

2021

ANTRIM COUNTY

GUIDE TO PERMITTING & ZONING



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Introduction

Delays and issues with the permitting process can be costly to homeowners, construction companies, and even local governments. Unfamiliarity with permitting and zoning processes can arise for those not familiar with the road map and nuances of the process for different municipalities and agencies. The creation of the Guide to Permitting and Zoning for Manistee County is the result of the collaboration of county and regional stakeholders to assist individuals and businesses with the permitting and zoning process necessary to move development forward.

The primary goals of the guide are to act as a reference and to educate the public from individuals to contractors to developers with the resources to access information for applying for permits or beginning a project within a certain County or municipality. The applicant or contractor should always contact the local Zoning Administrator, plan reviewer, or permitting agent of the location's local agencies prior to starting the project.

This Guide is not intended to be a "Do-It-Yourself" tool or as a definitive guide to municipalities' regulations and processes relating to zoning and permitting. Each project is different and utilizing the flowcharts within this guide does not guarantee that a permit or approval will be issued. Potential applicants and contractors are encouraged to seek the assistance of local professionals who have experience dealing with the requirements of permits and approvals (i.e. Zoning Administrator).

An understanding of the permitting and approval process will improve the efficiency of the process for both the private and public sectors, 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.

How to Use This Guide

This guide outlines contacts and process for permit approvals through local units of government and other entities for development projects in Antrim County. A reader should use the following process.

1. Enabling legislation and Exempt Status of Tribal Properties "in-trust" is outlined on page 4.
2. Review pages 5 & 6 to identify and understand the outlined "Areas of Interest". This information will assist with necessary information that impacts individual units of government's approval processes.
3. View the County map on page 7 to identify the location of the community you wish to gain information, contacts, resources, or process flow for permit approvals. Note the referenced page number for community information from the map.
4. Utilize the building permit and other permit approvals as required outside of zoning on page 8.
5. Zoning Information:
 - * If the community is under service contract with the Manistee County Planning Department please refer to the County Planning Department contact information on page 9, the process flow chart on page 9 and the individual community contact information and links on page 10.
 - * If the community provides zoning services through their own staff please refer to page 9 for the process flow chart and pages 11 and 12 for individual community contact information.

Enabling Legislation

[Michigan Planning Enabling Act 33 of 2008](#)

An act to codify the laws regarding and to provide for county, township, city, and village planning; to provide for the creation, organization, powers, and duties of local planning commissions; to provide for the powers and duties of certain state and local governmental officers and agencies; to provide for the regulation and subdivision of land; and to repeal acts and parts of acts.

[Michigan Zoning Enabling Act 110 of 2006](#)

An act to codify the laws regarding local units of government regulating the development and use of land; to provide for the adoption of zoning ordinances; to provide for the establishment in counties, townships, cities, and villages of zoning districts; to prescribe the powers and duties of certain officials; to provide for the assessment and collection of fees; to authorize the issuance of bonds and notes; to prescribe penalties and provide remedies; and to repeal acts and parts of acts.

Tribal (In-Trust) Exempt Properties

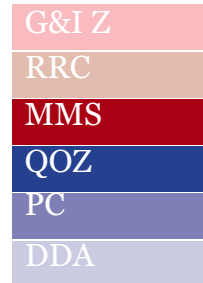
Any properties placed in tribal trust through the Grand Traverse Band of Ottawa and Chippewa Indians is exempt from local zoning and building regulations, but are subject to tribal rules and regulations. For more information visit their [Website](#).



Areas of Interest

There are six (6) areas of interest that describe a communities' readiness for development which include public bodies that oversee a communities development process. These (6) areas of interest are:

- A Growth and Investment Zone
- A Redevelopment Ready Community (RRC)
- A Michigan Main Street community
- A Qualified Opportunity Zone
- Has a local Planning Commission
- Has a Downtown Development Authority or equivalent



The areas of interest are color-coded and organized into a bar chart for easy identification. A community that represents all six areas of interest will have an associated bar chart with all six representing colors. Shown here:



A Growth & Investment Zone

While many assets are needed for new growth and investment, there are five (5) essential criteria common to communities throughout the nation that support growth and investment potential. These five criteria were used in the selection of areas for additional analysis regarding growth and investment readiness, trends, and capabilities:

- Operational municipal water system
- Operational municipal sewer system
- Operational broadband service area - standard of 25 mbps download / 3 mbps upload
- Adopted master plan that recommends a defined higher density downtown core for development and investment
- Zoning ordinance that codifies higher density development in the downtown core
- Available governmental officials and staff to create effective growth- and investment-oriented policies and efficiently process requests and permits

A Redevelopment Ready Community

The Redevelopment Ready Communities® (RRC) program is provided through the Michigan Economic Development Corporation for communities across the state. Through the certification process, communities are empowered to build a strong foundation by establishing planning and process policies which retain and attract business investment and talent. Additionally, the program seeks to streamline the development approval process, by integrating transparency, predictability, and efficiency into community development practices. When encountering an RRC community, the following items shall be available:

- A updated Master Plan;
- An updated Zoning Ordinance;
- A comprehensive Guide to Development;
- A Public Participation Plan; and
- Strategic sites identified for development.

A Michigan Main Street Community

Michigan Main Street (MMS) began in 2003 and is a Main Street America™ Coordinating Program. As a Main Street America™ coordinating program, MMS is affiliated with the National Main Street Center, which helps to lead a powerful, grassroots network committed to creating high-quality places and to building stronger communities through preservation-based economic development. The Main Street program operates under the following four points:

- Economic Vitality
- Design
- Organization
- Promotion

A Qualified Opportunity Zone

Opportunity Zones were created under the 2017 Tax Cuts and Jobs Act to stimulate economic development and job creation by incentivizing long term investments in low-income neighborhoods. Opportunity Zones are defined by the Economic Development Administration as an economically-distressed Census tract where private investments, under certain conditions, may be eligible for capital gain tax incentives. Communities located in designated Opportunity Zone Census tracts will be identified.

Local Planning Commission

The group of appointed community residents who make up the Planning Commission serve as the sounding board for planning and development projects within the community. Each local government in Michigan has the authority to create a Planning Commission, but not all have one. Many communities in Michigan rely on County planning services. However, all local municipalities with a local planning department are listed in this guide. While the community may or may not have a dedicated planning staff member, the local Planning Commission will still be called upon to provide input on development projects. Where a community has enacted a local zoning ordinance, the Planning Commission will offer recommendations to the relevant City Council, Village Council, or Township Board. A community who is under county-wide zoning will offer recommendations to the County Planning Commission.

Local Downtown Development Authority

Part 2 of Act 57 of 2018: Recodified Tax Increment Financing Act describes the authority, purpose, and powers of local Downtown Development Authorities. The State legislation can be found [here](#). The Downtown Development Authority Board is made up of appointed officials charged with creating a development plan for a defined tax increment financing district. The Authority is a stakeholder body and instrumental to the growth and development of the district.



Antrim County & Local Units of Government

Legend

- Highways
- Railroad
- Hydrology
- Great Lakes
- Qualified Opportunity Zone
- G&I Areas Villages
- G&I Areas Cities
- Surrounding G&I Twps.
- Townships
- Villages
- Antrim County
- Adjacent Region 7 Counties
- Counties Outside Region



Map produced by Networks Northwest
Community Development 3/6/2025

Building Permitting & Other Approvals Outside of Zoning

Building Permitting & Inspections

Antrim County Building Inspections

Antrim County Construction Code Department

Building Inspectors: Micheal McPherson & Frank Hersha

Primary Office

Hours: Monday thru Friday 8AM – 4:30PM

203 E. Cayuga Street

P.O. Box 188

Bellaire, MI 49615

Email: constructioncode@antrimcounty.org Phone: (231) 533-8373 Fax: (231) 533-6041

[Website](#)

Other Permit Approvals as Required

- **Local Fire Department Review**
Depending on the project use, location, and scale, a review by the local fire department may be required for safety, access, and siting issues. See local jurisdiction contact information.
- **County Soil Erosion Officer**
Before contracting for, allowing, or engaging in an earth change in Antrim County, a Landowner or Designated Agent shall obtain an earth change permit in the landowner's name from Antrim County Conservation District if the earth change:
 1. Will disturb one or more acres of land, or
 2. Will be located within 500 feet of the ordinary high water mark of waters of the State, or
 3. Will result or contribute to soil erosion or the accumulation of sedimentation in adjacent properties or waters of the State.

Contact Antrim County Conservation District with questions, Heidi Shaffer, Soil Erosion Officer, (231) 533-8363. A Soil Erosion Permit Application is found [here](#).

- **Road Jurisdiction - Either**

Antrim County Road Commission

Office:

319 East Lincoln Street

P.O. Box 308

Mancelona, MI 49659

Phone: (231) 587-8521

Fax: (231) 587-8156

Email: email@antrimcrc.org

[Website](#)

Or

Michigan Department of Transportation

Gaylord Transportation Service Center

1088 M-32 East

Gaylord, MI 49735

Phone: (989) 731-5090

Fax: (989) 732-3637

Email: lakej1@michigan.gov

[Website](#)

- **District #10 Health Department**
Businesses may reach out to the Health Department regarding food safety/licensing, water safety, air quality, other use type inspections, and employee health and wellness. Here is a link to their [website](#).
- **Michigan Dept. of Environment, Great Lakes, & Energy**
Projects with the potential to impact air and water quality require EGLE-issued permits. Additionally, development near or in state protected wetlands, lakes, or streams may require EGLE-issued permits. View the EGLE [website](#) for more information. List all applicable development situations- critical dunes, high-risk erosion. Designated wetlands on-line viewer [here](#).

Zoning & Planning Contact Information for Antrim County Communities

While Antrim County does not have a county-wide zoning ordinance, seven townships and all five villages do have their own zoning ordinances. Those with zoning include the townships of Banks, Elk Rapids, Forest Home, Helena, Kearney, Milton, and Torch Lake as well as the villages of Bellaire, Central Lake (village), Elk Rapids, Ellsworth, and Mancelona.

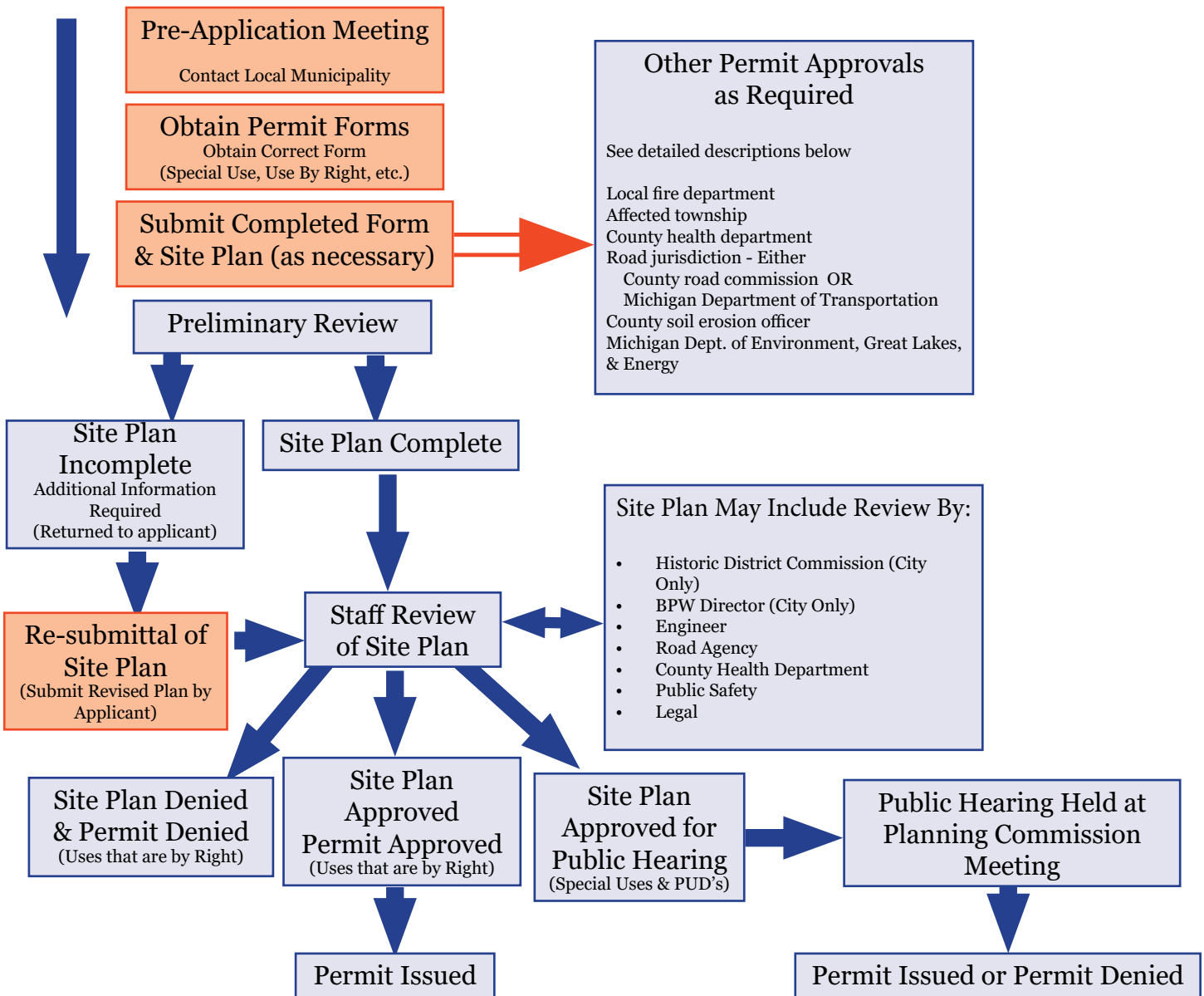
All eight remaining townships do not have a zoning ordinance and include Central Lake (township), Echo, Jordan, Warner, Star, Chestonia, Custer, and Mancelona

Antrim County Administration and Planning Department Contact Information

Antrim County Administration and Planning Dept.
 203 E. Cayuga Street
 Bellaire, MI 49615
 Phone: (231) 533-6265
 Email: countyadmin@antrimcounty.org
[Website](#)

- Peter Garwood, County Administrator
- Jeremy Scott, Deputy Administrator
- Tina Schrader, Administrative Assistant
- Margie Boyd, Secretary

Typical Permit Application & Site Plan Review/Approval Flow Chart (May vary slightly by community)



Communities With Zoning

Village of Bellaire

202 N. Bridge St.
 Bellaire, MI 49615
 PH: 231-533-8213
 Clerk Email: vlgclerk@bellairemichigan.com

[Website](#)
[Master Plan](#)
[Zoning Ordinance](#)
[Land Use/Zoning Forms](#)



Zoning Administrator: Nicole Essad
 Phone: 231-533-8213
 Email: vlgclerk@bellairemichigan.com

Village of Central Lake

1622 N. M-88
 Central Lake, MI 49622
 PH: 231-544-6483
 Clerk Email: villageclerk@centrallakemi.org

[Website](#)
[Master Plan](#)
[Zoning Ordinance](#)
[Land Use/Zoning Forms](#)



Zoning Administrator: Scott Barrett
 Phone: 231-544-6483
 Email: Not Available

Village of Elk Rapids

315 Bridge Street
 Elk Rapids, MI 49629
 PH: 231-264-9274
 Clerk Email: kszczykka@elkrapids.org

[Website](#)
[Master Plan](#)
[Zoning Ordinance](#)
[Land Use/Zoning Forms](#)



Zoning Administrator: Vacant
 Phone: 231-264-9274
 Email: kszczykka@elkrapids.org

Village of Ellsworth

6520 Center St.
 Ellsworth, MI 49729
 PH: 231-588-7411
 Clerk Email: office@villageofellsworth.com

[Website](#)
[Master Plan](#)
[Zoning Ordinance](#)
[Land Use/Zoning Forms](#)



Zoning Administrator: Andrew Veenstra
 Phone: 231-599-2647
 Email: office@villageofellsworth.com

Communities With Zoning

Helena Township

8751 Helena Road
Alden, MI 49612
PH: 231-331-4643
Clerk Email: helena@torchlake.com
[Website](#)
[Master Plan](#)
[Zoning Ordinance](#)
[Land Use/Zoning Forms](#)

Zoning Administrator: Bob Logee
Phone: 231-723-4481 or 231-510-7887
Email: helena@torchlake.com



Kearney Township

4820 Aero Park Drive
Bellaire, MI 49615
PH: 231-533-5719
Clerk Email: kearneytwpcerk@gmail.com
[Website](#)
[Master Plan](#)
[Zoning Ordinance](#)
[Land Use/Zoning Forms](#)

Zoning Administrator: Dan Hiltz
Phone: 231-533-6099
Email: kearneytwpza@gmail.com




Milton Township

7023 Cherry Street
Kewadin, MI 49648
PH: 231-264-6612
Clerk Email: sballclerk@gmail.com
[Website](#)
[Master Plan](#)
[Zoning Ordinance](#)
[Land Use/Zoning Forms](#)

Zoning Administrator: Chris Weinzapfel
Phone: 231-264-6697
Email: miltonzoning@gmail.com




Torch Lake Township

2355 North US 31
Kewadin, MI 49648
PH: 231-599-2036
Clerk Email: clerk@torchlaketownship.org
[Website](#)
[Master Plan](#)
[Zoning Ordinance](#)
[Land Use/Zoning Forms](#)

Zoning Administrator: Sara Kopriva
Phone: 231-599-2036 ext. 105
Email: zoningadmin@torchlaketownship.org





Communities Without Zoning

Central Lake Township

1622 North M-88
Central Lake, MI 49622
PH: 231-544-6687
Clerk Email: clerk@centrallaketownship.com
[Website](#)

Star Township

6775 Alba Highway
Elmira, MI 49730
PH: 231-584-3308
Clerk Email: clerk.startwp@gmail.com
[Website](#)

QOZ

Chestonia Township

P.O. Box 295
Alba, MI 49611
PH: 231-584-3222
Clerk Email: treasurer0503@yahoo.com
No website

QOZ

Warner Township

P.O. Box 176
Elmira, MI 49730
PH: 231-342-5628
Clerk Email: warnertwptreasurer@gmail.com
No wesite

Custer Township

2949 Alden Highway
Mancelona, MI 49659
PH: 231-587-5118
Clerk Email: custertwpclerk@gmail.com
[Website](#)

Echo Township

2021 Finkton Road
East Jordan, MI 49727
PH: 231-544-8118
Clerk Email: echotreas@charter.net
No website

Jordan Township

574 North M-66
Mancelona, MI 49629
PH: 231-536-0443
Clerk Email: jordantownshipclerk@outlook.com
[Website](#)

Mancelona Township

9610 South M-88
Mancelona, MI 49659
PH: 231-587-8651
Clerk Email: clerk@mancelonatownship.com

[Website](#)

Additional Resources

Many regional and local agencies offer assistance to developers who are considering a project in Charlevoix County. Many of these agencies are partners to local government and can help support a project through the permitting and zoning process. Please contact the individual agency for further information.



Housing North

Charlevoix County Housing Ready Program

Housing North is a regional housing advocacy agency for northwest lower Michigan. Housing North was formed in 2018 by a cross-sector group of regional housing partners (business, philanthropic, government, workforce development, housing agencies) to overcome communication, policy, and financial barriers that prevent housing solutions. Housing North exists as a result of a shortage of housing in Northwest Michigan which hurts both residents and businesses. Housing North seeks to offer assistance to systemic issues such as expensive land and development costs, zoning that doesn't allow needed housing, and public opposition to development or zoning amendments.

[Website](#)



Michigan State Housing Development Authority

The Michigan State Housing Development Authority (MSHDA), established in 1966, provides financial and technical assistance through public and private partnerships to create and preserve safe and decent affordable housing, engage in community economic development activities, develop vibrant cities, towns and villages, and address homeless issues. MSHDA has a number of housing assistance programs which a developer might be eligible to apply for.

[Website](#)



Networks Northwest

Formerly Northwest Michigan Council of Governments, Networks Northwest is a regional planning agency which services 10 counties in northwest, lower Michigan: Antrim, Benzie, Charlevoix, Emmet, Grand Traverse, Kalkaska, Leelanau, Manistee, Missaukee, and Wexford. Networks Northwest's staff of Community Planners provide technical planning expertise related to community engagement, spatial analysis, and master and recreational planning.

[Website](#)