2017 Guide to Permitting and Zoning

Grand Traverse County

Created and Produced by:
Northwest Michigan Council of Governments, Traverse City Area Chamber of Commerce & Grand Traverse County Planning & Development Department
Contents

SECTION I – General Information  2
Introduction & Purpose  4
Northwest Michigan Regional Prosperity Plan  5
How to Use This Guide  7
Grand Traverse County Governmental Units  8

SECTION II – Township Permitting & Zoning Process  9
Acme Township  10
Blair Township  15
East Bay Charter Township  22
Fife Lake Township  26
Garfield Charter Township  31
Grant Township  36
Green Lake Township  38
Long Lake Township  43
Mayfield Township  45
Paradise Township  47
Peninsula Township  54
Union Township  56
Whitewater Township  58

SECTION III – Village & City Permitting & Zoning Process  62
Village of Fife Lake  63
Village of Kingsley  65
City of Traverse City  67

SECTION IV – Grand Traverse County Governmental Agencies  69
Construction Code  70
Department of Public Works  71
Drain Commissioner  72
Soil Erosion – Sedimentation Control  73
Metro Fire Department  73
Grand Traverse Rural Fire Department  75
Health Department / Environmental Health Division  75
Road Commission  76
Land Development Review Committee  77
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 Grand Traverse 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.

A REGIONAL PROSPERITY PLAN
for northwest lower michigan

Growing Business, Building Community.
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 2 incorporated villages, 1 city, and 13 townships that are zoned in Grand Traverse County.
SECTION II – Township Permitting & Zoning Process
Acme Township

Township Office 6042 Acme Road
Acme, Michigan 49610
231.938.1350 phone
231.938.1510 fax
ask@acmetownship.org

Office Hours Monday through Thursday 7:30 a.m. to 6:00 p.m.

Website www.acmetownship.org

Supervisor Jay Zollinger
231.938.1350 phone
jzollinger@acmetownship.org

Assessor Dawn Kuhns
231.409.1827 cell

Zoning Administrator Shawn Winter
231.938.1350 phone
231.938.1510 fax
swinter@acmetownship.org

Documents:

Zoning Ordinance-

Other Ordinances-
http://www.acmetownship.org/ordinances.html

Master Plans-

Applications, Forms & Permits-
http://www.acmetownship.org/forms.html

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.
Acme Township Map
**Acme Township Land Use Permits Review Flowchart**

For Single Family and Accessory Structures

**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.)

**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)
(County Construction Code Office)

*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.
**Acme Township Condominium Subdivisions Review Flowchart**

**PRE-APPLICATION CONFERENCE**
(A meeting with the ZA and/or the ZA and Planner. This meeting is not required, but is encouraged prior to making application for a Condominium Subdivision)

**APPLICATION**
(Application shall include 12 copies of the condominium subdivision plan, master deed and by-laws and preliminary engineering plans)

**DEVELOPER TO SEEK AGENCY APPROVALS & SUBMIT TO ZONING ADMINISTRATOR (SEE SECTION IV)**
(Rural Fire, Health Department, Drain Commissioner, Road Commission/MDOT, MDEQ, Etc.)

**PRELIMINARY HEARING**
(PC meeting to assure completed site plan and compliance with Township Zoning Ordinance)

**MAKE CHANGES REQUIRED BY PLANNING COMMISSION & GT COUNTY AGENCIES**

**COMPLETED SITE PLAN, PERMIT APPLICATION, & AGENCY APPROVALS**

No

**PUBLIC HEARING**

Yes

**PLANNING COMMISSION RECOMMENDATION TO TOWNSHIP BOARD**
(Upon satisfactory completion of the project, the PC will recommend the project to the Township Board for Final Approval)

**TOWNSHIP BOARD APPROVAL**

**ZA GRANTS LAND USE PERMIT**

*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.*
Acme Township Special Use Permit & PUD Review Flowchart

For Residential and Commercial Projects

**PRE-APPLICATION CONFERENCE**
(A meeting with the ZA and/or the ZA and Planner. This meeting is not required, but is encouraged prior to making application for Site Plan Review, SUP, or PUD.)

**APPLICATION**
(20 copies of an Application for Site Plan Review or 25 copies of an Application for a Special Use Permit shall be submitted. The application shall also be submitted in digital format, preferably PDF). [Rezoning requests are required to include CAD or GIS shapefiles for the proposed rezoning area]

**ZA APPLICATION REVIEW**
(Zoning Administrator will make a determination as to whether the application is complete and adequate to schedule the Preliminary Hearing of the Planning Commission)

**PRELIMINARY HEARING**
(PC meeting to assure complete site plan and SUP Application)

**PUBLIC HEARING**

**PLANNING COMMISSION RECOMMENDATION FOR APPROVAL**

**TOWNSHIP BOARD HEARING**

**TOWNSHIP BOARD APPROVAL**
(The Township Board may elect to send the Application back to the Planning Commission for additional review in addition to an approval or denial)

**DEVELOPER TO SEEK STATE AGENCY APPROVALS WHEN APPLICABLE**
(MDOT, MDNRE)

**TOWNSHIP SUBMITS APPLICATION MATERIALS TO LOCAL AGENCIES FOR REVIEW (SEE SECTION IV)**
(Rural Fire, Health Department, Drain Commissioner, Road Commission, Etc.)

**DEVELOPER TO REVISE PROJECT AND RESUBMIT FOR ADDITIONAL REVIEW**

**ADDITIONAL REVIEW & DELIBERATION**
(Township staff and Planning Commission will review Developer’s revisions and deliberate at a future Planning Commission meeting)

**DEVELOPER REQUESTS APPLICATION REVIEW BY TOWNSHIP BOARD WITHOUT PC APPROVAL RECOMMENDATION**

**DEVELOPER MAY NOT RESUBMIT APPLICATION THAT IS SUBSTANTIALLY THE SAME FOR A PERIOD OF 1 YEAR**
(Substantially changed applications can be resubmitted sooner than the 1 year limitation)

**APPLICATION FOR BUILDING PERMIT (SEE SECTION IV)**
(Grand Traverse County Construction Code Office)

**ZA GRANTS LAND USE PERMIT**

No

Yes

Yes
**Blair Township**

Township Office 2121 County Road 633
Grawn, Michigan 49637
231.276.9263 phone
231.276.5111 fax

Office Hours Tuesday – Friday: 7:30 a.m. – 6:00 p.m.

Website www.blairtownship.org

Supervisor Nicole Blonshine
231.276.9263 phone (ext. 104) phone
supervisor@blairtownship.org
Office Hours: Tuesday through Friday from 7:30 a.m. to 6:00 p.m.

Planning & Zoning Administrator Lindsey Wolf
231.276.9263 phone (ext. 105) phone
zoning@blairtownship.org

Assessor Wendy Witkop
231.276.9263 (ext. 107) phone
assessor@blairtownship.org

Documents:

Zoning Ordinance & Other Ordinances-
http://www.blairtownship.org/blair-township-ordinances.html

Zoning Map-
http://www.blairtownship.org/assets/Land_Use_Map.pdf

Master Plan-

Applications, Forms & Permits-
http://www.blairtownship.org/forms-applications.html

From the Zoning Administrator:

In Blair Township, we would like to encourage growth and try to make it an easy process. If there are any questions feel free to stop by the office and we can guide you in the right direction. It is highly recommended that a pre-application meeting with the Zoning Administrator be made early on in the development process. This allows for the Zoning Administrator and developer to resolve any issues early on and help to prevent delays later.

To help you in the process here are a few things to watch out for. All of the applications must be signed by the owner of the property. This includes, but not limited to, land use permit applications, water permit applications, administrative review applications, site plan review and special use applications.
The developer/builder may get a letter from the property owner authorizing the contractor to sign permit applications for them. This is helpful if the property owner does not live in the area. Also make sure that applications are filled out completely. If they are not, the process may be delayed.

Since Blair Township has a water and sewer system in much of the commercial district, it is important to get a water and sewer permit. These permits must be submitted before a land use permit is granted. Water permits can be obtained at the Township Offices and the sewer permit can be obtained at the Grand Traverse County DPW. We also require a Fire Department Site Plan Review before issuing all commercial land use permits. Please contact the fire department to see what is necessary.

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Blair Township Map
Blair Township Land Use Permits Flowchart
For Single Family, Duplexes, and Accessory Structures

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)
(Grand Traverse County Construction Code Office)

APPLICANT TO SECURE AGENCY PERMITS IF REQUIRED (SEE SECTION IV)
- Health Department if well & septic
- DPW if public water & sewer
- Road Commission Driveway Permit
- Soil Erosion Permit if Required

ZONING BOARD OF APPEALS
(Applicant may appeal within 30 days of the decision of the Zoning Administrator 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.
**Blair Township Site Plan Review Flowchart**

*Administrative Review*

**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**

**APPLICATION MEETS REQUIREMENTS OF THE ZONING ORDINANCE**

**APPLY FOR LAND USE PERMIT TO THE ZONING ADMINISTRATOR**

**ZA GRANTS LAND USE PERMIT**

**APPLICATION FOR BUILDING PERMIT (SEE SECTION IV)**
(Grand Traverse County Construction Code Office)

**APPLICANT TO SECURE AGENCY PERMITS IF REQUIRED (SEE SECTION IV)**
- Health Department if well & septic
- DPW if public water & sewer
- Township if Public Water
- Road Commission Driveway Permit
- Soil Erosion Permit if Required

**ZONING BOARD OF APPEALS**
(Applicant may appeal within 30 days of the decision of the Zoning Administrator 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.*
Blair Township Site Plan Review Flowchart
For Condominium Subdivisions

*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.*
Blair Township Special Land Use & PUD Review Flowchart

For Residential and Commercial Projects


East Bay Charter Township

Township Office
1965 North Three Mile Road
 Traverse City, Michigan 49696
231.947.8647 Phone
231.922.2094 Fax

Office Hours
Monday – Thursday, 7:00 a.m. – 5:30 p.m.

Website
www.eastbaytwp.org

Supervisor
Beth Friend
bfriend@eastbaytwp.org

Zoning Administrator
Leslie Couturier CZA
231.947.8681
lcouturier@eastbaytwp.org

Assessor
Susan Karakos
skarakos@grandtraverse.org

Documents:

Zoning Ordinance-

Zoning Map-

Applications, Forms & Permits-
http://www.eastbaytwp.org/permits.asp

Master Plan-

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

For Single Family, Duplexes, and Accessory Structures

APPLICANT TO SECURE AGENCY PERMITS IF REQUIRED (SEE SECTION IV)
- Health Department if well & septic
- DPW if public water & sewer
- Road Commission Driveway Permit
- Soil Erosion Permit if Required

APPROVAL FROM SUBDIVISION ARCHITECTURAL CONTROL COMMITTEE
(See list to see if this step applies)

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 usually 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)
(Grand Traverse County Construction Code Office)

ZONING BOARD OF APPEALS
(Applicant may appeal within 30 days of the decision of the Zoning Administrator to the ZBA)

SUBDIVISIONS
Basswood Forest
Cerro Vega #2
Chandler Lake Estates
Cherry Ridge Condos
Cherry Ridge Estates
Cinnamon Ridge
Cross Country Trail
English Woods
Erin Glen
Holiday South
Holiday Forest
Holiday Woods
Kenona Woods
Northwood Acres
Sharky Hills
Ridge Run
Thousand Oaks Estates
Verndale at East Bay
Village at Chartwell

*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.
**East Bay Township Site Plan Review & Special Land Use Permit Flowchart**

For Residential, Commercial and PUD Developments

*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.*
Fife Lake Township

Township Office
134 Morgan Street
P.O. Box 87
Fife Lake, Michigan 49633
231.879.3963 phone
231.879.3146 fax

Office Hours
Monday/Tuesday/Thursday 8:00 a.m. – 2:00 p.m.
Wednesday 12:00 pm to 5:00 pm

Website
fifelaketwp.com

Supervisor
Linda Forwerck
231.631.1750 office
231.631.1750 cell

Zoning Administrator
Kevin McElyea
231.879.3963 office
231.645.1113 cell
fifelakezoning@gmail.com

Office Hours: Thursday from 10:00 am to 6:00 pm

Documents:

Zoning Ordinance-

Other Ordinances-

Master Plan-

Land Division App- http://fifelaketwp.com/images/docs/Land_Division_Application.pdf
Planning Change Request-

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Fife Lake Township Map
Fife Lake Township Land Use Permits Review Flowchart

For Single Family and Accessory Structures

*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.
**Fife Lake Township Site Plan Review Flowchart**

For Condominium Subdivisions

PRE-APPLICATION CONFERENCE
(A meeting with the Zoning Administrator and/or the Zoning Administrator and Planner. This meeting is not required, but is encouraged prior to making application for a Condominium Subdivision)

APPLICATION
(Application shall include 11 copies of the condominium subdivision plan, master deed and by-laws and 10 copies of the preliminary engineering plans 30 days prior to the next Planning Commission Meeting)

SITE PLAN REVIEW
(Meeting with the Planning Commission)

DEVELOPER TO PRESENT PLANS TO THE LAND DEVELOPMENT REVIEW COMMITTEE (SEE SECTION IV)

DEVELOPER TO SEEK AGENCY APPROVALS (SEE SECTION IV)
(Rural Fire, Health Department, Drain Commissioner, Road Commission/MDOT, MDEQ, Etc.)

COMPLETED SITE PLAN, PERMIT APPLICATION, AND AGENCY APPROVALS?

MAKE CHANGES REQUIRED BY PLANNING COMMISSION AND GTC AGENCIES

APPLY FOR LAND USE PERMIT TO THE ZONING ADMINISTRATOR

APPLICATION FOR BUILDING PERMIT (SEE SECTION IV)
(Grand Traverse County Construction Code Office)

ZA GRANTS LAND USE PERMIT

*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.*
Fife Lake Township Special Land Use & Planned Unit Developments Flowchart

For Residential and Commercial Projects

*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.*
Garfield Charter Township

Township Office 3848 Veterans Drive
Traverse City, Michigan 49684
231.941.1620 phone
231.941.1588 fax

Office Hours Monday through Thursday 7:30 a.m. – 6:00 p.m.

Website www.garfield-twp.com

Supervisor Chuck Korn ckorn@garfield-twp.com

Planner Rob Larrea rlarrea@garfield-twp.com

Zoning Administrator Michael Green mgreen@garfield-twp.com

Assessor Amy Dehaan adehaan@garfield-twp.com

Documents:

Zoning Ordinance- www.garfield-twp.com/zoningord.asp


Forms & Applications- www.garfield-twp.com/zoningforms.asp

Building Permit Applications- www.garfield-twp.com/bldgpermitinfo.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.
Garfield Charter Township Map

Garfield Township Permitting Flowcharts (next 3 pages)

*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.
Garfield Township Land Use & Building Permits Flowchart
For Commercial Buildings

APPLICATION (With Dimensioned Site Plan)

DEVELOPER TO SEEK AGENCY APPROVALS (SEE SECTION IV)
(Health Department, Drain Commissioner, Road Commission/MDOT, DPW, MDEQ, Etc.)

COMPLETED SITE PLAN & AGENCY APPROVALS

MAKE CHANGES REQUIRED BY ZONING ADMINISTRATOR & GTC AGENCIES

GARFIELD TOWNSHIP BUILDING DEPARTMENT REVIEW
(2 Complete sets of sealed Drawings, Site Plan, & Application for Plan Review)

APPLICATION TO G.T. COUNTY & FIRE DEPT. FOR CONSTRUCTION CODE PLAN REVIEW (SEE SECTION IV)
(Electrical, Plumbing, Mechanical, & Health Plan Review)

ZA Grants Land Use Permit
(ZA uses Building Department Plans to complete review)

MAKE CHANGES REQUIRED BY GARFIELD TOWNSHIP BUILDING DEPARTMENT

COMPLETED BUILDING PERMIT APPLICATION

GARFIELD TOWNSHIP BUILDING DEPARTMENT ISSUES BUILDING PERMIT

G.T. COUNTY CONSTRUCTION CODE & FIRE DEPARTMENT INSPECTIONS (SEE SECTION IV)
(Electrical, Plumbing, Mechanical, & Health Plan Review)

GARFIELD TOWNSHIP BUILDING DEPARTMENT ISSUES CERTIFICATE OF OCCUPANCY TO APPLICANT

GARFIELD TOWNSHIP BUILDING DEPARTMENT PERFORMS BUILDING INSPECTION

GARFIELD TOWNSHIP BUILDING DEPARTMENT PERFORMS FINAL BUILDING INSPECTION

ZONING ADMINISTRATOR PERFORMS ZONING INSPECTION

MAKE CHANGES REQUIRED BY GARFIELD TOWNSHIP BUILDING DEPARTMENT
Garfield Township Land Use & Building Permits Flowchart

For Residential Buildings

APPLICATION (With Dimensioned Site Plan)

DEVELOPER TO SEEK AGENCY PERMITS (SEE SECTION IV)
(Health Department, Drain Commissioner, Road Commission/MDOT, DPW, MDEQ, Etc.)

No

MAKE CHANGES REQUIRED BY ZONING ADMINISTRATOR & GTC AGENCIES

Yes

COMPLETED SITE PLAN & AGENCY APPROVALS

No

MAKE CHANGES REQUIRED BY GARFIELD TOWNSHIP BUILDING DEPARTMENT

Yes

GARFIELD TOWNSHIP BUILDING DEPARTMENT REVIEW
(2 Complete sets of sealed Drawings, Site Plan, & Application for Plan Review)

ZA GRANTS LAND USE PERMIT
(ZA uses Building Department Plans to complete review)

GARFIELD TOWNSHIP BUILDING DEPARTMENT ISSUES BUILDING PERMIT

APPLICATION TO G.T. COUNTY & FOR CONSTRUCTION CODE PLAN REVIEW (SEE SECTION IV)
(Electrical, Plumbing, Mechanical, & Health Plan Review)

GARFIELD TOWNSHIP BUILDING DEPARTMENT PERFORMS BUILDING INSPECTION

G.T. COUNTY CONSTRUCTION CODE INSPECTIONS (SEE SECTION IV)
(Electrical, Plumbing, Mechanical, & Health Plan Review)

GARFIELD TOWNSHIP BUILDING DEPARTMENT PERFORMS FINAL BUILDING INSPECTION

GARFIELD TOWNSHIP BUILDING DEPARTMENT ISSUES CERTIFICATE OF OCCUPANCY TO APPLICANT

GARFIELD TOWNSHIP BUILDING DEPARTMENT PERFORMS BUILDING INSPECTION

MAKE CHANGES REQUIRED BY GARFIELD TOWNSHIP BUILDING DEPARTMENT

COMPLETED BUILDING PERMIT APPLICATION

No

MAKE CHANGES REQUIRED BY GARFIELD TOWNSHIP BUILDING DEPARTMENT

Yes

GARFIELD TOWNSHIP BUILDING DEPARTMENT REVIEW
(2 Complete sets of sealed Drawings, Site Plan, & Application for Plan Review)

ZA GRANTS LAND USE PERMIT
(ZA uses Building Department Plans to complete review)

GARFIELD TOWNSHIP BUILDING DEPARTMENT ISSUES BUILDING PERMIT

APPLICATION TO G.T. COUNTY & FOR CONSTRUCTION CODE PLAN REVIEW (SEE SECTION IV)
(Electrical, Plumbing, Mechanical, & Health Plan Review)

GARFIELD TOWNSHIP BUILDING DEPARTMENT PERFORMS BUILDING INSPECTION

G.T. COUNTY CONSTRUCTION CODE INSPECTIONS (SEE SECTION IV)
(Electrical, Plumbing, Mechanical, & Health Plan Review)

GARFIELD TOWNSHIP BUILDING DEPARTMENT PERFORMS FINAL BUILDING INSPECTION

GARFIELD TOWNSHIP BUILDING DEPARTMENT ISSUES CERTIFICATE OF OCCUPANCY TO APPLICANT

GARFIELD TOWNSHIP BUILDING DEPARTMENT PERFORMS BUILDING INSPECTION

MAKE CHANGES REQUIRED BY GARFIELD TOWNSHIP BUILDING DEPARTMENT

COMPLETED BUILDING PERMIT APPLICATION

No

MAKE CHANGES REQUIRED BY GARFIELD TOWNSHIP BUILDING DEPARTMENT

Yes

GARFIELD TOWNSHIP BUILDING DEPARTMENT REVIEW
(2 Complete sets of sealed Drawings, Site Plan, & Application for Plan Review)

ZA GRANTS LAND USE PERMIT
(ZA uses Building Department Plans to complete review)

GARFIELD TOWNSHIP BUILDING DEPARTMENT ISSUES BUILDING PERMIT

APPLICATION TO G.T. COUNTY & FOR CONSTRUCTION CODE PLAN REVIEW (SEE SECTION IV)
(Electrical, Plumbing, Mechanical, & Health Plan Review)

GARFIELD TOWNSHIP BUILDING DEPARTMENT PERFORMS BUILDING INSPECTION

G.T. COUNTY CONSTRUCTION CODE INSPECTIONS (SEE SECTION IV)
(Electrical, Plumbing, Mechanical, & Health Plan Review)

GARFIELD TOWNSHIP BUILDING DEPARTMENT PERFORMS FINAL BUILDING INSPECTION

GARFIELD TOWNSHIP BUILDING DEPARTMENT ISSUES CERTIFICATE OF OCCUPANCY TO APPLICANT

GARFIELD TOWNSHIP BUILDING DEPARTMENT PERFORMS BUILDING INSPECTION

MAKE CHANGES REQUIRED BY GARFIELD TOWNSHIP BUILDING DEPARTMENT

COMPLETED BUILDING PERMIT APPLICATION

No

MAKE CHANGES REQUIRED BY GARFIELD TOWNSHIP BUILDING DEPARTMENT

Yes

GARFIELD TOWNSHIP BUILDING DEPARTMENT REVIEW
(2 Complete sets of sealed Drawings, Site Plan, & Application for Plan Review)

ZA GRANTS LAND USE PERMIT
(ZA uses Building Department Plans to complete review)

GARFIELD TOWNSHIP BUILDING DEPARTMENT ISSUES BUILDING PERMIT

APPLICATION TO G.T. COUNTY & FOR CONSTRUCTION CODE PLAN REVIEW (SEE SECTION IV)
(Electrical, Plumbing, Mechanical, & Health Plan Review)

GARFIELD TOWNSHIP BUILDING DEPARTMENT PERFORMS BUILDING INSPECTION

G.T. COUNTY CONSTRUCTION CODE INSPECTIONS (SEE SECTION IV)
(Electrical, Plumbing, Mechanical, & Health Plan Review)

GARFIELD TOWNSHIP BUILDING DEPARTMENT PERFORMS FINAL BUILDING INSPECTION

GARFIELD TOWNSHIP BUILDING DEPARTMENT ISSUES CERTIFICATE OF OCCUPANCY TO APPLICANT
**Garfield Township Special Land Use Permits & Planned Unit Developments Flowchart**

- **Developer to Seek Agency Approvals (See Section IV)**
  - (Rural Fire, Health Department, Drain Commissioner, Road Commission/MDOT, MDEQ, Etc.)

- **Submission Adequacy Review**
  - (Applicant shall submit all relevant materials for a Permit Application prior to the actual application for the Permit. Township staff shall review and comment within 5 working days on the adequacy of the submission)

- **Adequate Permit Application Package?**
  - Yes
  - No
  - **Permit Application**
    - (12 sets of documents shall be submitted and received 14 days prior to the meeting date that the matter will be on the PC agenda.)

- **Introduction of SUP or PUD**
  - (The introduction of the application will occur at a regular meeting of the PC, which is held on the second Wednesday of each month.)

- **Planning Commission Determines Whether Application is Adequate for Public Hearing?**
  - Yes
  - No
  - **Planning Commission Public Hearing**

- **Planning Commission Project Approval?**
  - Yes
  - No
  - **Additional Meetings with the PC Until All Conditions Have Been Met**

- **Planned Unit Development**
  - Yes
  - Special Use Permit

- **Township Board Public Hearing**

- **Township Board Project Approval?**
  - Yes
  - PUD Order Filed at the Grand Traverse County Register of Deeds

- **Application for Building Permit**
  - (Garfield Township Building Department)

- **Zoning Administrator Issues Land Use Permit**
Grant Township

Township Office  8986 Davis Road  
Buckley, Michigan 49620  
231.263.7168 phone

Office Hours  By appointment only

Website  http://grant-grdtraverse.com/

Supervisor &  Doug Moyer
Zoning Administrator  231.263.7168 phone  
dougem@centurytel.net

Assessor  Michelle Englebrecht  
231.676.3033 phone  
menglebrecht@hotmail.com

Zoning Ordinance-  
http://docs.wixstatic.com/ugd/2d9da1_b364e5e450fb469590be76eb1baa86f2.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.
Grant Township Map
**Green Lake Township**

**Township Office**  
9394 10th Street  
PO Box 157  
Interlochen, Michigan 49643  
231.276.9329 phone  
231.276.9388 fax

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

**Website**  
[www.greenlaketownship.org/](http://www.greenlaketownship.org/)

**Supervisor**  
Marvin Radtke  
[supervisor@greenlaketownship.org](mailto:supervisor@greenlaketownship.org)

**Planner**  
William Muha  
[assessor@greenlaketownship.org](mailto:assessor@greenlaketownship.org)

**Zoning Administrator**  
Dennis Habedank  
231.276.9329 phone  
231.276.9388 fax  
[zoning@greenlaketownship.org](mailto:zoning@greenlaketownship.org)

**Documents:**

- **Zoning Ordinance**  

- **Zoning Map**  

- **Green Lake Master Plan**  

- **The Village of Interlochen Gateway Master Plan**  

- **Land Division App**  

- **Land Use Permit**  
  [http://www.greenlaketownship.org/Portals/1019/permits%20and%20forms/Land_Use_Permit_Application.pdf](http://www.greenlaketownship.org/Portals/1019/permits%20and%20forms/Land_Use_Permit_Application.pdf)
Green Lake Township Map
Green Lake Township Land Use Permits Review Flowchart
For Single Family and Accessory Structures

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. Zoning Administrator 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)
(County Construction Code Office)

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

MAKE CHANGES TO PLANS & RESUBMIT TO ZONING ADMINISTRATOR

ZONING BOARD OF APPEALS
(Applicant may appeal within 30 days of the decision of the Zoning Administrator to the Zoning Board of Appeals)

*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.
**Green Lake Township Site Plan Review Flow Chart**

For Condominium Subdivisions

**PRE-APPLICATION CONFERENCE**
(A meeting with the Zoning Administrator and/or the Zoning Administrator and Planner. This meeting is not required, but is encouraged prior to making application for a Condominium Subdivision)

**APPLICATION**
(Application shall include 12 copies of the condominium subdivision plan, master deed and by-laws, and preliminary engineering plans)

**PRELIMINARY HEARING**
(Planning Commission meeting to assure completed site plan and compliance with Township Zoning Ordinance)

**COMPLETED SITE PLAN, PERMIT APPLICATION, AND AGENCY APPROVALS?**
- Yes
- No

**PLANNING COMMISSION PUBLIC HEARING**

**PLANNING COMMISSION APPROVAL?**
- Yes
- No

**APPLY FOR LAND USE PERMIT**

**ZA GRANTS LAND USE PERMIT**

**DEVELOPER TO SEEK AGENCY APPROVALS (SEE SECTION IV)**
(Rural Fire, Health Department, Drain Commissioner, Road Commission/MDOT, MDEQ, Etc.)

**MAKE CHANGES REQUIRED BY PLANNING COMMISSION AND GTC AGENCIES**

**DEVELOPER TO REVISE PROJECT REQUIRED BY PLANNING COMMISSION**

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Green Lake Township Special Land Use Permits & Planned Unit Developments Flowchart

For Residential and Commercial Projects

**PRE-APPLICATION CONFERENCE**
(A meeting with the Zoning Administrator and/or the Zoning Administrator and Planner. This meeting is not required, but is encouraged prior to making application for Site Plan Review, SUP, or PUD)

**APPLICATION**
(12 copies of the Application shall be submitted 30 days prior to the next Planning Commission meeting to be placed on the agenda)

**APPLICATION FOR BUILDING PERMIT**
(Grand Traverse County Construction Code Office)

**MAKE CHANGES REQUIRED BY ZONING ADMINISTRATOR AND GTC AGENCIES**

**DEVELOPER TO SEEK AGENCY APPROVALS (SEE SECTION IV)**
(Rural Fire, Health Department, Drain Commissioner, Road Commission/MDOT, MDEQ, Etc.)

**PLANNING COMMISSION APPROVAL?**

**APPLY FOR LAND USE PERMIT**

**ZA GRANTS LAND USE PERMIT**

**APPLICATION FOR BUILDING PERMIT**
(SEE SECTION IV)

*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.*
Long Lake Township

Township Office 8870 North Long Lake Road
Traverse City, Michigan 49685
231.946.2249 phone
231.946.4573 fax
welcome@longlaketownship.com

Office Hours Tuesday through Friday 8:00 a.m. to 5:30 p.m.

Website www.longlaketownship.com/

Supervisor Karen Rosa
231.946.2249 phone
231.946.4573 fax
Supervisor@LongLakeTownship.com

Assessor Angela Friske
231.946.2249 phone
assessor@longlaketownship.com

Zoning Administrator Kim Smith
Zoning@LongLakeTownship.com

Documents:

Zoning Ordinance-

Zoning Map-

Other Zoning Applications & Ordinances-
http://www.longlaketownship.com/zoning/applications-ordinances

Master Plan-

Other Planning Applications and Ordinances-
http://www.longlaketownship.com/planning-commission/plans-ordinances-apps

Land Division Application-
Long Lake Township Map
Mayfield Township

Township Office
2991 West Center Road
Kingsley, Michigan 49649
231.263.4599 phone

Office Hours
By appointment only

Website
http://mayfieldtwp.com/

Supervisor
John Ockert
231.263.7255 phone

Assessor
Dave Brown
231.881.4000 phone
townshipassessing@gmail.com
Website: www.townshipassessing.com

Zoning Administrator
Greg Lueck
10620 Matchett Road
Kingsley, Michigan 49649
231.263.4599 phone (please leave message)
GJLueck@gmail.com

Documents:
Zoning Ordinance-
http://mayfieldtwp.com/ORDINANCES

Zoning Map-

Applications & Permits-
http://mayfieldtwp.com/PERMITS

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.
Mayfield Township Map
Paradise Township

Township Office 2300 East M-113
Kingsley, Michigan 49649
231.263.5251 phone
231.263.7437 fax

Office Hours Tuesday through Friday 8:30 a.m. – 4:30 p.m.

Website www.paradisetwp.org

Supervisor Rob Lajko
231.263.5251 phone
supervisor@paradisetwp.org
By Appointment

Zoning/Planning Administrator Roger Williams
231.263.5251
zoning@paradisetwp.org
Office Hours: Friday 8:30 am – 12:00 pm or by appointment

Assessor Dawn Kuhns
231.409.1827 business/cell
231.263.7437 fax
assessordawn@gmail.com
Office Hours: Thursdays 9:00 am – 4:30 pm

Documents:

Zoning Ordinance-

Zoning Map-

Master Plan-
http://www.paradisetwp.org/services/zoning_and_planning/docs/Master%20Plan%20for%20website.pdf

Assessing Forms-
http://www.paradisetwp.org/services/assessing/index.php

Zoning Applications-
http://www.paradisetwp.org/services/zoning_and_planning/index.php

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Paradise Township Map
Paradise Township Land Use Permits Review Flowchart

For Single Family and Accessory Structures

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. Zoning Administrator verifies that all Agency Permits have been Secured)

APPLICATION MEETS REQUIREMENTS OF THE ZONING ORDINANCE?

No

MAKE CHANGES TO PLANS & RESUBMIT TO ZONING ADMINISTRATOR

No

ZONING BOARD OF APPEALS
(Applicant may appeal within 30 days of the decision of the Zoning Administrator to the Zoning Board of Appeals)

Yes

ZA GRANTS LAND USE PERMIT

APPLICATION FOR BUILDING PERMIT (SEE SECTION IV)
(County Construction Code Office)

*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.
Paradise Township Site Plan Review Flowchart

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

Application meets requirements of the zoning ordinance

Yes

Apply for land use permit to the zoning administrator

Zoning board of appeals

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

No

Applicant to secure agency permits if required

(Application for building permit (see Section IV)

(Grand Traverse County Construction Code Office)

*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.
Paradise Township Site Plan Review Flowchart

Planning Commission Review

PRE-APPLICATION CONFERENCE
(A meeting with the Zoning Administrator and/or the Zoning Administrator and Planner. This meeting is not required, but is encouraged prior to making application for a Condominium Subdivision)

APPLICATION
(Application shall include 11 copies of the condominium subdivision plan, master deed and by-laws and 10 copies of the preliminary engineering plans 30 days prior to the next Planning Commission Meeting)

SITE PLAN REVIEW
(Meeting with the Planning Commission)

DEVELOPER TO PRESENT PLANS TO THE LAND DEVELOPMENT REVIEW COMMITTEE (SEE SECTION IV)

DEVELOPER TO SEEK AGENCY APPROVALS (SEE SECTION IV)
(Rural Fire, Health Department, Drain Commissioner, Road Commission/MDOT, MDEQ, Etc.)

APPLICATION FOR BUILDING PERMIT (SEE SECTION IV)
(Grand Traverse County Construction Code Office)

COMPLETED SITE PLAN, PERMIT APPLICATION, AND AGENCY APPROVALS?

MAKE CHANGES REQUIRED BY PLANNING COMMISSION AND GTC AGENCIES

APPLY FOR LAND USE PERMIT TO THE ZONING ADMINISTRATOR

ZA GRANTS LAND USE PERMIT

*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.
**Paradise Township Site Plan Review Flowchart**

For Condominium Subdivisions

1. **PRE-APPLICATION CONFERENCE**
   - (A meeting with the Zoning Administrator and/or the Zoning Administrator and Planner. This meeting is not required, but is encouraged prior to making application for a Condominium Subdivision)

2. **APPLICATION**
   - (Application shall include 12 copies of the condominium subdivision plan, master deed and by-laws, and preliminary engineering plans)

3. **PRELIMINARY HEARING**
   - (Planning Commission meeting to assure completed site plan and compliance with Township Zoning Ordinance)

4. **DEVELOPER TO PRESENT PLANS TO THE LAND DEVELOPMENT REVIEW COMMITTEE (SEE SECTION IV)**
   - Developer to present plans to the land development review committee.

5. **DEVELOPER TO SEEK AGENCY APPROvals (SEE SECTION IV)**
   - (Rural Fire, Health Department, Drain Commissioner, Road Commission/MDOT, MDEQ, Etc.)

6. **APPLICATION**
   - (Application shall include 12 copies of the condominium subdivision plan, master deed and by-laws, and preliminary engineering plans)

7. **COMPLETED SITE PLAN, PERMIT APPLICATION, AND AGENCY APPROvals?**
   - Yes
   - No

8. **MAKE CHANGES REQUIRED BY PLANNING COMMISSION AND GTC AGENCIES**

9. **PLANNING COMMISSION PUBLIC HEARING**

10. **PLANNING COMMISSION RECOMMENDATION TO TOWNSHIP BOARD**
    - (Upon satisfactory completion of the project, the PC will recommend the project to the Township Board for Final Approval)

11. **TOWNSHIP BOARD APPROVAL**

12. **APPLY FOR LAND USE PERMIT & ZONING ADMINISTRATOR GRANTS LAND USE PERMIT**
Paradise Township Special Land Use Permits & PUD Flowchart

For Residential and Commercial Projects

PRE-APPLICATION CONFERENCE
(A meeting with the ZA and/or the ZA and Planner. This meeting is not required, but is encouraged prior to making application for Site Plan Review, SUP, or PUD.)

APPLICATION
(12 copies of the Application shall be submitted 30 days prior to the next Planning Commission meeting to be placed on the agenda)

DEVELOPER TO PRESENT PUD PLANS TO THE LAND DEVELOPMENT REVIEW COMMITTEE (SEE SECTION IV)

DEVELOPER TO SEEK AGENCY APPROVALS & SUBMIT TO ZA (SEE SECTION IV)
(Rural Fire, Health Department, Drain Commissioner, Road Commission/MDOT, MDEQ, Etc.)

TOWNSHIP BOARD HEARING

APPLICATION FOR BUILDING PERMIT (SEE SECTION IV)
(Grand Traverse County Construction Code Office)

APPLY FOR & ZONING ADMINISTRATOR GRANTS LAND USE PERMIT

COMPLETED SITE PLAN, PERMIT APPLICATION, AND AGENCY APPROVALS?

No

MAKE CHANGES REQUIRED BY PLANNING COMMISSION & GTC AGENCIES

Yes

PLANNING COMMISSION PUBLIC HEARING

PLANNING COMMISSION RECOMMENDATION FOR APPROVAL?

No

MAKE CHANGES REQUIRED BY PLANNING COMMISSION & GTC AGENCIES

Yes

PLANNING COMMISSION RECOMMENDATION TO TOWNSHIP BOARD
(Upon satisfactory completion of the project, the PC will recommend the Application to the Township Board for Final Approval)

TOWNSHIP BOARD HEARING

TOWNSHIP BOARD APPROVAL?

No

DEVELOPER MAY NOT RESUBMIT APPLICATION FOR A PERIOD OF 1 YEAR

Yes

APPLICATION FOR BUILDING PERMIT (SEE SECTION IV)
(Grand Traverse County Construction Code Office)
Peninsula Township

<table>
<thead>
<tr>
<th>Township Office</th>
<th>13235 Center Road</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>Traverse City, Michigan 49686</td>
</tr>
<tr>
<td></td>
<td>231.223.7322 phone</td>
</tr>
<tr>
<td></td>
<td>231.223.7117 fax</td>
</tr>
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| Office Hours             | Monday 7:30 am - 6:30 pm & Tuesday through Thursday 7:30 am - 5:00 pm |

| Website                  | www.peninsulatownship.com/ |

<table>
<thead>
<tr>
<th>Supervisor</th>
<th>Rob Manigold</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>231.223.7322 phone</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:supervisor@peninsulatownship.com">supervisor@peninsulatownship.com</a></td>
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<table>
<thead>
<tr>
<th>Planner</th>
<th>Brian VanDenBrand</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>231.223.7314 phone</td>
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<tr>
<th>Zoning Administrator</th>
<th>Christina Deeren</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>231.223.7318 phone</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:zoning@peninsulatownship.com">zoning@peninsulatownship.com</a></td>
</tr>
</tbody>
</table>

<table>
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<tr>
<th>Assessor</th>
<th>Sally Akerley</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>231.223.7313 office</td>
</tr>
</tbody>
</table>

Documents:

- Zoning Ordinance-

- Zoning Map-

- Other Ordinances-

- Master Plan-

- Planning Applications & Forms-

- Zoning Applications & Forms-
Peninsula Township Map
Union Township

Township Office 5020 Fife Lake Road
Fife Lake, Michigan 49633
231.369.3341 phone
(For Directional Purposes Only – Not a mailing Address)

Office Hours By appointment only

Website N/A

Supervisor Doug Mansfield
1233 Rennie Lake Road
Traverse City, MI 49686
231.947.8069 phone

Planning & Zoning Administrator Charles Erickson
231.564.2200 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.
Union Township Map
Whitewater Township

Township Office 5777 Vinton Road
PO Box 159
Williamsburg, Michigan 49690
231.267.5141 phone
231.267.9020 fax

Office Hours Monday, Tuesday, Wednesday; 8:00 a.m. – 5:00 p.m.

Website www.whitewatertownship.org

Supervisor Ron Popp
231.267.5141 (ext. 23) phone
supervisor@whitewatertownship.org

Zoning Administrator Dennis Haberdank – Interim (updated June 2017)
231.267.5141 (ext. 21) phone
zoning@whitewatertownship.org
Office hours: Fridays 8:00 am – 5:00 pm

Assessor Dawn Kuhns
231.409.1827 phone
231.938.3591 fax
assessor_dawn@gmail.com
By appointment only

Documents:

Zoning Ordinance-
http://www.whitewatertownship.org/ordinances.html

Zoning Map-

Master Plan-

Permit & Applications-
http://www.whitewatertownship.org/forms-and-permits.html

Assessment Forms-
http://www.whitewatertownship.org/assessing.html
Whitewater Township Map
**Whitewater Township Land Use Permits Review Flowchart**

For Single Family, Duplexes, and Accessory Structures

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*

2. **ZONING ADMINISTRATOR REVIEW**
   
   (Applications are reviewed within 24-48 hours. Zoning Administrator verifies that all Agency Permits have been Secured)

3. **APPLICATION MEETS REQUIREMENTS OF THE ZONING ORDINANCE**
   
   - Yes
   - No

4. **ZA GRANTS LAND USE PERMIT**

5. **APPLICATION FOR BUILDING PERMIT (SEE SECTION IV)**
   
   (Grand Traverse County Construction Code Office)

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

6. **ZONING BOARD OF APPEALS**

   (Applicant may appeal within 30 days of the decision of the Zoning Administrator 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.*
**Whitewater Township Site Plan Review and Special Land Use Permits Flowchart**

For Residential, Commercial and PUD Developments

**PRE-APPLICATION CONFERENCE**
(Either a meeting with the Zoning Administrator and a few members of the Planning Commission or at an initial PC meeting)

**APPLICATION**
(Application shall be submitted 30 days prior to the PC meeting to be placed on the agenda)

**PRELIMINARY SITE PLAN HEARING**
(Planning Commission meeting to assure completed site plan and compliance with Township Zoning Ordinance)

**COMPLETED SITE PLAN, PERMIT APPLICATION, AND AGENCY APPROVALS?**

**FINAL SITE PLAN REVIEW & PUBLIC HEARING**
(Application shall be submitted 30 days prior to the PC meeting to be placed on the agenda)

**PLANNED UNIT DEVELOPMENT?**
**RESIDENTIAL DEVELOPMENT?**
**COMMERCIAL DEVELOPMENT?**

**PLANNING COMMISSION RECOMMENDATION TO TOWNSHIP BOARD**
(Upon satisfactory completion of the project, the PC will recommend the project to the Township Board for Final Approval)

**TOWNSHIP BOARD APPROVAL**

**ZA GRANTS LAND USE PERMIT**

**CONSTRUCTION OF PROJECT / DEVELOPMENT**
(Roads, infrastructure, parking lots, buildings, etc.)

**APPLICATION FOR BUILDING PERMIT (SEE SECTION IV)**
(Grand Traverse County Construction Code Office)

**MAKE CHANGES REQUIRED BY PLANNING COMMISSION AND GTC AGENCIES**

**DEVELOPER TO SEEK AGENCY APPROVALS (SEE SECTION IV)**
(Rural Fire, Health Department, Drain Commissioner, Road Commission/MDOT, MDEQ, Etc.)
SECTION III – Village & City Permitting & Zoning Process
**Village of Fife Lake**

Village Office 616 Bates Street  
Fife Lake, Michigan 49633  
231.879.4291 phone  
231.879.5153 fax  
villageoffifelake@gmail.com

Office Hours Tuesdays 9:00 am – 2:00 pm & Friday 10:00 am – 3:00 pm

Website [http://villageoffifelake.weebly.com/](http://villageoffifelake.weebly.com/)

Zoning Administrator Ron Broering

Clerk Tessa Johnson

Assessor Dawn Kuhns  
231.409.1827 phone  
231.938.3591 fax  
assessordawn@gmail.com

Documents:

Zoning Ordinance- 

Zoning Applications & Forms- 
Village of Fife Lake 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.
Village of Kingsley

Village Office
207 S. Brownson Ave.
PO Box 208
Kingsley, Michigan 49649
231.263.7778 phone
231.263.2278 fax
info@villageofkingsley.com

Office Hours
Monday thru Friday 8:00 a.m. – 4:30 p.m. Closed 12:00 p.m. – 1:00 p.m.

Website
www.villageofkingsley.com

Village President
Rodney Bogart

Village Manager
Jacob VanBoxel
231.263.7575 phone

Zoning Administrator
Jacob VanBoxel
231.263.7575

DPW Forman
Terry Almquist

Documents:

Code of Ordinances
www.amlegal.com/nxt/gateway.dll/Michigan/kingsley_mi/kingsleymichigancodeofordinances?f=templates$fn=default.htm$3.0$vid=amlegal:kingsley_mi

Applications, Forms, and Permits –
http://www.villageofkingsley.com/forms

Zoning Map-

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Village of Kingsley Map
City of Traverse City

City Office
400 Boardman Avenue
Traverse City, Michigan 49684
231.922.4700 phone

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

Website
http://www.traversecitymi.gov/

City Manager
Marty Colburn
231.922.4440 phone
tcmanage@traversecitymi.gov

City Assessor
Polly (Watson) Cairns
231.922.4450 phone
231.922.4479 fax
Office Hours: Monday thru Friday 8:00 am – 5:00 pm

Planning Director
Russell Soyring, AICP
231.922.4465 phone
rsoyring@traversecitymi.gov

Zoning Administrator
David Weston, RLA
231.922.4464 phone
dweston@traversecitymi.gov

Documents:

Zoning Code-
http://www.traversecitymi.gov/zoningregulation.asp

Zoning Map-

Master Plan-

Code of Ordinances-
https://library.municode.com/mi/traverse_city/codes/code_of_ordinances

Permits and Forms-
http://www.traversecitymi.gov/permits_and_form.asp
City of Traverse City 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.
SECTION IV – Grand Traverse County Governmental Agencies
## Construction Code

<table>
<thead>
<tr>
<th>Office</th>
<th>2650 LaFranier Road</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Traverse City, Michigan 49686</td>
</tr>
<tr>
<td></td>
<td>231.995.6044 phone</td>
</tr>
<tr>
<td></td>
<td>231.995.6048 fax</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:codes@grandtraverse.org">codes@grandtraverse.org</a></td>
</tr>
<tr>
<td>Office Hours</td>
<td>Monday through Friday 7:00 a.m. – 5:00 p.m.</td>
</tr>
<tr>
<td>Director</td>
<td>Bruce Remai</td>
</tr>
<tr>
<td></td>
<td>231.995.6047 phone</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:bremai@grandtraverse.org">bremai@grandtraverse.org</a></td>
</tr>
<tr>
<td>Building Plan Reviewer</td>
<td>Robert Hunt</td>
</tr>
<tr>
<td></td>
<td>231.995.6016</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:rhunt@grandtraverse.org">rhunt@grandtraverse.org</a></td>
</tr>
<tr>
<td>Applications and Forms</td>
<td><a href="http://www.grandtraverse.org/881/Applications-Forms">http://www.grandtraverse.org/881/Applications-Forms</a></td>
</tr>
</tbody>
</table>
Department of Public Works

Office
2650 LaFranier Road
Traverse City, Michigan 49686
231.995.6039 phone
231.929.7226 fax
pubworks@grandtraverse.org

Website
http://www.grandtraverse.org/476/Public-Works-Department

Director
John Divozzo

Permits, Applications & Forms:

Hauler Application-
http://www.grandtraverse.org/DocumentCenter/View/5082
Sewer and Water Permits-
http://www.grandtraverse.org/481/Sewer-Water-Permits
Drain Commissioner

Office

Governmental Center
400 Boardman Avenue
Traverse City, Michigan 49684

Website
http://www.co.grand-traverse.mi.us/515/Drain-Commissioners-Office

Director

Steve Largent
231.922.4807 phone
slargent@grandtraverse.org
Soil Erosion – Sedimentation Control

Office
400 Boardman Avenue
Traverse City, Michigan 49684
231.995.6042 phone
231.995.6052 fax

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

Website
http://www.grandtraverse.org/518/Soil-Erosion-Sedimentation-Control

Soil Erosion Ordinance-
http://www.grandtraverse.org/DocumentCenter/View/333

Soil Erosion Permits & Applications
http://www.grandtraverse.org/520/Soil-Erosion-Permits

Metro Fire Department

(Acme, East Bay, and Garfield Townships)

Office
897 Parsons Road
Traverse City, Michigan 49686
231.947.3000 phone
231.947.8728 fax
info@gtmetrofire.org

Website
www.gtmetrofire.org

Chief
Patrick Parker
231.947.3000 (ext. 1235) phone
PParker@gtmetrofire.org

Assistant Chief
Steve Apostle
231.947.3000 (ext. 1228) phone
Sapostle@gtmetrofire.org

Assistant Chief & Fire Marshal
Brian Belcher
231.947.3000 (ext. 1232) phone
Bbelcher@gtmetrofire.org

Applications & Forms-
https://www.gtmetrofire.org/about-us/forms/
Grand Traverse Rural Fire Department

(Grand Traverse Rural Fire Department provides service to Fife Lake, Grant, Green Lake, Long Lake, Mayfield, Paradise, Union, & Whitewater Townships. The Rural Department also provides service to the Village of Kingsley and to Springfield Township in Kalkaska County)

Office
2266 E M-113
Kingsley, MI 49649
231.263.7875 phone
231.263.0506 fax
info@gtfire.org

Website
http://gtfire.org/

Acting Chief
Theo Weber

Health Department / Environmental Health Division

Office
2600 LaFranier Road
Traverse City, Michigan 49686
231.995.6111 phone

Office Hours
Monday through Friday 8:00 a.m. – 4:30 p.m.
Closed daily 12:00 p.m. to 1:00 p.m. for lunch

Website
http://www.gtchd.org/498/Health-Dept

Environmental Health Regulations

Environmental Health Permits, Forms & Manuals
http://www.grandtraverse.org/805/Environmental-Health-Regulations
Road Commission

Office
1881 LaFranier Road
Traverse City, Michigan 49686
231.922.4848 phone
231.929.1836 fax
gtcrc@gtcrc.org

Office Hours
Monday through Friday 7:30 a.m. – 4:30 p.m.

Website
http://www.gtcrc.org

Manager
Jim Cook
231.922.4849 (ext. 215) phone

County Highway Engineer
James P. Johnson, PE
231.922.4849 (ext. 216) phone

Traffic Services Supervisor
Garth Greenan
231.922.4849 (ext. 205) phone

Permit Agent
Ron Rohloff
231.922.4849 (ext. 212) phone

Applications and Permits-
http://www.gtcrc.org/212/Permits-Applications
Land Development Review Committee

The Land Development Review Committee is coordinated by the County Planning & Development Department.

Office
Grand Traverse County Planning Department
400 Boardman Ave
3rd floor
Traverse City, Michigan 49684
231.922.4677 phone

Website
http://www.grandtraverse.org/548/Land-Development-Review-Committee-LDRC

Director
John Sych, AICP

Land Development Review Committee Bylaws
http://www.grandtraverse.org/553/Bylaws

Development Review & Requirements for Submittals
http://www.grandtraverse.org/554/Development-Review-Requirements-for-Subm