ZONING ADMINISTRATOR REVIEW**
   - (Applications are reviewed and permits issued within 7 working days. ZA verifies that all Agency Permits have been Secured)

3. **APPLICATION MEETS REQUIREMENTS OF THE ZONING ORDINANCE**
   - **ZA GRANTS LAND USE PERMIT**
   - **APPLICATION FOR BUILDING PERMIT (SEE SECTION IV)**
     - (Antrim County Building Department)
   - **ZONING BOARD OF APPEALS**
     - (Applicant may appeal within 30 days of the decision of the ZA to the ZBA)

*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 – Antrim County Governmental Agencies
Antrim County Departments & Government Agencies

Register of Deeds

Patty Niepoth
PO Box 376
Bellaire, Michigan 49615
231.533.6683 phone
231.533.8317 fax
registerofdeeds@antrimcounty.org

County Administrator

Peter Garwood
231.533.6265 phone
231.533.8111 fax
countyadmin@antrimcounty.org
**Antrim County Construction Code**

Office 203 East Cayuga Street
PO Box 188
Bellaire, Michigan 49615
231.533.8373 phone
constructioncode@antrimcounty.org

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

Website http://www.antrimcounty.org/constructioncode.asp

Building Official Mark Haynes
231.533.8373 phone
constructioncode@antrimcounty.org

Building Inspector Frank Hersha
231.533.8373 phone
constructioncode@antrimcounty.org
Antrim County Drain Commissioner

Office
PO Box 287
Bellaire, Michigan 49615
231.533.6265 phone

Website
http://www.antrimcounty.org/drain_commission.asp

Drain Commissioner
Mark Stone
231.264.6800
stonem@antrimcounty.org
Antrim County Emergency Management Agency

Office
PO Box 333
Bellaire, Michigan 49615
231.533.6569 phone

Website
http://www.antrimcounty.org/eoc.asp

Director
Leslie Meyers
231.533.6569 phone
231.533.6569 fax
meyersl@antrimcounty.org
Health Department of Northwest Michigan

Mancelona Office
Mancelona Family Resource Center
205 Grove Street
Mancelona, Michigan 49659
231.587.5052 phone
231.587.5313 fax

Dental Clinic
231.587.5068 phone

Bellaire Office
209 Portage Drive
Bellaire, Michigan 49615
231.533.8670 phone
231.533.8450 fax
800.432.4121 toll free phone

Website
www.nwhealth.org/

Antrim County Commission on Aging

Office
308 East Cayuga
PO Box 614
Bellaire, Michigan 49615
231.533.8703 phone
231.533.5310 fax

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

Website
http://www.antrimcounty.org/coa.asp

Director
Judy Parliament
231.533.8703 phone
231.533.5310 fax
coa@antrimcounty.org
Antrim County Road Commission

Office
319 East Lincoln Street
PO Box 308
Mancelona, Michigan 49659
231.587.8521 phone
231.587.8156 fax
email@antrimcrc.org

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

Website
http://www.antrimcrc.org/

Superintendent
Peter Stumm
pstumm@antrimcrc.org

Engineer/Manager
Burt Thompson
bthompson@antrimcrc.org

Office Manager
Dale Farrier
dfarrier@antrimcrc.org

Applications
Right Of Way Permit Application
### Antrim County Soil Erosion Control Program

<table>
<thead>
<tr>
<th>Office</th>
<th>Antrim Conservation District 4820 Stover Road Bellaire, Michigan 49615 231.533.8363 phone 231.533.6388 fax</th>
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<tbody>
<tr>
<td>Soil Erosion Officer</td>
<td>Heidi Shaffer 231. 676.4003 phone</td>
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