

2017 Guide to Permitting and Zoning

Charlevoix County



**Networks
Northwest**
Talent / Business / Community



Northern Lakes
ECONOMIC ALLIANCE

Created and Produced by:
**Networks Northwest, Northern Lakes Economic Alliance &
Charlevoix County Planning Department**

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SECTION I – General Information

Introduction & Purpose

In the construction industry time is money and delays associated with permitting and approvals add to the cost of projects. The permitting and zoning process can be cumbersome, frustrating and time consuming for those not familiar with the road map and nuances of the processes for each municipality and governmental agency. The creation of the *Guide to Permitting and Zoning* (Guide) for Charlevoix 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

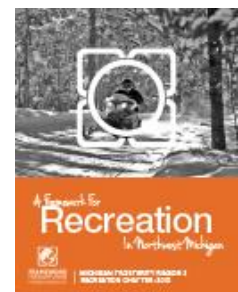
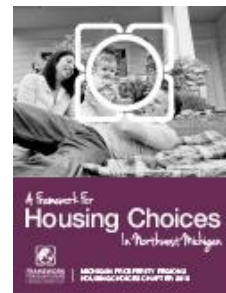
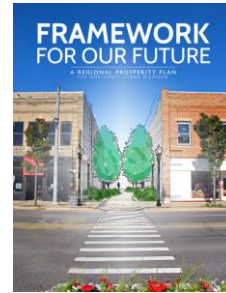
The Framework for Our Future: A Regional Prosperity Plan for Northwest Michigan is a regional resource for communities working to meet local goals. The Framework was developed, with participation from a broad range of community leaders, stakeholders, and the public, as part of Michigan's Regional Prosperity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

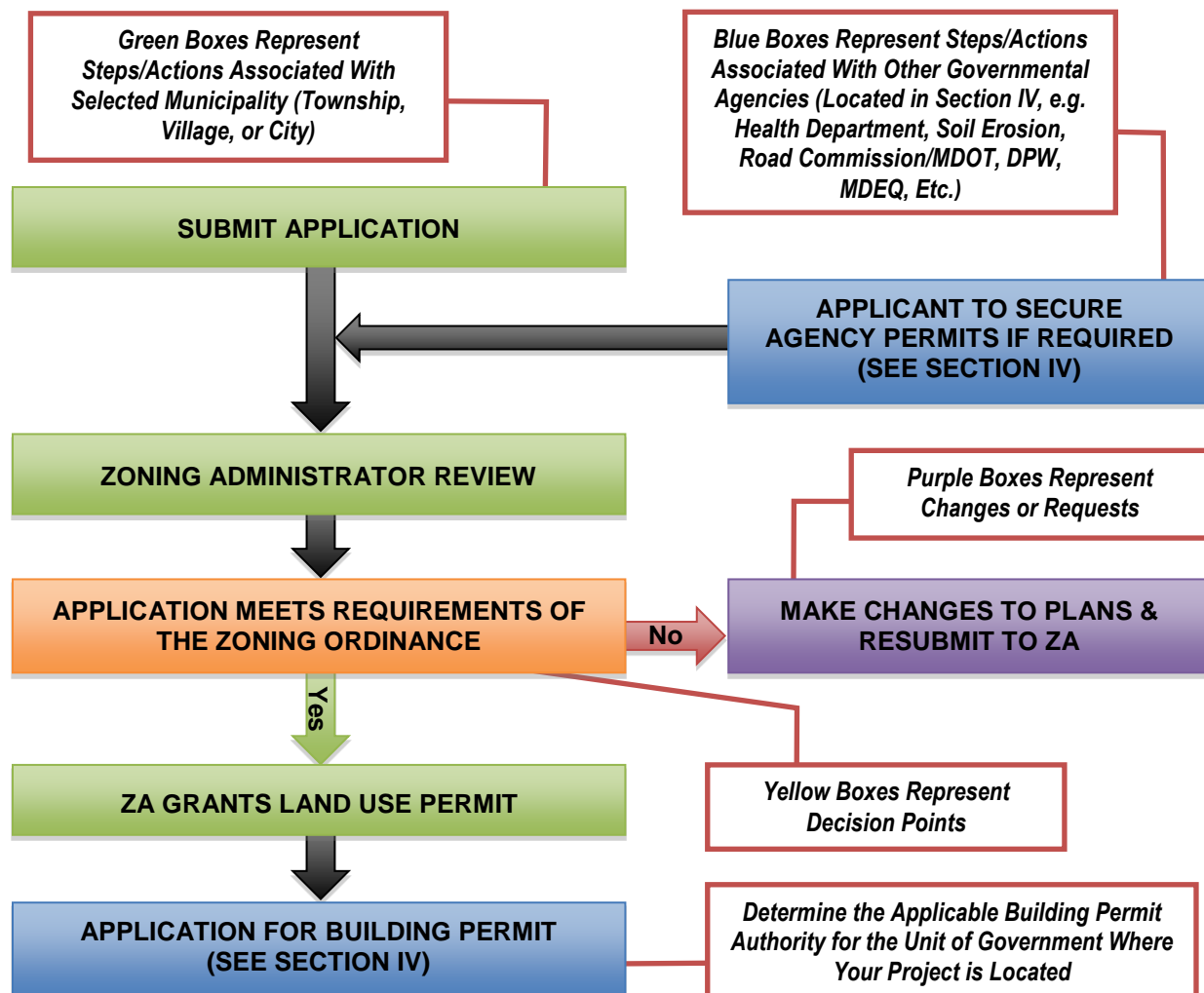
New Designs for Growth – A Citizen’s Guide to Planning & Zoning in Northwest Michigan

www.nwm.org/citizensguide-planning

How to Use This Guide

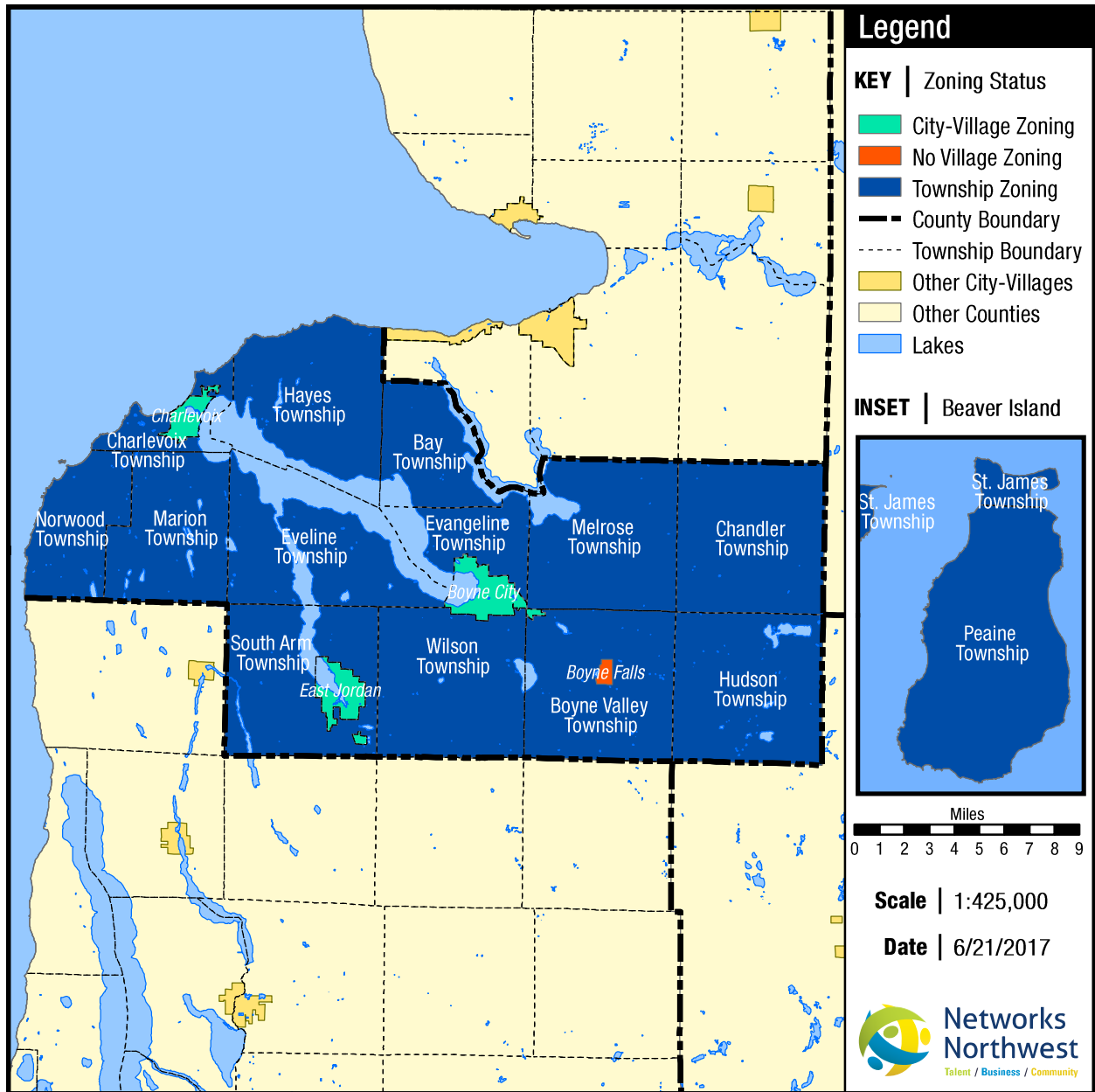
Flowchart Legend

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.

Charlevoix County Governmental Units



As you can see from the zoning map shown above, there are 3 incorporated cities and 15 townships that are zoned in Charlevoix County and one village that has no zoning.

Charlevoix County Requirements for Entire County

There are a few requirements that affect building/development activities in all areas of the County, regardless of zoning.

- If earth disturbing activities take place within 500 feet from a lake, river or when the disturbance is one acre or greater, developers have to get a soil erosion permit from the County's Soil Erosion Officer (see page 53).
- A permit to install a driveway or to do other earth disturbing activities in the road right-of-way must be obtained from the County Road Commission (see page 55).
- Contact the Michigan Department of Environmental Quality (DEQ) for permits required when building or developing near wetlands, inland lakes and streams and along Great Lakes shorelines. The contact for Charlevoix County is Roxanne Merrick. Telephone: 989.705.3442. The DEQ contact for permits required when building or developing in sand dunes or flood plains is Susan Conradson. Telephone: 231.876.4443.
- Contact the Health Department of Northwest Michigan for information regarding permits needed for items such as installing water wells, septic systems, serving food to the public, opening a public pool or spa, running a body art facility or a public campground (see page 54).

SECTION II – Township Permitting & Zoning Process

Bay Township

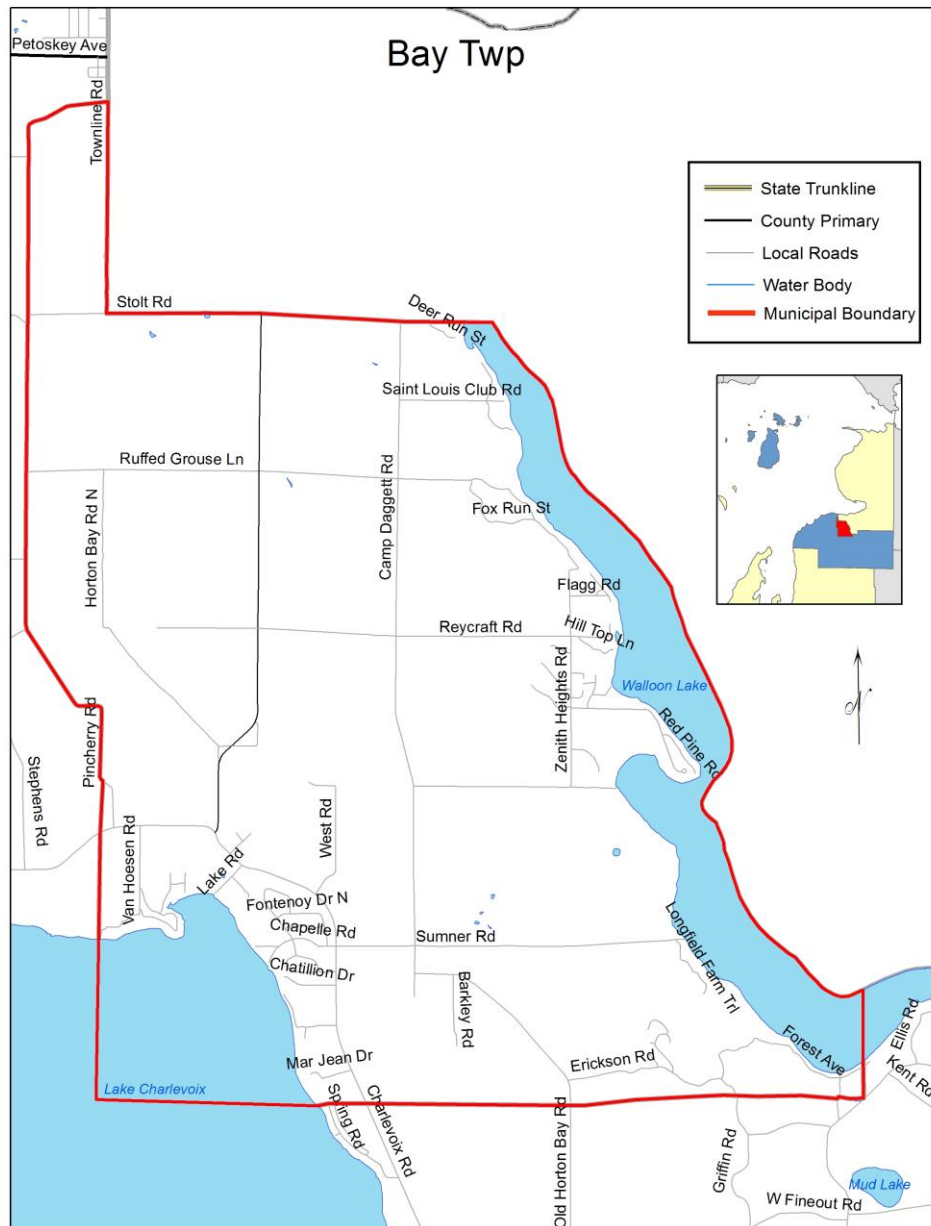
Township Office	05045 Boyne City Road Boyne City, Michigan 49712 231.582.3594 phone 231.582.7313 fax clerk@baytownship.org
Website	http://www.baytownshipmi.org/
Supervisor	Larry Moeschke 06571 Horton Bay Road North Boyne City, Michigan 49712 231.439.8556 phone supervisor@baytownship.org
Assessor	Anna Wasylewski 08755 Huffman Lake Road Elmira, MI, 49730 231.549.3019 phone assessor@baytownship.org
Zoning Administrator	Ron Van Zee 06399 Boyne City Road Charlevoix, Michigan 49720 231.497.4701 phone zoning@baytownship.org

Documents:

Zoning Ordinance-
[http://www.baytownshipmi.org/Fee%20Document%20\(2017\).docx](http://www.baytownshipmi.org/Fee%20Document%20(2017).docx)

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.

Bay Township Map



Boyne Valley Township

Township Office	2489 Railroad Street P.O. Box 191 Boyne Falls, Michigan 49713 231.549.3130 phone 231.549.3143 fax bvt@core.com
Website	http://boynevalleytwp.org/
Supervisor	Sue Hobbs 231.549.3130 phone bvtsupervisor@centurytel.net
Assessor	Kevin Keller P.O. Box 191 Boyne Falls Michigan 49713 231.818.0006 phone keller.kevin@gmail.com
Zoning Administrator	Sue Hobbs 231.582.9231 phone

Documents:

Zoning Ordinance-

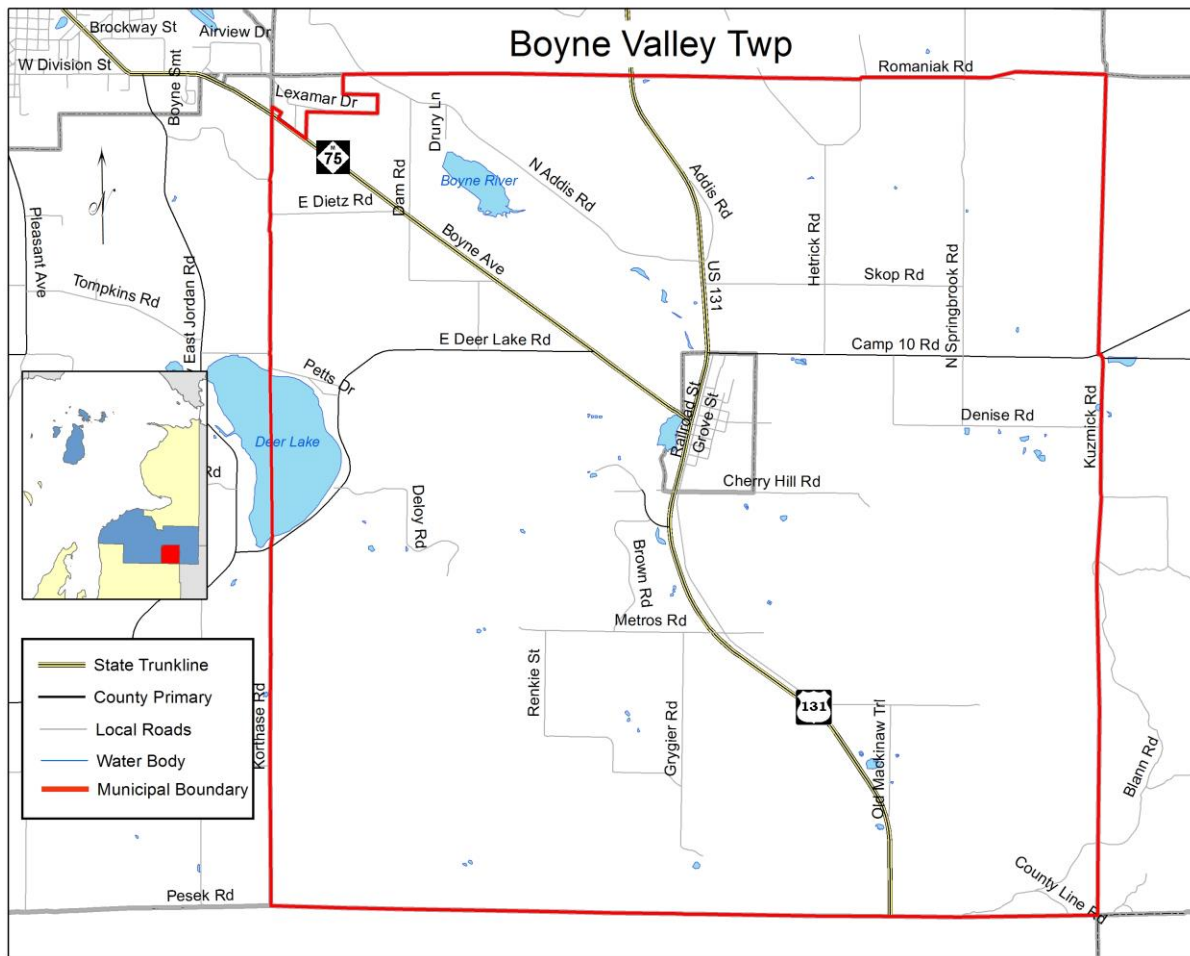
<http://www.boynevalleytwp.org/ZO%20adopted%20including%20map%202017.pdf>

Zoning Application-

http://boynevalleytwp.org/Zoning/zoning_permit_application_2.pdf

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Boyne Valley Township Map



Chandler Township

Township Office 07620 Chandler Hill Road
Boyne Falls, Michigan 49713
231.582.3594 phone/fax

Website <http://www.chandlertownship.org/>

Supervisor/Zoning

Administrator Dennis Howard
01425 Walton Road
Boyne Falls, Michigan 49713
231.675.3315 phone
dhoward5599@yahoo.com

Assessor Steve Migda
3515 Maxwell Road
Petoskey, MI 49770
231.347.0785

Documents:

Zoning Ordinance-

http://www.chandlertownship.org/uploads/8/9/4/5/89459832/zoning_ordinance.pdf

Applications and Forms-

Zoning Variance-

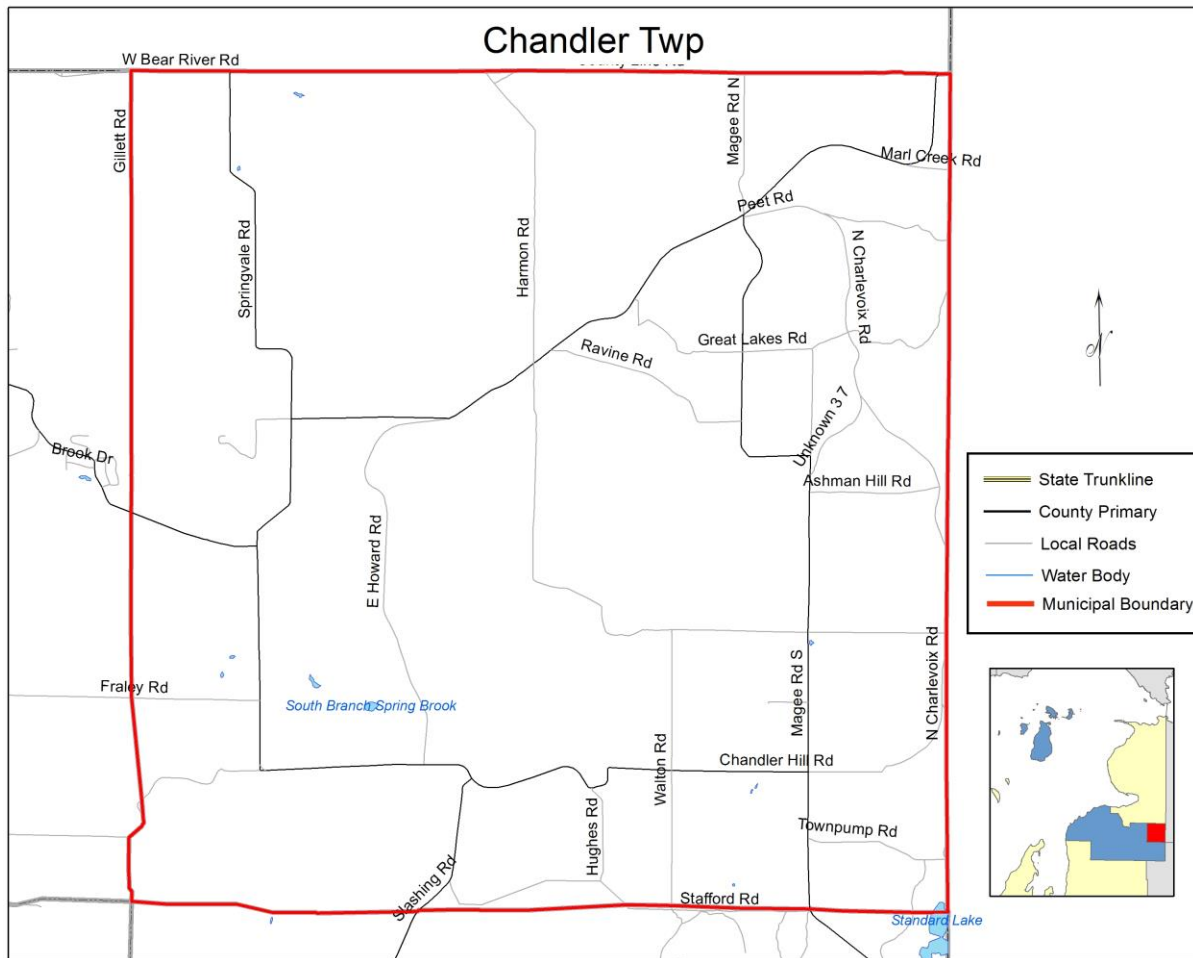
http://www.chandlertownship.org/uploads/8/9/4/5/89459832/application_for_zoning_variance-web.pdf

Zoning Action-

http://www.chandlertownship.org/uploads/8/9/4/5/89459832/application_for_zoning_action-web.pdf

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Chandler Township Map



Charlevoix Township

Township Office 12491 Waller Road
Charlevoix, Michigan 49720
231.547.4611 phone
231.547.3579 fax
charclerk@chartwp.com

Website <http://www.charlevoixtownship.com/>

Supervisor Chuck Center
12491 Waller Rd
Charlevoix Michigan 49720
231.547.4611 phone
charsupervisor@chartwp.com

Assessor Robert Englebrecht
231.883.4141 phone
renglebrecht@gmail.com

Zoning Administrator Robert Rajewski
14590 Park Ave.
Charlevoix Michigan 49720
231.547.5364 phone

Documents:

Zoning Ordinance-
http://www.chandlertownship.org/uploads/8/9/4/5/89459832/application_for_zoning_action-web.pdf

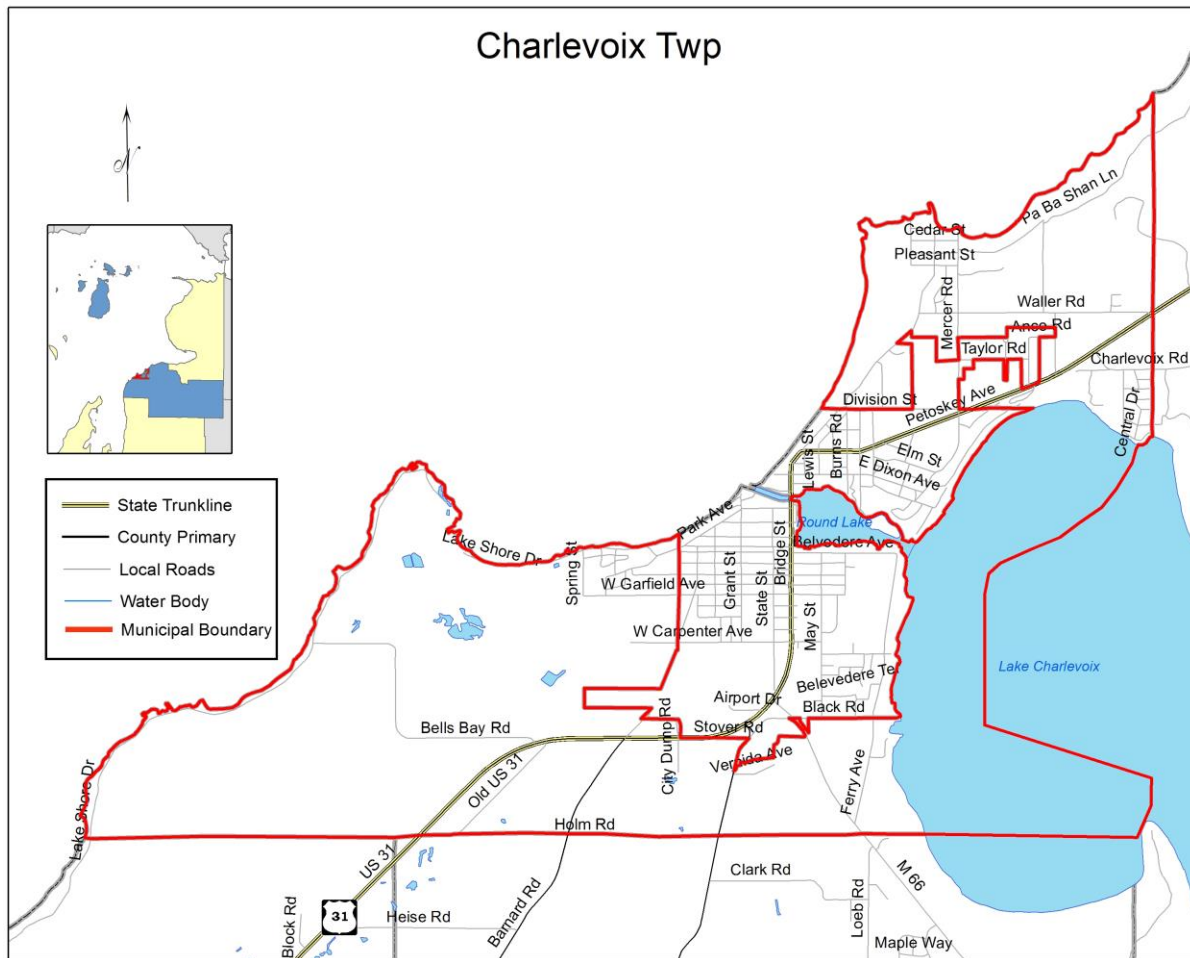
Applications and Forms-

Zoning Permit-
<http://www.charlevoixtownship.com/docs/app-zoning-permit-2.pdf>

Zoning Board of Appeals-
<http://www.charlevoixtownship.com/docs/zoningboardofappealsapp.pdf>

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Charlevoix Township Map



Evangeline Township

Township Office 02746 Wildwood Harbor Road
P.O. Box 396
Boyne City, Michigan 49712

Website <http://evangelinetwp.org/>

Supervisor James Howell
231.838.0036 phone
howellj@charter.net

Assessor Allen Enciso
P.O Box 936
Petoskey, Michigan 49770
231.838.2988 phone

Zoning Administrator /
Planner Patrick Kilkenny
319 N. Lake Street
Boyne City, Michigan 49712
231.582.0337 phone
pkilkenny@boynecity.com

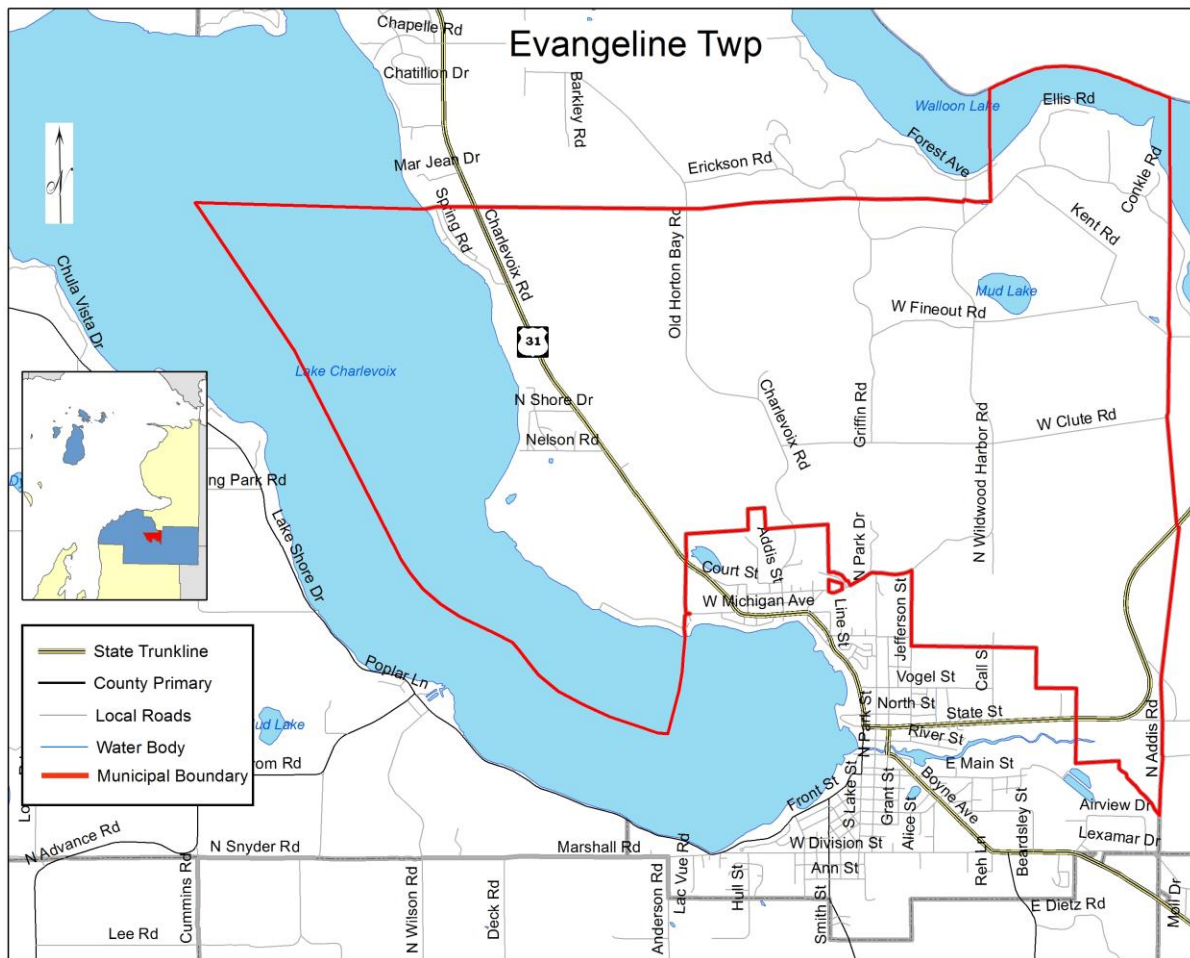
Documents:

Zoning Ordinance-
http://www.evangelinetwp.org/Zoning%20Ordinance/2013_updated_zo_as_pdf.pdf

Application and Forms-
http://www.evangelinetwp.org/government/planning_and_zoning/zoning_ordinance_and_planning_applications.php#revize_document_center_rz72

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Evangeline Township Map



Eveline Township

Township Office	08525 Ferry Road East Jordan, Michigan 49727
Website	https://www.evelinetownship.org/
Supervisor	John E. Vrondran 00551 Snyder Road Boyne City, Michigan 49712 231.582.1000 phone 231.582.1000 fax jvrondran@hotmail.com
Assessor	Joe Lavender 350 So. Huron Cheboygan, MI 49721 231.420.8420 phone upnorthassessor@gmail.com
Zoning Administrator	Barry Wood 11111 Roberts Road Charlevoix, Michigan 49720 231.675.6125 phone irontonbear@charter.net
Documents:	
Zoning Ordinance-	https://www.evelinetownship.org/zoning-ordinancesmaps--other-ordinance
Applications and Forms-	https://www.evelinetownship.org/township-forms

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Hayes Township

Township Office	09195 Old US 31 North 231.547.6961 phone 231.237.0046 fax
Website	http://www.hayestownshipmi.gov/
Supervisor	Ron Vanzee 231.547.6961 phone (Twp. Hall) supervisor@hayestownshipmi.gov
Assessor	Anne Kantola 231.547.6961 phone (Twp. Hall) 231.547.5540 home phone assessor@hayestownshipmi.gov
Zoning Administrator	Larry Sullivan 231.497.9360 phone zoning@hayestownshipmi.gov Mondays 8:00 a.m. – Noon & Wednesdays Noon – 4:00 p.m.

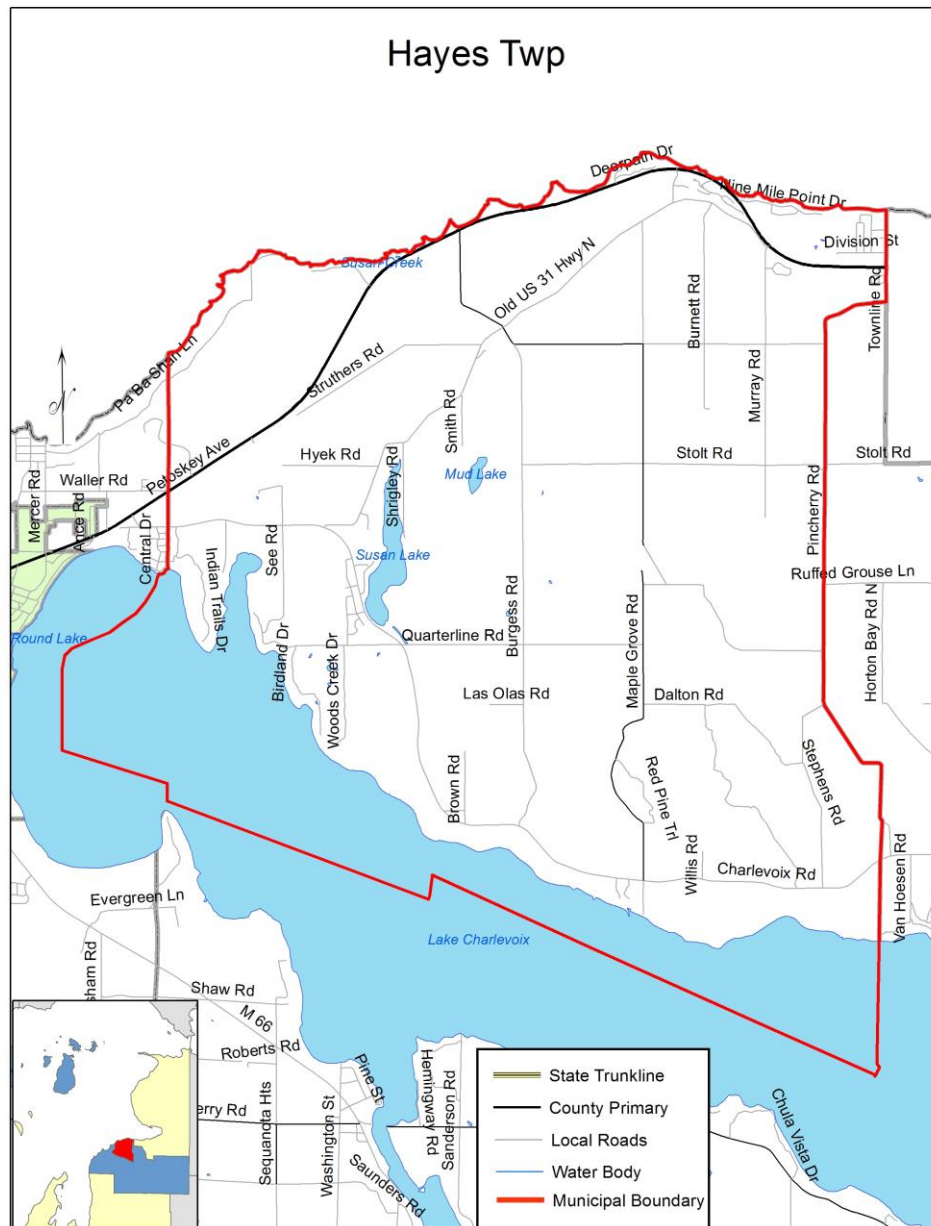
Documents:

Zoning Ordinance-
<http://www.hayestownshipmi.gov/zoning/complete-zoning-ordinance/>

Applications and Forms-
<http://www.hayestownshipmi.gov/zoning/applications-land-use/>

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Hayes Township Map



Hudson Township

Township Office	07865 Reynolds Road Elmira, Michigan 49730
Mailing Address	08755 Huffman Lake Road Elmira, Michigan 49730 231.549.2646 phone 231.549.2646 fax
Website	www.hudson township.org/
Supervisor	Terrence L. Erber 04856 Kuzmik Road Elmira, Michigan 49730 231.549.2624 phone
Assessor	Anna Wasylewski 08755 Huffman Lake Road Elmira, MI 49730 231.549.3019 phone
Zoning Administrator	<i>Frank D. Wasylewski</i> (Acting Zoning Administrator: Updated June 2017) 231.549.3019

Documents:

Zoning Ordinance-

<http://www.hudson township.org/planning%20and%20zoning/files/zoning%20ordinance%20complete.pdf>

Applications and Forms-

Land Division Application-

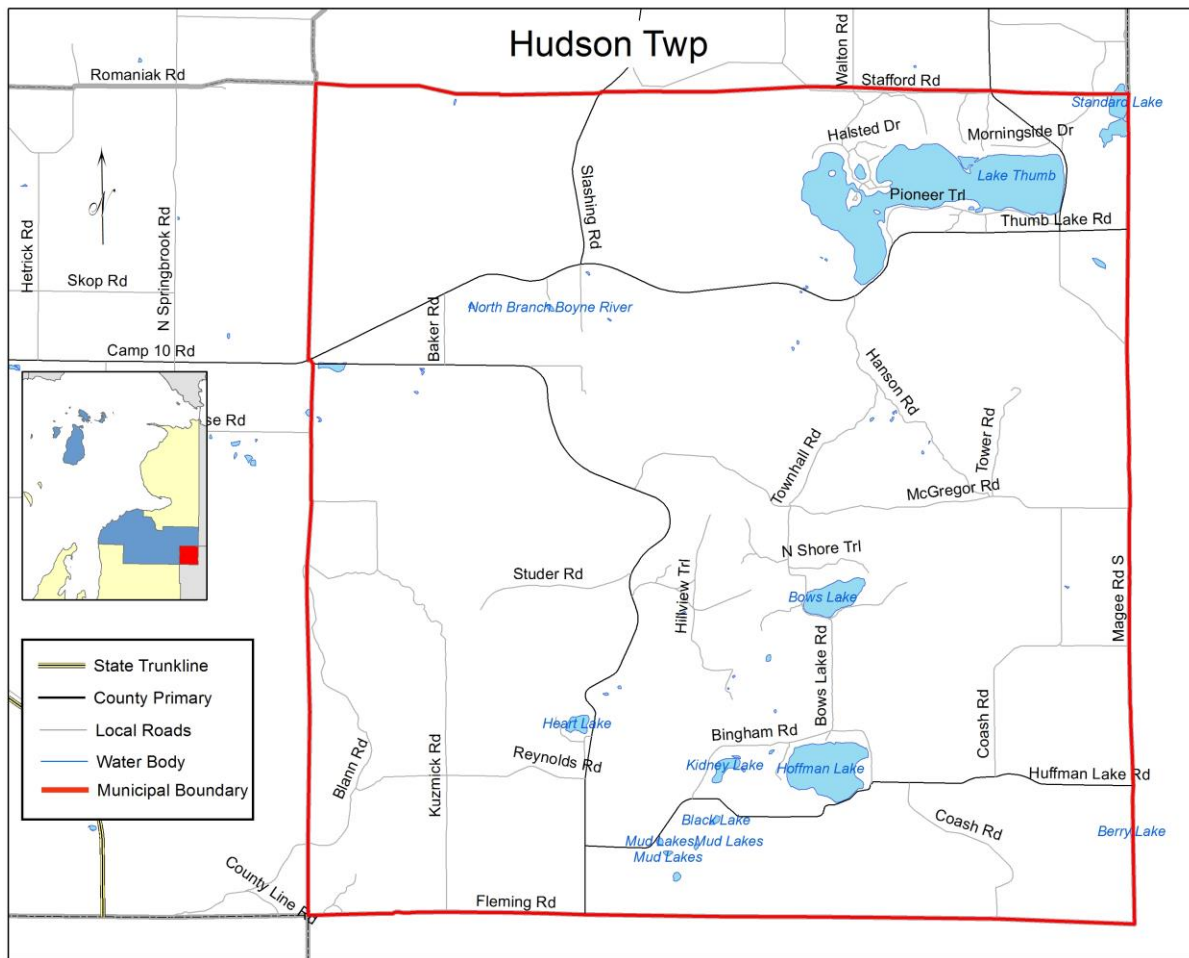
<http://www.hudson township.org/planning%20and%20zoning/files/Twp%20land%20division%20application.pdf>

Zoning Application Permit-

<http://www.hudson township.org/planning%20and%20zoning/files/Twp%20Zoning%20Permit%20App.pdf>

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Hudson Township Map

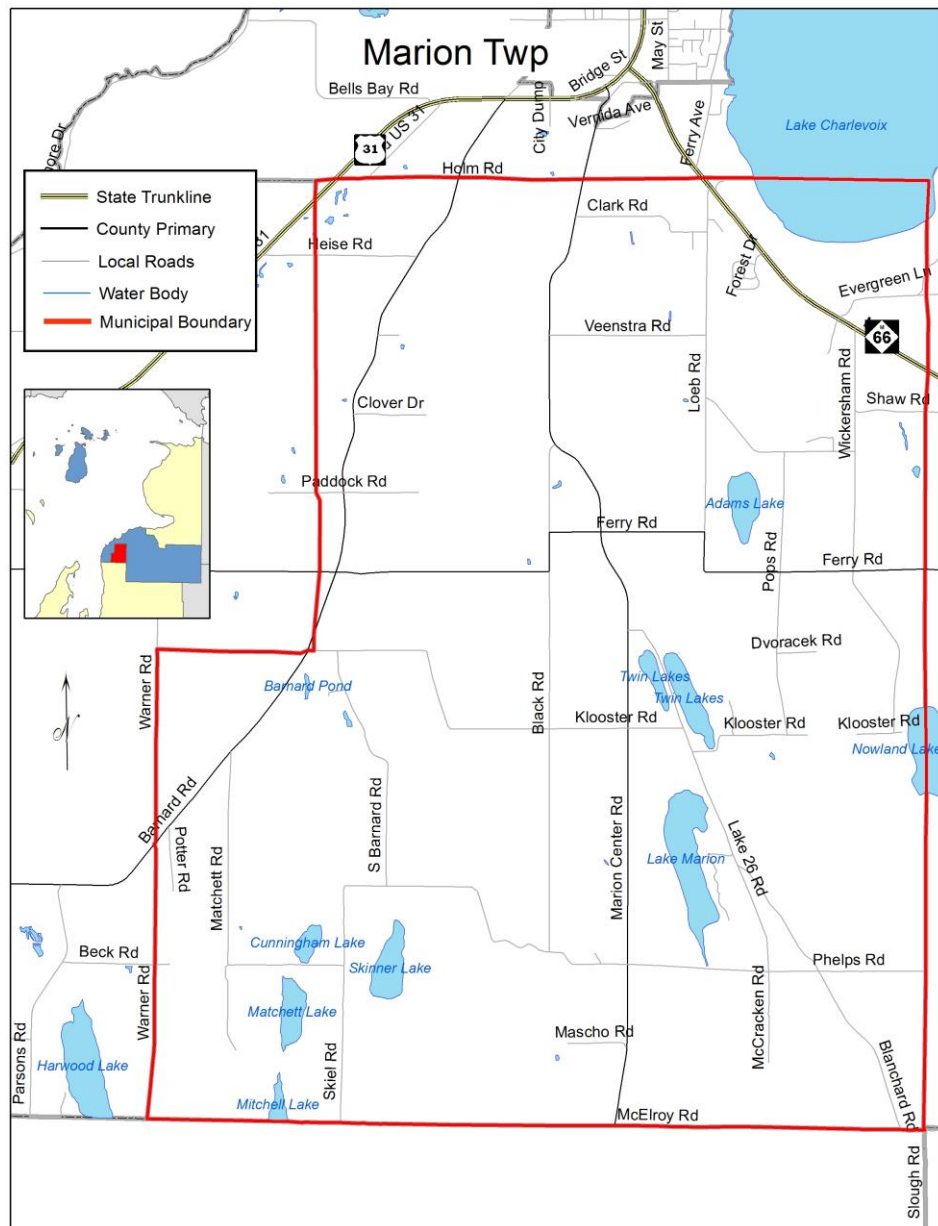


Marion Township

Township Office	03735 Marion Center Road Charlevoix, Michigan 49720
Website	http://www.osceola-county.org/residents/townships/marion_township/index.php
Supervisor	Martin Blackledge 642 20 Mile Road Marion, MI 49665 231.743.2797 phone
Assessor	Brian Hoekema 16329 10 th Avenue Marion, MI 49665 616.318.0521 phone mariontownshipassessor@gmail.com
Zoning Administrator	Annette McNamara za@mariontownship.com
Documents:	
Zoning Ordinance-	
	http://www.mariontownship.com/ZONING%20ORDINANCE%207-26-16.pdf
Applications and Forms-	
	http://www.mariontownship.com/Zoning/2015%20Special%20Event%20application.pdf

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Marion Township Map



Melrose Township

Township Office	04289 M75 North PO Box 189 Walloon Lake 49796 melrosetwp@charter.net
Website	http://www.melrosetwp.org/
Supervisor	Vern Goodwin
Assessor	Steve Migda 3516 Maxwell Petoskey, Michigan 49770 231.347.0785 phone
Zoning Administrator/Planner	Randy Frykberg 1249 Lake Shore Drive Boyne City, Michigan 49712 231.330.1249 cell 231.582.0227 fax frykberg@charter.net

Documents:

Zoning Ordinance-

[http://www.melrosetwp.org/Zoning%20Documents/Zoning%20Ordinance%20\(515k\).pdf](http://www.melrosetwp.org/Zoning%20Documents/Zoning%20Ordinance%20(515k).pdf)

Applications and Forms-

http://www.melrosetwp.org/government_services/zoning_documents.php

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Melrose Twp

W Bear River Rd

W Bear River Rd

W Bear River Rd

County Club Rd

Whitfield Rd

Lake St

N Shore Rd

Wallon St

River Rd

Padgett Rd

Gillett Rd

Springvale Rd

Eastwood Rd

Brook Dr

W Clute Rd

State St

S Shore Dr

Jensen Rd

Larson Rd

Holms Rd

N Springbrook Rd

Old State Rd

Laurie Rd

Bauman Rd

Fiel Rd

White Rd

N Aulis Rd

US 131

Romaniak Rd

Swaybun Ln

N Springbrook Rd

Fraley Rd

75

31

State Trunkline

County Primary

Local Roads

Water Body

Municipal Boundary

Map of Michigan showing the location of Melrose Township in the central part of the state.

Norwood Township

Township Office 19759 Lake Street (Village of Norwood)
P.O. Box 113
Charlevoix, Michigan 49720

Website <http://www.norwoodtpw.org/index.php>

Supervisor/Deputy Zoning

Administrator Frank Hamilton
2161 US 31 S
Charlevoix, Michigan 49720
231.675.5440 phone
norwoodsupervisor@yahoo.com

Assessor Robert Englebrecht
PO Box 871
Bellaire, MI 49615
231.833.4141 phone
renglebrecht@gmail.com

Zoning Administrator Bob Dutcher
10867 Lakeshore Drive
Charlevoix, Michigan 49720
517.881.5808 phone
norwoodzoningadm@gmail.com

Documents:

Zoning Ordinance-

http://www.norwoodtpw.org/government/norwood_township_planning_and_zoning/zoning_ordinance_by_section.php#.WTIJ8-vyuUk

Applications and Forms-

http://www.norwoodtpw.org/government/norwood_township_planning_and_zoning/permit_applications.php#.WTIKKuvyuUk

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Norwood Twp

Legend:

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

Map Labels:

- Lake Shore Dr
- Center St
- Lake St
- Old Dixie Hwy
- Gennett Rd
- Richardson Rd
- Turkey Run Rd
- Parsons Rd
- Church Rd
- Harwood Lake
- Beck Rd
- Warner Rd
- Potter Rd
- Matchett Rd
- Mitchell Lake
- Cunningham Lake
- Barnard Rd
- Whiskey Creek
- Faculak Rd
- Old Orchard Trl
- US 31
- Valley Rd
- Old US 31
- Wilmere Rd
- Clipperview Rd
- Cedarview Dr
- Block Rd
- Heise Rd
- Ferry Rd
- Beatty Rd

Inset Map:

Shows the location of Norwood Twp within the larger context of the region.

Scale:

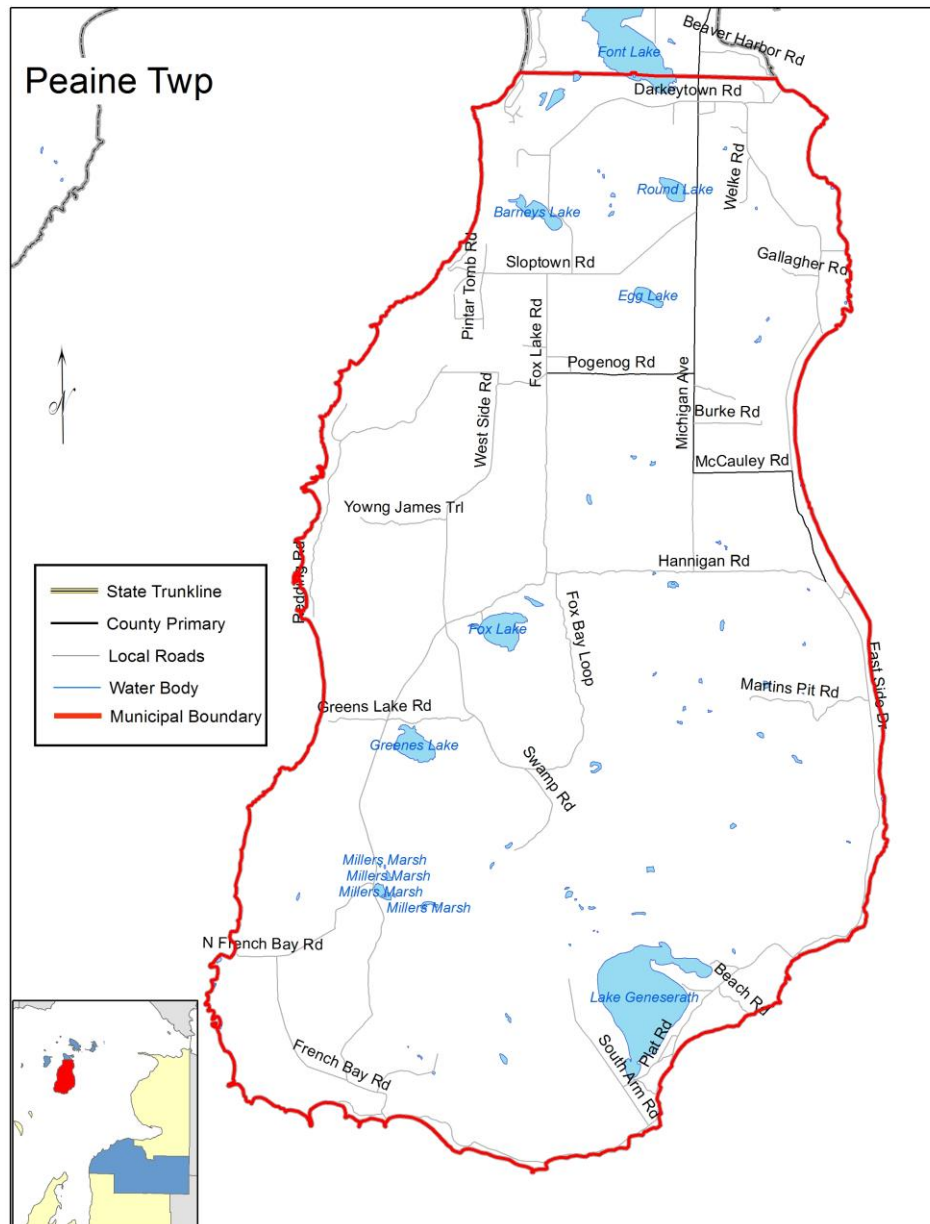
0 1 2 Miles

Peaine Township

Township Office	36825 Kings Highway Beaver Island, Michigan 49782 PO Box 26 231.448.2389 phone 231.448.2692 fax Office Hours: Thursday 10:00 am to 2:00 pm
Website	http://www.peainetwp.org/
Supervisor	William Kohls P.O. Box 26 Beaver Island, Michigan 49782 231.448.2150 phone peainetownship@gmail.com
Assessor	Sally Ackerley, MAAO PO Box 307 Elk Rapids, MI 49629 231.499.7682 cell sallyannakerley@yahoo.com
Zoning Administrator	Rick Speck P.O. Box 317 Beaver Island, Michigan 49782 231.448.2830 office 231.448.2393 rickspeck@tds.net Office Hours: Wednesday 10:00 am to 2:00 pm or by appointment
Documents:	
Zoning Ordinance-	http://www.peainetwp.org/Peaine%20Township%20Zoning%20Ordinance%203.29.2012.pdf
Applications and Forms-	

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Peaine Township Map

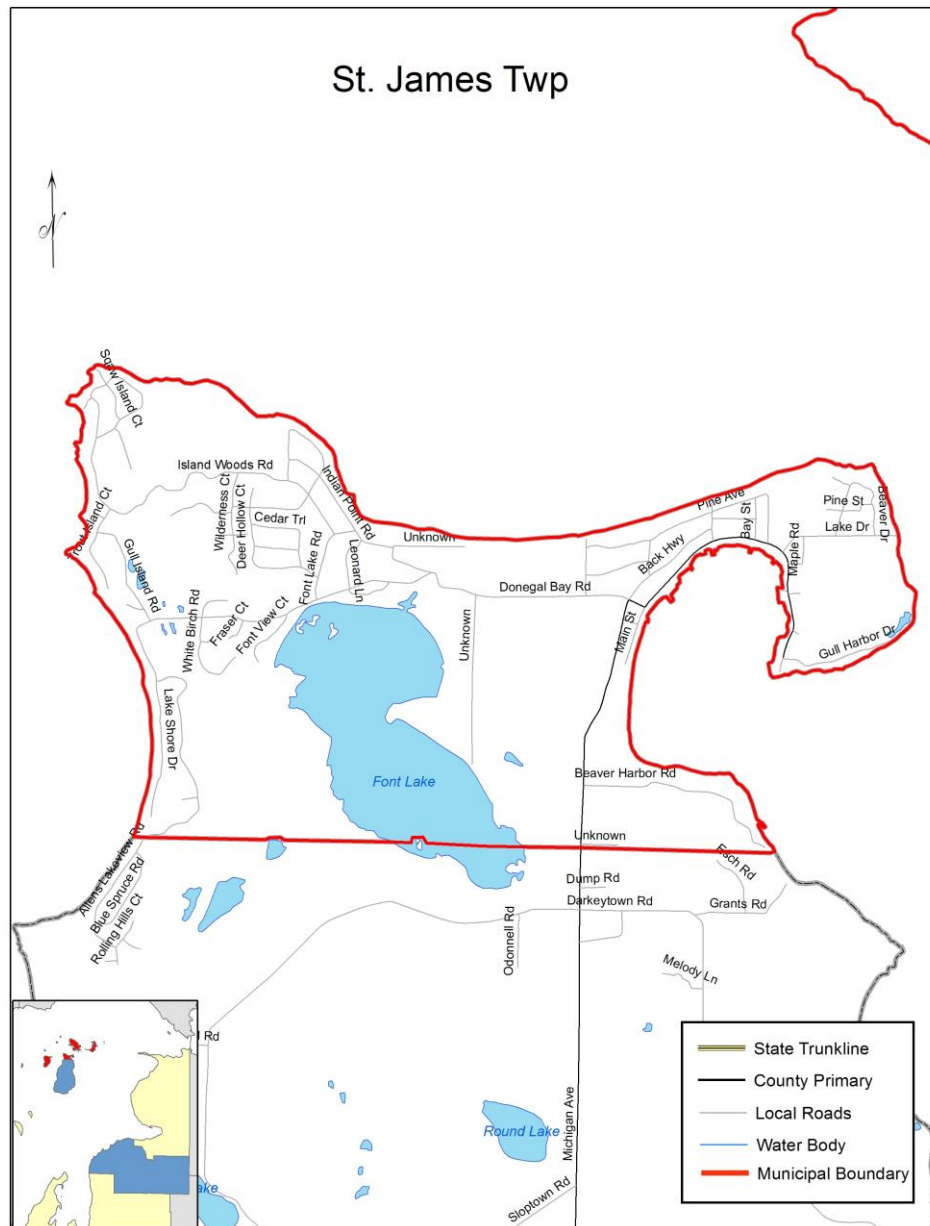


Saint James Township

Township Hall	37735 Michigan Avenue Beaver Island, Michigan 49782
Website	http://www.stjamestwp.org/
Supervisor	Kitty McNamara P.O. Box 22 Beaver Island, Michigan 49782 231.448.2014 office 231.448.2353 Office Hours: Tuesday and Wednesday 10:00 am to 2:00 pm or by appointment
Assessor	Amy Jenema 231.632.3529 phone
Zoning Administrator	Rick Speck P.O. Box 29 Beaver Island, Michigan 49782 231.448.2014 office 231.448.2830 speck.stjamestwp.bi@gmail.com
Documents:	
Zoning Ordinance-	

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Saint James Township Map



South Arm Township

Township Office	02811 M-66 S. P.O. Box 304 East Jordan, Michigan 49727 231.536.2900 phone 231.536.2677 fax
Website	http://southarmtp.com/
Supervisor	Robert Christiansen 231.536.2444 phone
Assessor	David Grimm 231.331.6370 phone 231.331.6370 fax skatingfamily@hughes.net
Zoning Administrator	John Furguson 103 W Upright St Charlevoix, MI 49720 231.547.6882 office 231.459.8141 cell 231.547.0021 fax john@fcasurveying.com

Documents:

Zoning Ordinance-

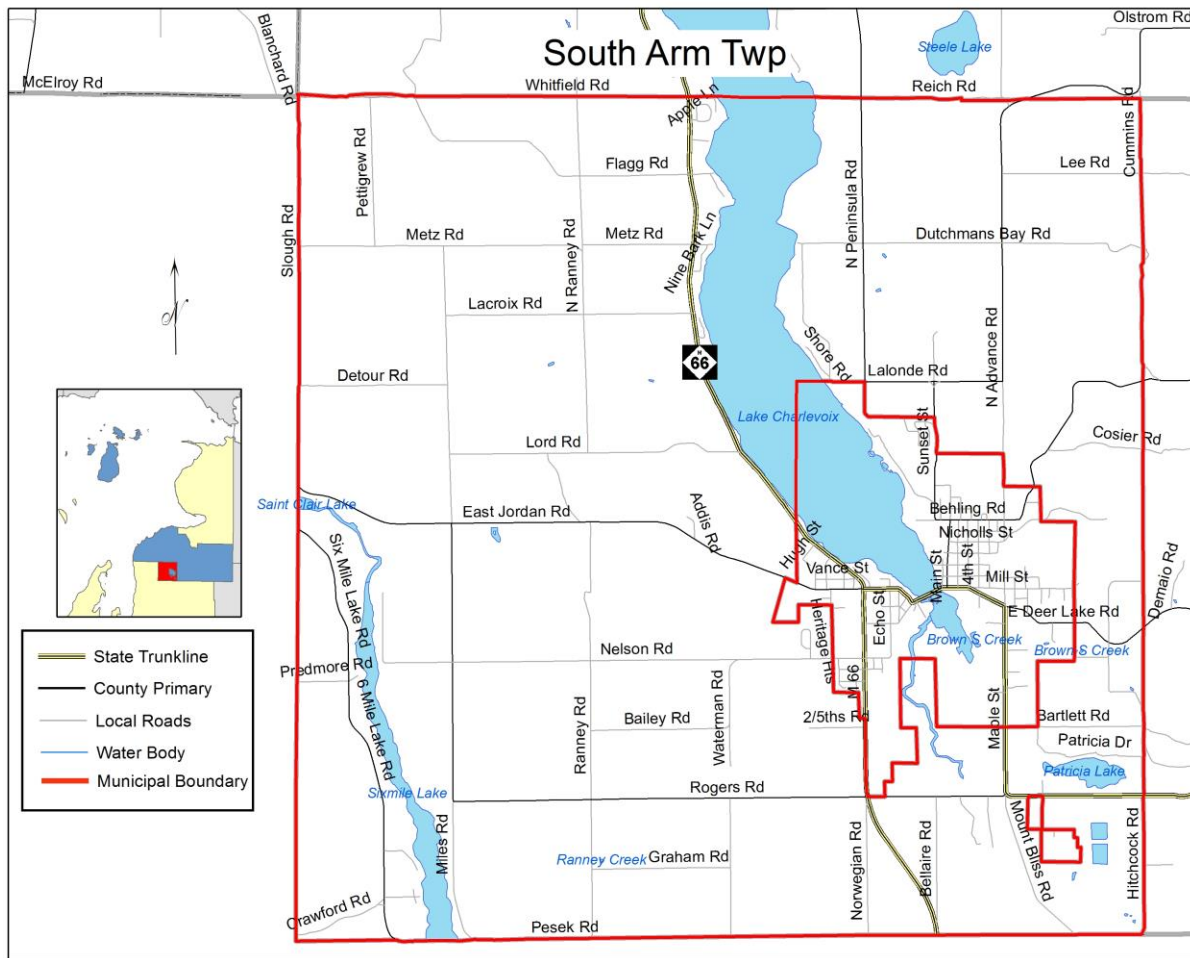
<http://southarmtp.com/wp-content/uploads/township-zoning-ordinance.pdf>

Applications and Forms-

<http://southarmtp.com/planning-zoning/>

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South Arm Township Map



Wilson Township

Township Office	2530 Fall Park Road P.O. Box 447 Boyne City, Michigan 49712 231.582.1033 phone/fax
Website	http://www.wilsontownship.org/
Supervisor/Assessor	Todd B. Sorenson 3060 Fall Park Road Boyne City, Michigan 49712 231.582.7122 phone 231.222.2300 fax tbsorenson@charter.net
Zoning Administrator/Planner	Scott McPherson 319 North Lake Street Boyne City, Michigan 49712 231.582.0343 phone 231.582.6508 fax scott@boynecity.com

Documents:

Zoning Ordinance-

http://www.wilsontownship.org/document_center/Ordinances/Zoning%20Ordinance%20July,%202014.pdf

Applications and Forms-

http://www.wilsontownship.org/departments_and_services/assessor/index.php#.WTlYxOvyuUk

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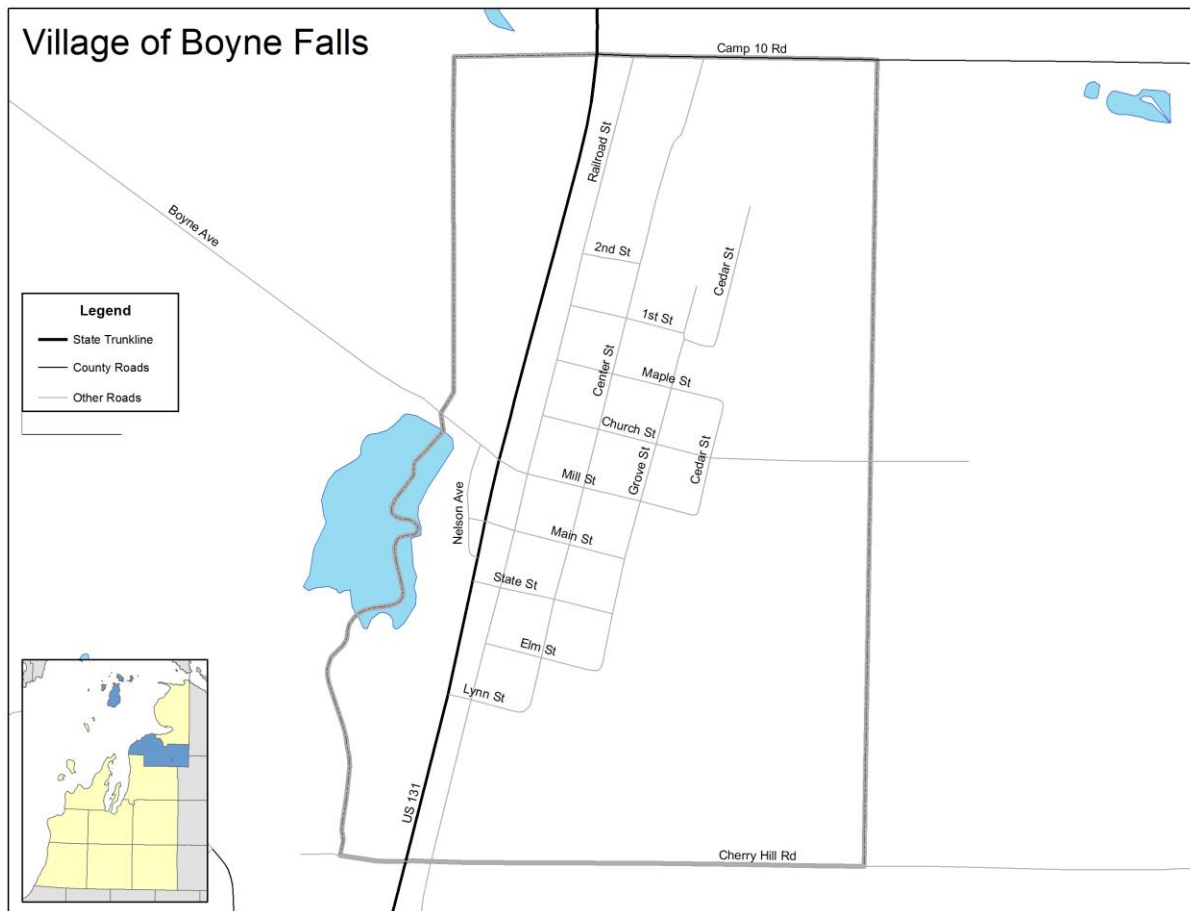
SECTION III – Village & City Permitting & Zoning Process

Village of Boyne Falls

Village Hall	2290 Railroad Street P.O. Box 213 Boyne Falls, Michigan 49713 231-549-2443 phone 231-549-2457 fax
Website	http://www.infomi.com/city/boynefalls/index.html
President	John Bell
Assessor	Janet Kondrat 231.549.2408 phone

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Village of Boyne Falls Map



City of Boyne City

City Office 319 North Lake Street
Boyne City, Michigan 49712
231.582.6597 phone
Office Hours: Monday – Friday: 7:30 a.m. – 4:30 p.m.

Website <http://www.cityofboynecity.com/>

City Manager Michael Cain
231.582.0377 phone
231.582.6506 fax
mcain@boynecity.com

Planning/ Zoning Scott McPherson
Administrator 231.582.0343 phone
231.582.6506 fax
smcpherson@boynecity.com

Assessor Debra Chavez
DC Assessing
Office hours: Monday-Friday 8:00 am to 5:00 pm
231.350.2727

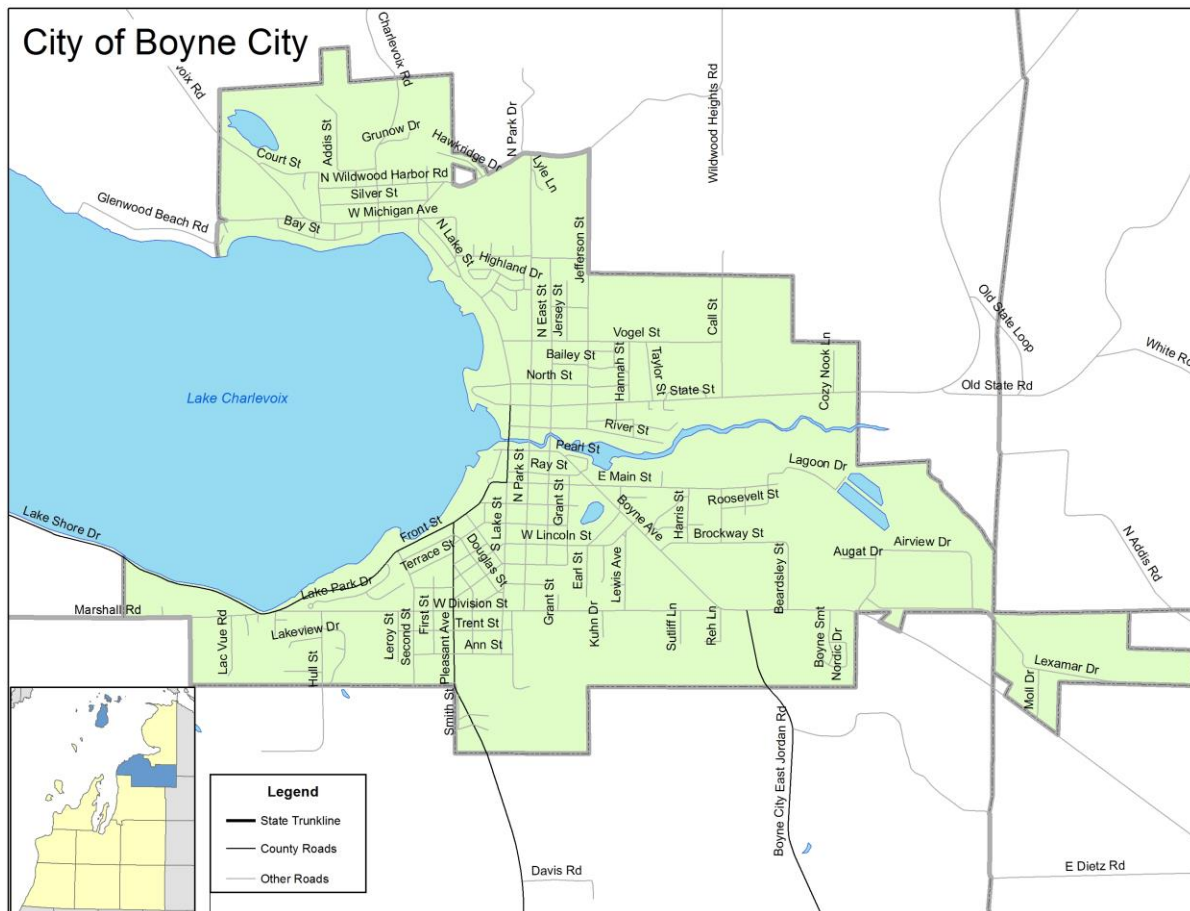
Documents:

Zoning Ordinance-
library.municode.com/index.aspx?clientId=13601&stateId=22&stateName=Michigan

Applications and Forms-
<http://www.cityofboynecity.com/index.php?catid=40#sect-286>

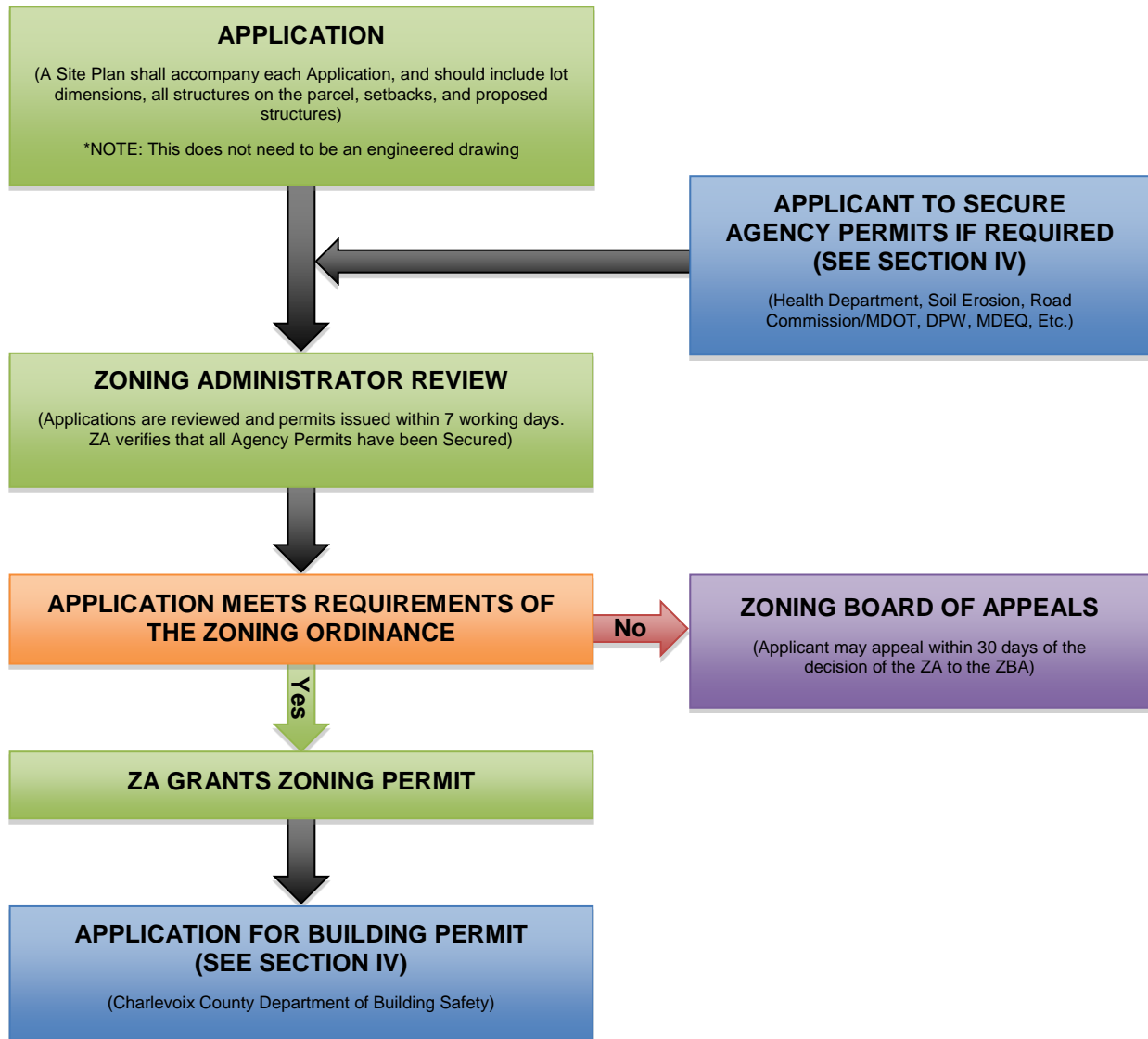
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City of Boyne City Map



City of Boyne City Zoning Permitting Process Flowchart

For Residential Buildings (Basic 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.

City of Charlevoix

City Office 210 State Street
Charlevoix, Michigan 49720
231.547.3270 phone
231.547.3617 fax

Website www.cityofcharlevoix.org/

City Manager Mark Heydlauff
210 State Street
Charlevoix, MI 49720
231.547.3270 office
mgr@cityofcharlevoix.org

City Planner Zach Panoff (Interim City Planner-updated June 2017)
231.547.3265 phone
planner@cityofcharlevoix.org

Assessor Debra Chavez
DC Assessing
231.350.2727
dcassess@gmail.com

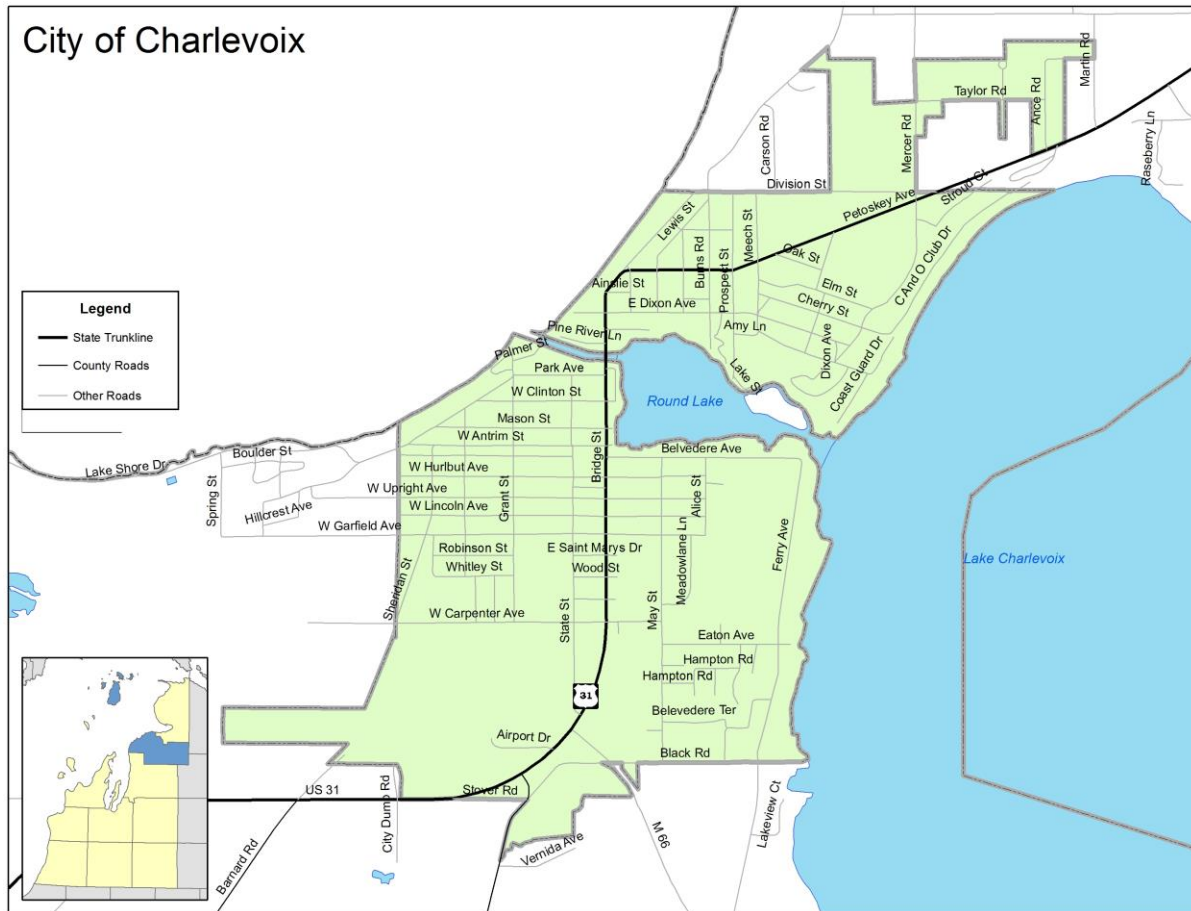
Documents:

Zoning Ordinance-
<http://www.cityofcharlevoix.org/city-departments/documents/05TitleV-ZoningandPlanning2015-04-15.pdf>

Applications and Forms-
www.cityofcharlevoix.org/city-departments/planning-department.html

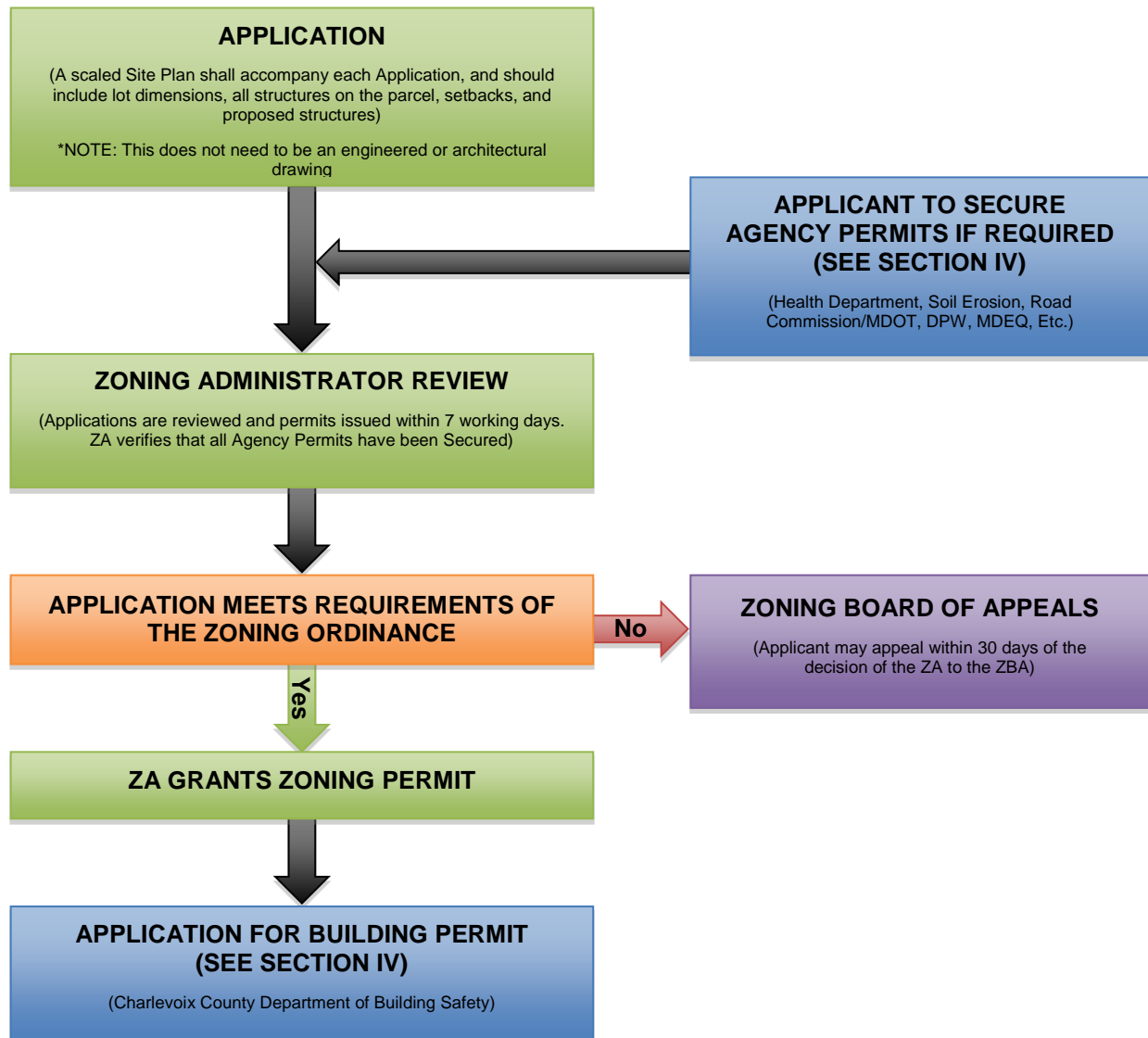
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City of Charlevoix Map



City of Charlevoix Zoning Permitting Process Flowchart

(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.

City of East Jordan

City Office 201 Main Street
P.O. Box 499
East Jordan, Michigan 49727-0499
231.536.3381 phone
info@eastjordancity.org

Website www.eastjordancity.org

City Administrator Tom Cannon
tcannon@eastjordancity.org

Assessor Debra Chavez
DC Assessing
231.350.2727

Documents:

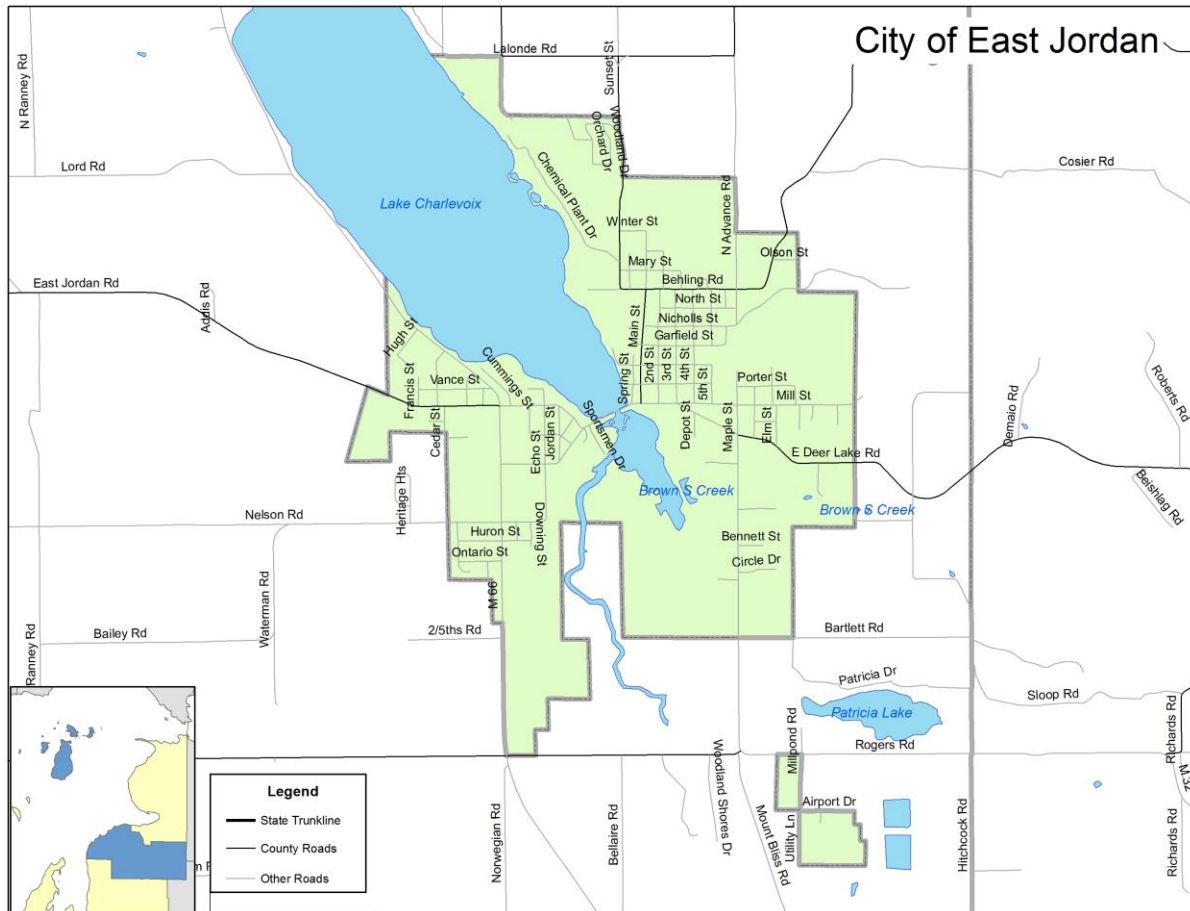
Zoning Ordinance-
https://library.municode.com/mi/east_jordan/codes/code_of_ordinances

Applications and Forms-
<http://eastjordancity.org/resources/permits-and-forms/>

Planning & Zoning Department
<http://eastjordancity.org/resources/zoning-and-planning/>

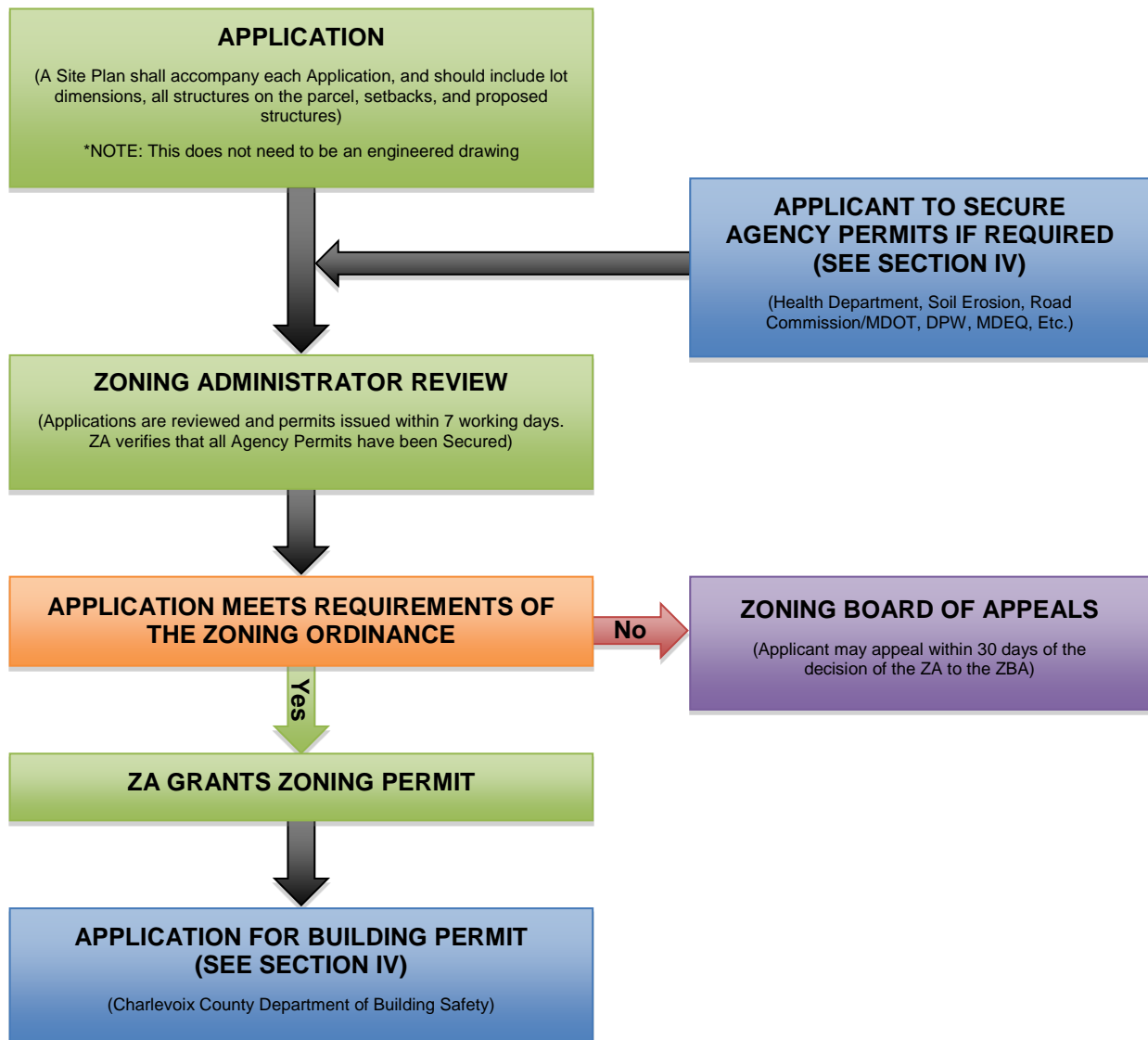
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City of East Jordan Map



City of East Jordan Zoning Permitting Process Flowchart

(For single family homes, 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.

SECTION IV – Charlevoix County Governmental Agencies

Charlevoix County Departments & Government Agencies

Website	charlevoixcounty.org
Register of Deeds	<p>Shirley Coblentz 301 State Street Charlevoix, Michigan 49720 231.547.7204 phone 231.237.0106 fax Office Hours: Monday thru Friday 8:00 am - 5:00 p.m. Document Recording 9:00 a.m. - 5:00 p.m</p>
County Surveyor	<p>Lawrence "Larry" Feindt, P.S. 217 Bridge Street P.O. Box 18 Charlevoix, Michigan 49720 231.547.9901 phone 231.547.1068 fax lfeindt@advancedgeomatics.com</p>
Planning Director	<p>Kiersten Stark, Planning Coordinator 301 State Street, Suite 11 Charlevoix, Michigan 49720 231.547.7234 phone 231.547.7246 fax planning@charlevoixcounty.org Office Hours: Monday – Friday, 9:00 a.m. - 12:00 p.m. and 1:00 p.m. - 5:00 p.m.</p>

Charlevoix County Department of Building Safety

Office	301 State Street Suite #5 Charlevoix, Michigan 49720 231.547.7236 phone 231.547.7250 fax
Office Hours	Monday – Thursday, 7:00 a.m. to 4:00 p.m.
Website	http://www.charlevoixcounty.org/departments/building_safety/index.php
Building Official /Electrical Inspector	Kevin Schlickau 231.547.7236 phone 231.547.7250 fax schlickau@charlevoixcounty.org
Assistant Building Official Inspector/Plan Reviewer	Kevin G. Stark starkk@charlevoixcounty.org
Building Plan Reviewer	John Cochrane phone cochranej@charlevoixcounty.org
Mechanical/Plumbing Inspector	Robert Hilton 231.547.7236 phone 231.547.7250 fax hiltonr@charlevoixcounty.org
Field Inspector / Soil Erosion	Russ Smith 231.547.7250 phone

Charlevoix County Drain Commissioner/Soil Erosion Control Officer

Office	301 State Street Charlevoix, Michigan 49720 231.547.7236 phone 231.547.7250 fax
Drain Commissioner/ Soil Erosion Control Officer	Russ Smith smithr@charlevoixcounty.org
Applications and Forms-	Soil Erosion, Sedimentation, and/or Stormwater Permit Application https://charlevoixcountymi.documents-on-demand.com/Document/f56b11e9-46f7-e511-9e45-001fbc00ed84/SOIL%20EROSION%20PERMIT.pdf

Health Department of Northwest Michigan

Office 220 W. Garfield Street
Charlevoix, Michigan 49720
231.547.6523 phone
231.547.6238 fax
800.432.4121 toll-free

Website www.nwhealth.org/

Medical Director Dr. Joshua Meyerson

Health Officer Linda Yaroch

Environmental Health Director Scott Kendzierski

Charlevoix County Commission on Aging

Office 218 W. Garfield Street
Charlevoix, Michigan 49720
231.237.0103 phone
231.237.0105 fax
866.428.5185 toll-free

Executive Director Shirley Gillespie

Website:

http://cms2.revize.com/revize/charlevoixcounty/commission_on_aging/index.php

Charlevoix County Road Commission

Office 1251 Boyne Avenue
P.O. Box 39
Boyne City, Michigan 49712
231.582.7330 phone
231.582.3110 fax
Office Hours: Monday-Friday 7:00 am to 3:30 pm

Manager Pat Harmon

Staff Engineer James Vanek

Applications and Permits-

http://www.charlevoixroads.org/information_and_projects/permits/index.php