

Guide to Permitting and Zoning

Benzie County



2012



Created and Produced by:
Northwest Michigan Council of Governments, Traverse City Area Chamber of Commerce
and
Benzie County Planning Commission

Contents

SECTION I – General Information

Introduction & Purpose	2
New Designs for Growth	3
How to Use This Guide	5
Benzie County Permitting & Zoning	5
Benzie County Permitting & Zoning: Special Requirements	7

SECTION II – Township Permitting & Zoning Process

Almira Township	9
Benzonia Township	12
Blaine Township	16
Colfax Township	18
Crystal Lake Township	20
Gilmore Township	23
Homestead Township	25
Inland Township	28
Joyfield Township	31
Lake Township	33
Platte Township	35
Weldon Township	37

SECTION III – Village & City Permitting & Zoning Process

Village of Benzonia	40
Village of Beulah	42
Village of Elberta	44
Village of Honor	46
Village of Lake Ann	48
Village of Thompsonville	50
City of Frankfort	52

SECTION IV – Benzie County Governmental Agencies

Benzie County Register of Deeds	56
Benzie County Surveyor	57
Benzie County Planning Commission	58
Building Safety & Construction Code Enforcement	59
Drain Commissioner	62
Emergency Management Agency	63
Benzie County Road Commission	65

SECTION I – General Information

Introduction

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 Benzie County is the result and collaboration of stakeholders in Northwest Lower Michigan to assist individuals and businesses involved with construction and development projects.

Purpose

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

New Designs for Growth

“Development needs to go somewhere or it just goes everywhere and looks like anywhere”

-Quote from the NDFG Development Guidebook

Scenic views, spectacular bays, inviting lakes and streams, miles of shoreline, year-round recreational options, clean air, small town friendliness and overall quality of life...these are some of the many attributes stimulating rapid growth in the Northwestern lower Michigan region. The vision of New Designs for Growth is to address this development expansion and help the region prosper in a way that protects the natural resources, scenic beauty, rural landscape and unique character of each community within the area.

As a model grassroots effort which began in 1992 at the Traverse City Area Chamber of Commerce, New Designs for Growth (NDFG) has been a guiding force that has helped shape commercial and residential developments. As a collaborative team of community volunteers, advocates, planning and design professionals, developers and governmental representatives, the initiative continues to help shape the future of this region. NDFG is administered by the Northwest Michigan Council of Governments.

Following the Traverse City Area Chamber of Commerce’s goal to "preserve and enhance the quality of natural resources and environments as the basis of a healthy economy," New Designs for Growth goals are:

- Protect the natural and rural landscape character of the region
- Demonstrate how development can complement the natural landscape, farmland and scenic views
- Provide better alternatives for conventional development practices
- Reduce visual pollution
- Encourage good design beyond legal restrictions and minimum standards
- Promote renovation of existing substandard sites to reduce their negative impacts
- Promote preservation and improvement of historical and cultural resources
- Encourage the preservation and enhancement of hamlets, villages, and neighborhoods
- Promote more effective communication of design principles

New Designs for Growth goals dovetail perfectly with the statewide initiatives that are set forth through the Michigan Land Use Leadership Council’s Ten Tenets for Smart Growth.

Building upon a fourteen year history, the New Designs for Growth Development Guidebook reflects the latest trends and best management practices in designing sustainable communities and regions. It includes guiding principles in accordance with Michigan Land Use Leadership Council and Smart Growth policies, as well as research from a wide range of stakeholders. It contains specific examples of development practices that preserve and protect valuable land resources, while at the same time promoting economic strength and viability. The New Designs for Growth Development Guidebook is available in print and CD versions through contacting the Northwest Michigan Council of Governments Department of Planning and Community Development (<http://www.nwm.org/rpstaff.asp>).

Related Links:

New Designs for Growth

www.newdesignsforgrowth.com/

Northwest Michigan council of Governments

www.nwm.org/

New Designs for Growth Development Guidebook

www.newdesignsforgrowth.com/pages/guidebook/introduction/

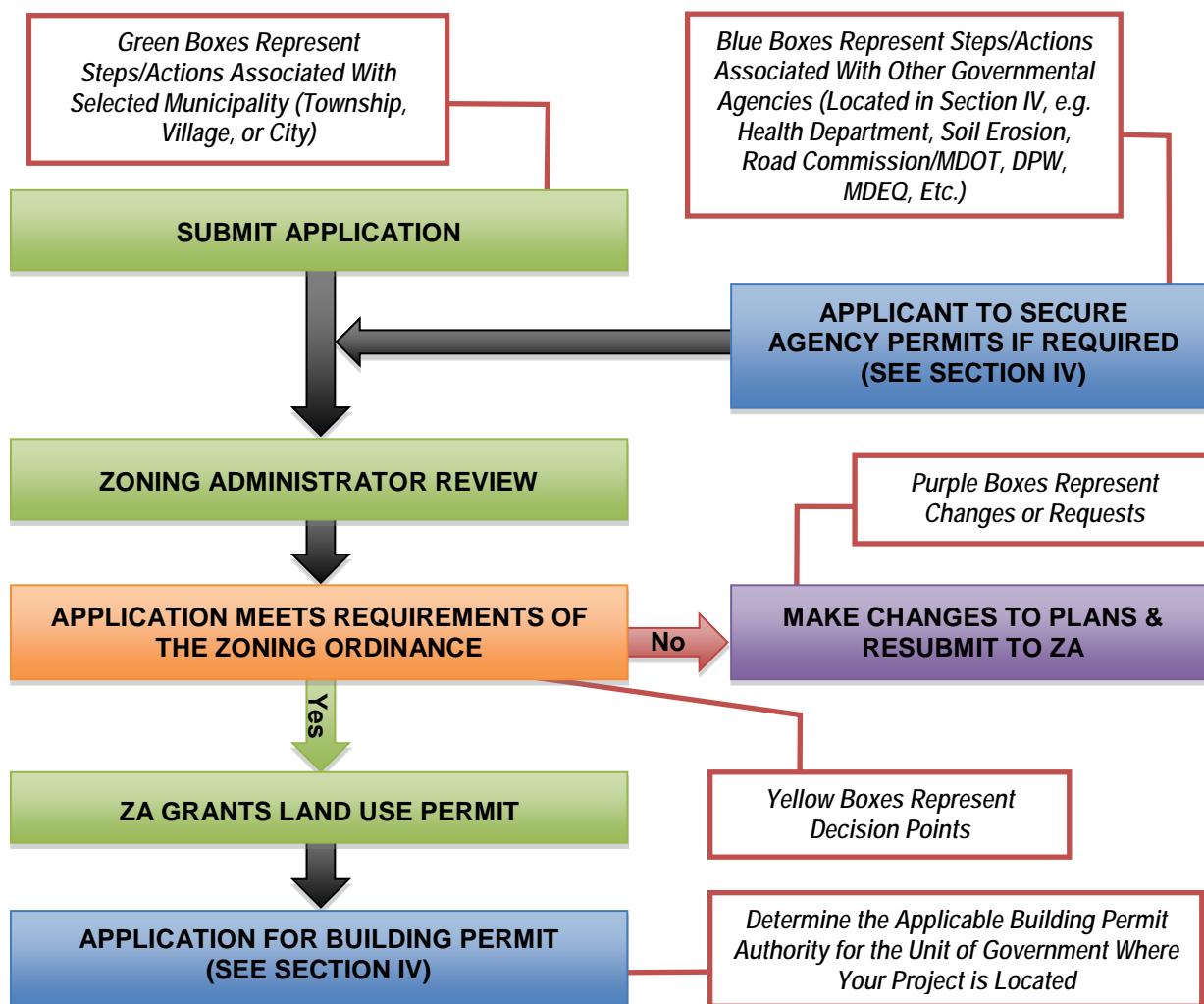
New Designs for Growth – A Citizen’s Guide to Planning & Zoning in Northwest Michigan

www.nwm.org/citizensguide-planning

How to Use This Guide

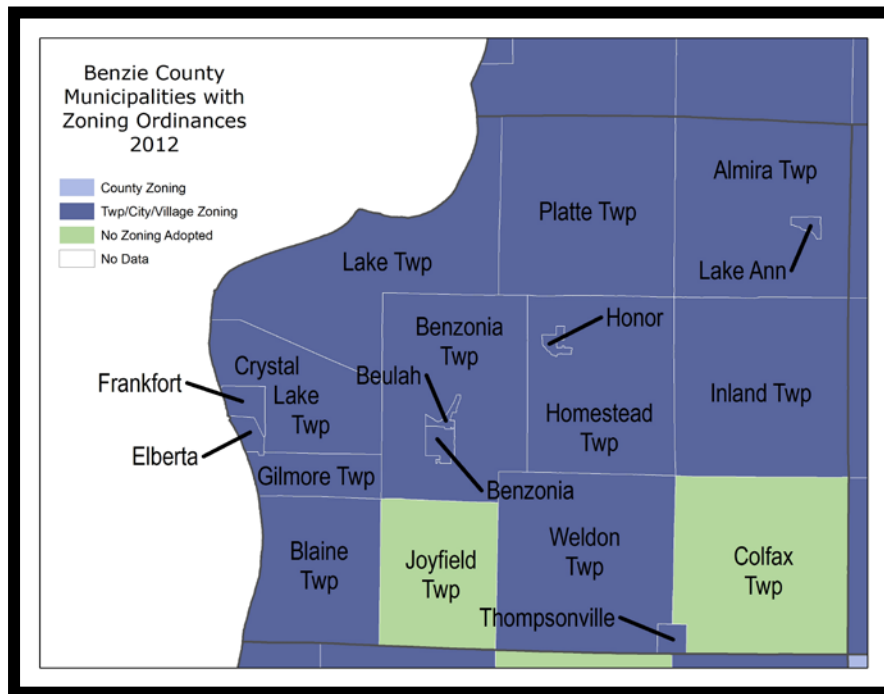
Flowchart Legend

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.

Benzie County Governmental Units



There are 6 incorporated villages, 12 townships, and 1 city in Benzie County. County, village and township websites containing government contacts, zoning ordinances, master plans and more can be found at:

www.newdesignsforgrowth.com/pages/smartgrowthresources/northwestlowermichiganmunicipalplanningresources/

Benzie County Permitting & Zoning: Status Update

Many of the units of government within Benzie County are currently in various states of transition relative to zoning and permitting administration. Previously, Benzie County administered and enforced zoning laws for approximately half of the townships in the county. Due to budgetary constraints, the County phased out its zoning administration activities by March 2010. By April 2010 the townships that previously utilized the County's services worked to adopt replacement zoning ordinances.

Concurrent with this transition to township level zoning administration, some units of government entered into discussions to devise new mechanisms for joint planning and zoning authority. This trend toward establishing joint authorities also includes units of government that were not previously administered at the county level.

The following is a summary of the current zoning status:

- Benzon Township and Platte Township have formed the West Benzie County Joint Planning Commission and have adopted a joint zoning ordinance in July of 2012.
- Crystal Lake Township, Blaine Township, Gilmore Township have all adopted their own individual ordinances.
- Colfax Township, Weldon Township, and the Village of Thompsonville are working towards a joint planning/zoning authority with the draft of the Master Plan complete. The next steps as of October 2012 will be to adopt the joint master plan, begin the draft of the zoning ordinance, and select a joint zoning administrator. Until a joint zoning ordinance is adopted, Colfax Township does not have a zoning ordinance and Weldon Township's existing zoning ordinance is still in effect.
- Inland Township currently has a joint planning and zoning authority with Homestead Township.
- Joyfield Township continues its previous status of not having a zoning ordinance.
- Almira Township and Lake Township continue to have their individual zoning ordinances.

Due to these recent efforts, it is strongly recommended that the Zoning Administrators be contacted prior to the commencement of a new project.

SECTION II – Township Permitting & Zoning Process

Almira Township

Township Office	7276 Ole White Drive Lake Ann, Michigan 49650-9617 231.275.5862 phone 231.275.7164 fax
Office Hours	Monday – 8:00 a.m. – 4:00 p.m. Tuesday, Wednesday, Thursday, 8:00 a.m. – 12:00 p.m. Friday, By appointment
Website	www.almiratownship.org/
Township Board Meeting	2 nd Monday Each Month 5:00 p.m. at the Almira Township Fire & EMS Facility
Planning Commission Meeting	1 st Tuesday of the Month at 7:00 p.m. at the Almira Township Fire & EMS Facility
Supervisor	Vance Bates 231.275.5862 (extension 5) phone supervisor@almiratownship.org
Assessor	Janet Jones 231.275.6346 (extension 1) phone assessor@almiratownship.org
Zoning Administrator	Janet Jones (Acting) zoning@almiratownship.org
Documents	The following documents may be downloaded at the link below; Zoning Ordinance Land Division Ordinance www.almiratownship.org/zoningservices.asp Master Plan Index www.almiratownship.org/downloads/master_plan_index.pdf Master Plan Main Document www.almiratownship.org/downloads/master_plan_050112.pdf
Applications and Forms	The following documents may be downloaded at the link below; Application for Zoning Permit Application for a Land Division Fee Schedule. www.almiratownship.org/zoningservices.asp

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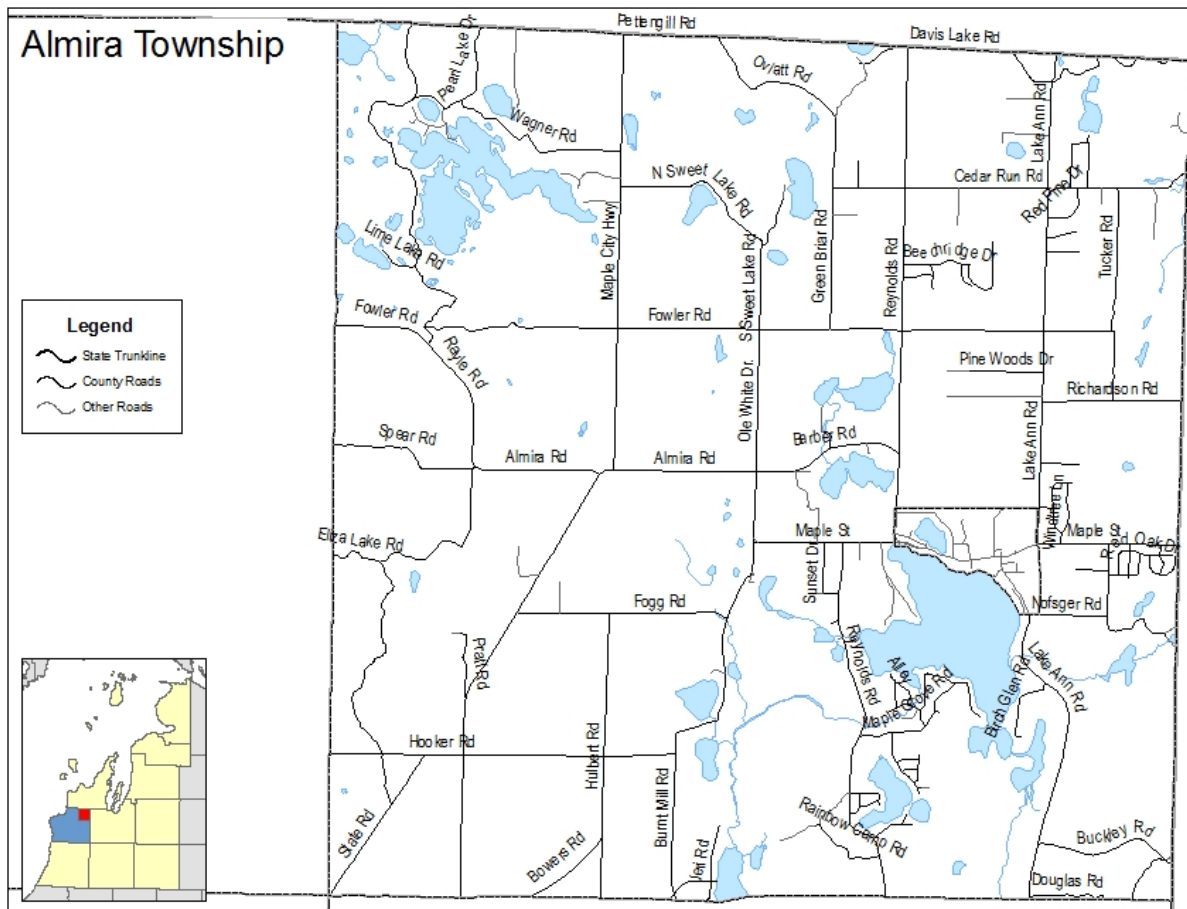
Almira Township (continued)

Special Notice from ZA

The Planning Commission is currently in the process of reviewing and updating the ordinance.

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

Almira Township Map



Benzonia Township

Township Office	1020 Michigan Avenue PO Box 224 Benzonia, Michigan 49616 231.882.4411 phone 231.882.5778 fax
Office Hours	Monday – Thursday, 9:00 a.m. – 4:00 p.m. Friday, 9:00 a.m. – 1:00 p.m.
Meets	2 nd Wednesday Monthly at 7:30 p.m.
Website	www.benzoniatownship.org
Supervisor	James R. Sheets 231.882.4358 phone supervisor@benzoniatownship.org
Assessor	Michigan Assessing Services PO Box 224 Benzonia, Michigan 49616 231.882.4411 phone
Zoning Administrator	David Neiger 231.882.7037 phone neigerzps@att.net Office Hours: Monday & Friday 9 a.m. – 12 p.m.
Zoning Ordinance	Available in the office or online (the new West Benzie County Planning Commission Zoning Ordinance was not available on the website as of publication) www.benzoniatownship.org/pdfs/ordinance/toc.html
Forms	Application for Zoning Permit www.benzoniatownship.org/pdfs/ordinance/permit.pdf Land Division Application www.benzoniatownship.org/pdfs/land_div_app.pdf

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Benzonia Township (continued)

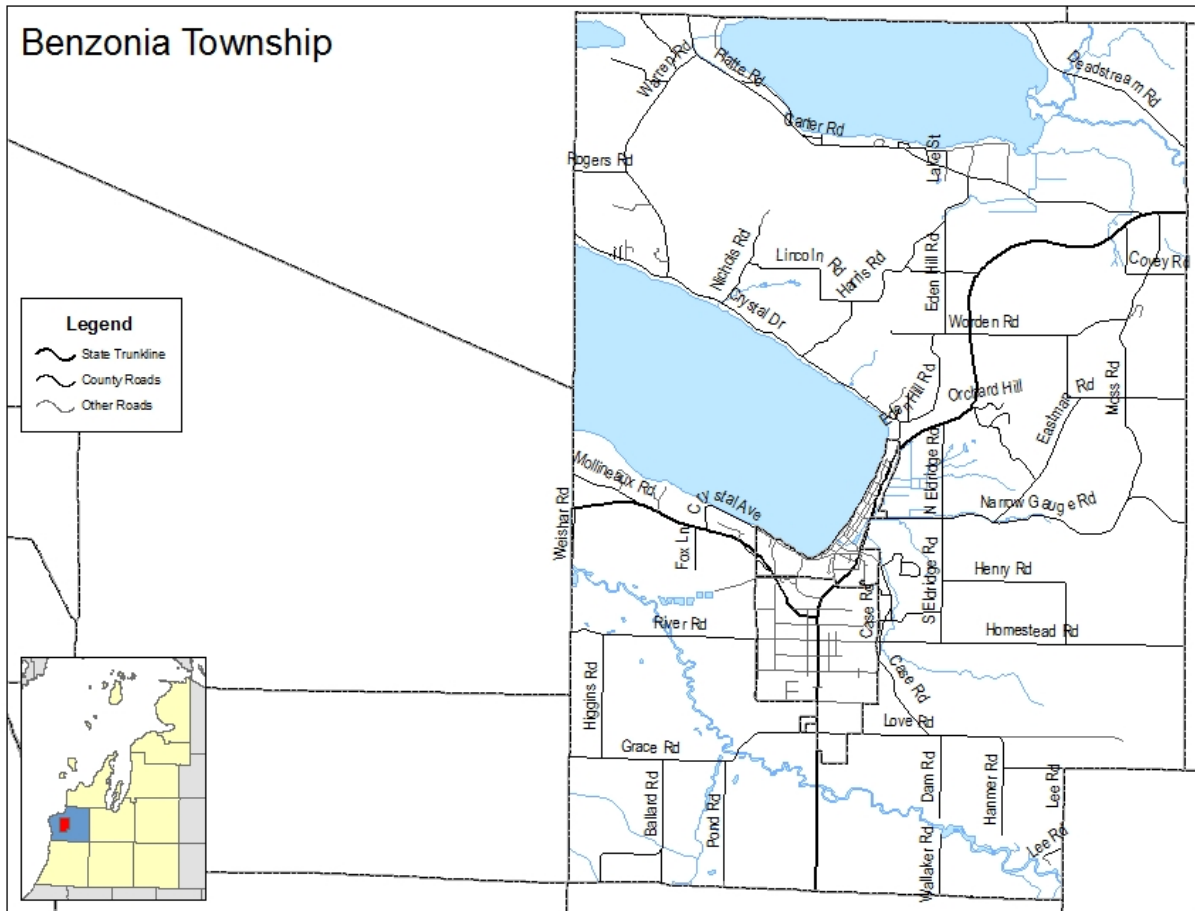
Special Notice from ZA

Strongly encourage pre-application meeting with the ZA; the lack of adequate pre-application meetings is the major obstacle for developments or construction. Contact the ZA before beginning a project.

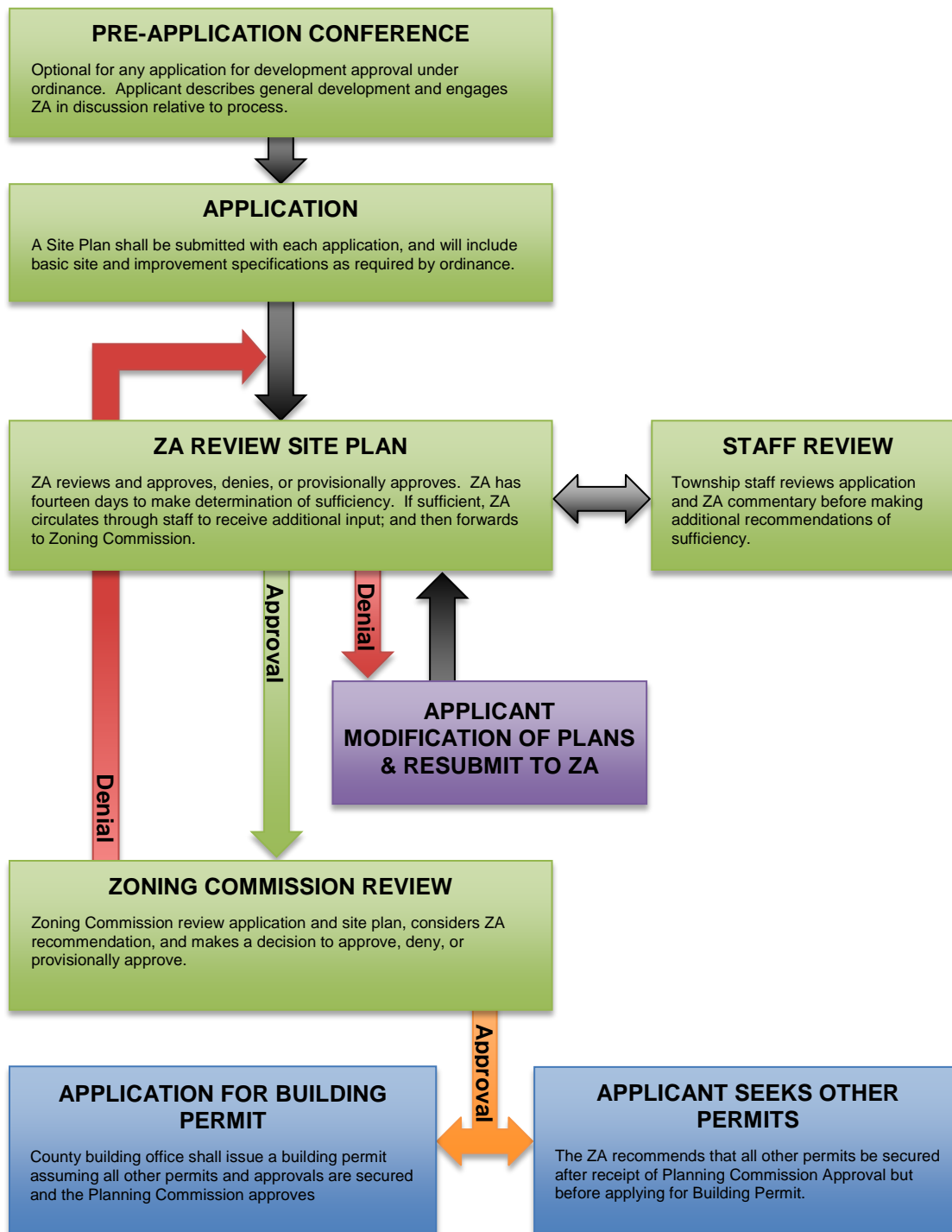
Benzonia Township formed a Joint Planning Commission and Zoning Board with Platte Township (“West Benzie County Joint Planning Commission”). The new joint zoning ordinance was adopted July 2012

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Benzonia Township Map



Benzonia Township Process Flowchart



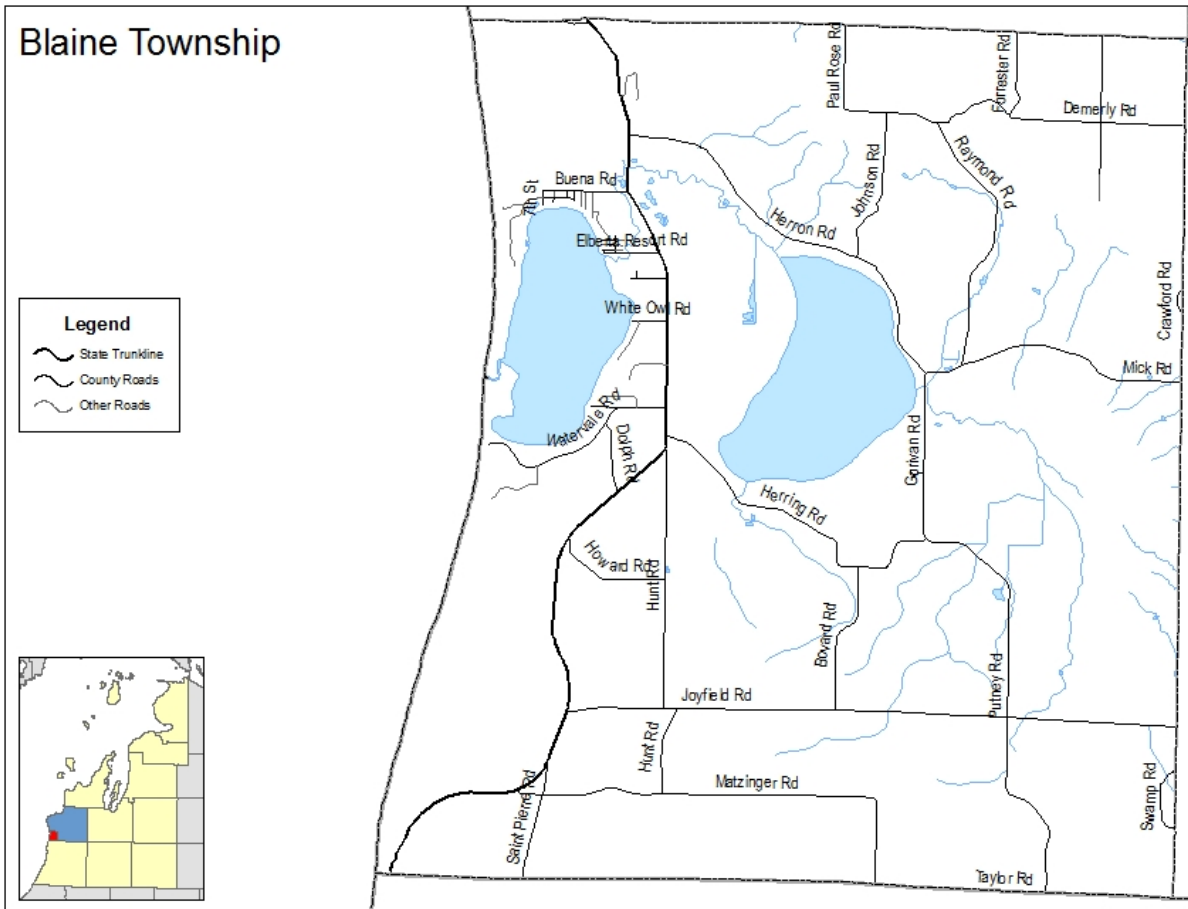
*NOTE – The flowcharts included in this guide are for educational purposes on the general process and following them does not guarantee a permit or approval. Please use contact information provided for each municipality included in this document for specific permitting direction.

Blaine Township

Township Office	4760 Herring Grove Road Arcadia, Michigan 49613 231.352.9880 phone (Clerk)
Mailing Address	6352 Putney Road Arcadia, Michigan 49613
Meets	1 st Tuesday Monthly at 7:30 p.m.
Supervisor	Tom Campbell 5247 Scenic Highway Arcadia, Michigan 49613 231.352.5968 phone
Assessor	Julie Krombeen 2900 South Townline Road Cedar, Michigan 49621 231.228.5949 phone
Zoning Administrator	Dan Rineer 231.352.4977 phone

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Blaine Township Map

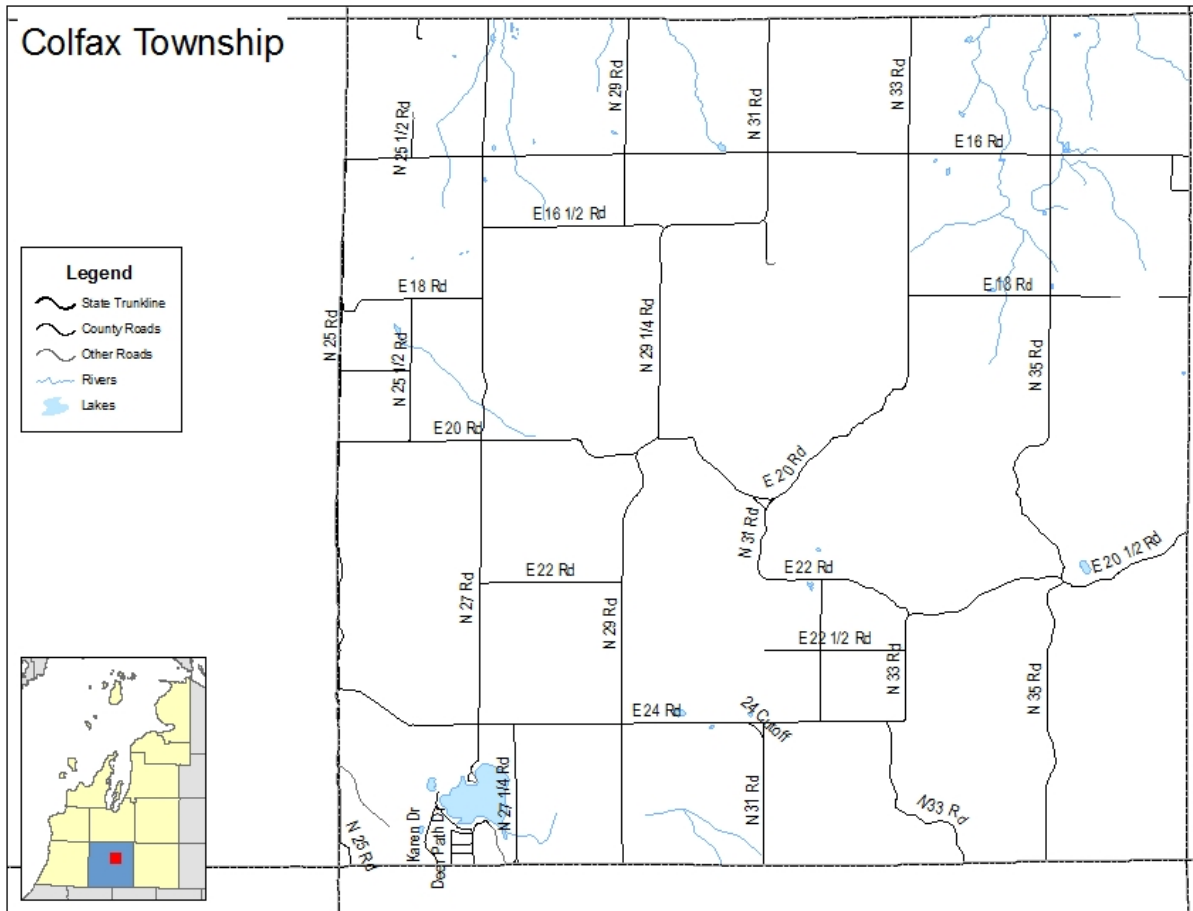


Colfax Township

Township Office	7607 Michigan Avenue Thompsonville, Michigan 49683
Mailing Address	PO Box 68 Thompsonville, Michigan 49683 231.378.2144 phone 231.378.4665 fax
Meeting	2 nd Wednesday Monthly at 7:00 p.m.
Website	www.colfaxtp.org/index.php
Supervisor	Ron Evitts 3826 Nostwick Road Thompsonville, Michigan 49683 231.378.2334 phone
Assessor	Marvin Blackford 9445 Lake Ann Road Traverse City, Michigan 49684 231.275.7528 phone
Zoning Administrator	None
Note:	Colfax Township currently has no zoning ordinance, enforcement, or permitting process. However, Colfax Township, together with Weldon Township and the Village of Thompsonville, formed a joint planning commission, which is in the process of developing a joint master plan to be followed by a joint zoning ordinance.

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Colfax Township Map



Crystal Lake Township

Township Office	1651 Frankfort Highway Frankfort, Michigan 49635
Mailing Address	PO Box 2129 Frankfort, Michigan 49635 231.352.9791 phone 231.352.6689 phone
Office Hours	Daily 9:00 a.m. – 12:00 p.m.
Website	www.crystallaketwp.org
Meets	1 st Tuesday Monthly at 7:00 p.m.
Supervisor	Robert D. Barton 1518 Frankfort Highway Frankfort, Michigan 49635 231.352.4549 phone supervisor@crystallaketwp.org
Assessor	Marvin Blackford PO Box 2129 Frankfort, Michigan 49635 231.352.9791 phone assessor@crystallaketwp.org
Zoning Administrator	David Neiger 231.882.7037 phone neigerzps@att.net Office Hours: Wednesday 9:00 a.m. – 12:00 p.m.
Documents	Zoning Ordinance and Maps are available in hard copy from the ZA or at the following link: www.crystallaketwp.org/forms_ordinances.php
Applications & Forms	The following applications and forms and be downloaded from the link below: Building Permit - Required Steps Zoning Permit Application Land Division Application Re-Zoning Application Minor - Special Land Use Application Major - Special Land Use Application www.crystallaketwp.org/forms_ordinances.php

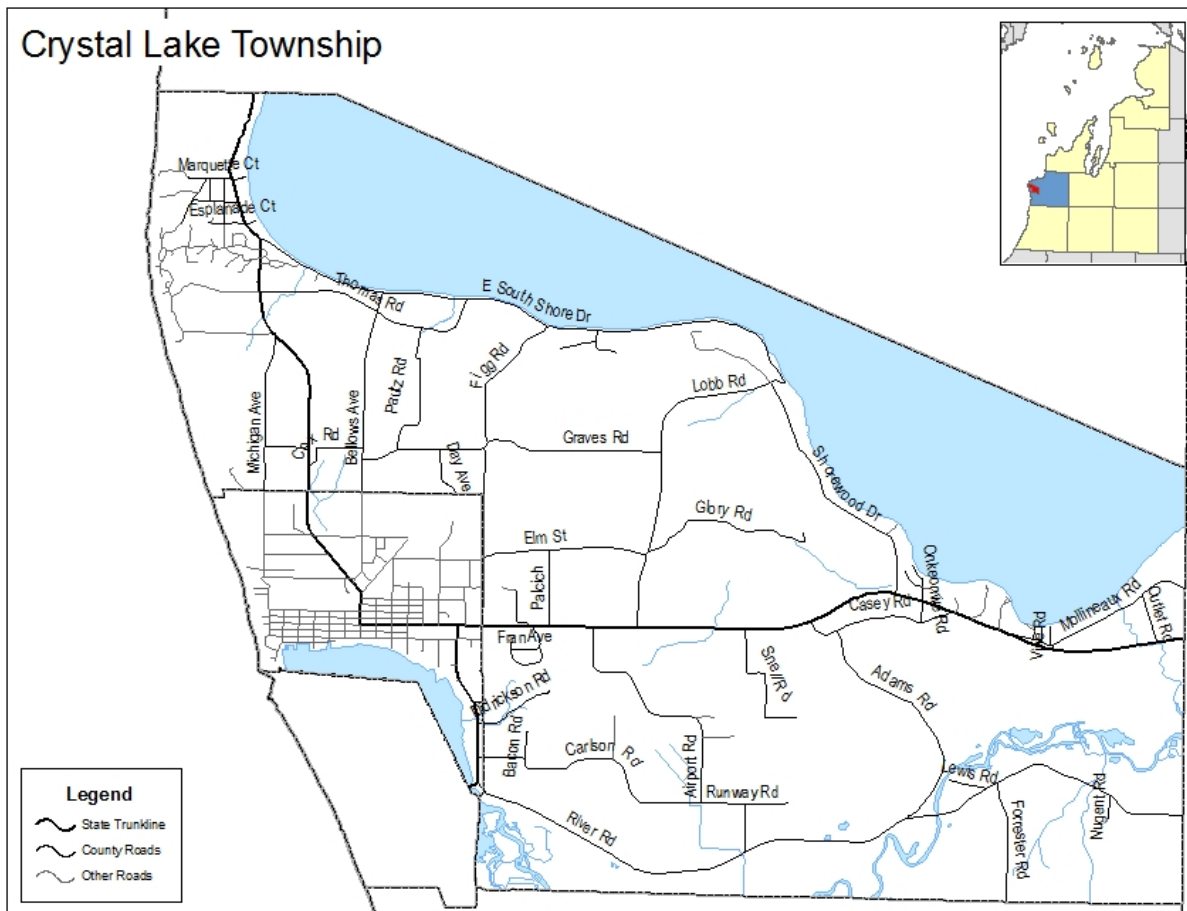
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Crystal Lake Township (continued)

Note from ZA

A general lack of familiarity with the zoning ordinance requires more pre-application meetings with the ZA and Planner relative to the application and requirements. A pre-application meeting is strongly encouraged. Please contact the ZA before beginning project.

Crystal Lake Township Map

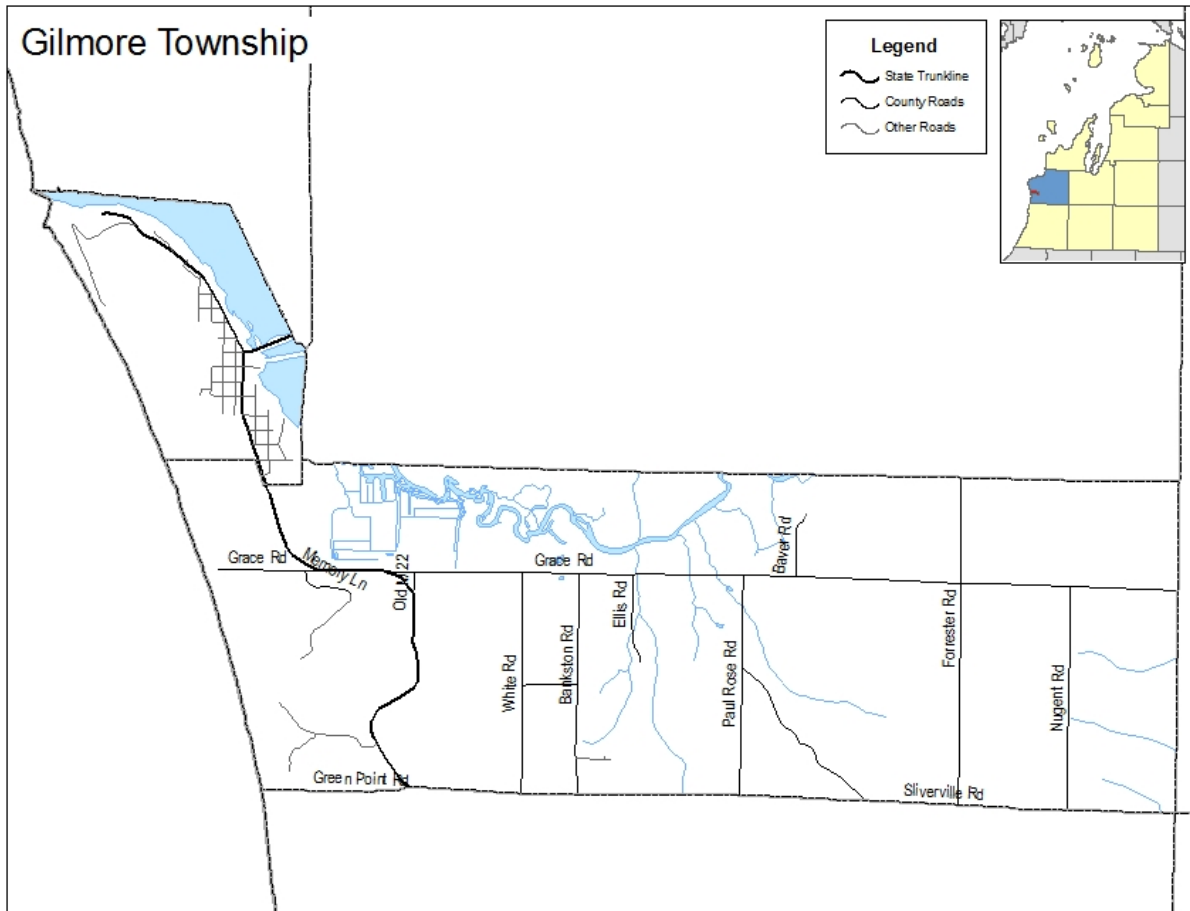


Gilmore Township

Township Office	Library Building 704 Frankfort Avenue Elberta, Michigan 49628
Mailing	PO Box 247 Elberta, Michigan 49628 231.352.4901 phone 231.351.4033 fax
Meets	2 nd Tuesday Monthly at 7:00 p.m.
Supervisor	Carl Noffsinger PO Box 202 Elberta, Michigan 49628-0202 231.352.4717 phone
Assessor	Marvin Blackford 9445 Lake Ann Road Traverse City, Michigan 49684 231.275.7528 phone 231.275.5045 fax
Zoning Administrator	Josh Mills 4538 Benzie Highway Benzonia, Michigan 49616 231.651.9117 phone

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Gilmore Township Map



Homestead Township

Township Office	11508 Honor Highway Honor, Michigan 49640 clerk@homesteadwp.com
Mailing Address	PO Box 315 Honor, Michigan 49640 231.325.6772 phone 231.325.2031 fax
Meeting	1 st Monday Monthly at 7:00 p.m.
Website	www.homesteadwp.org
Supervisor	Cathy Demitroff (Term expires November 2012) 483 North Pioneer Road Beulah, Michigan 49617 231.882.4721 phone
Assessor	Shelley Rosa PO Box 315 Honor, Michigan 49640 231.325.2000
Zoning Administrator	Roger Williams PO Box 315 Honor, Michigan 49640 231.325.6772 phone 231.590.9977 mobile 231.325.2031 fax za@homesteadwp.com Office Hours: By appointment on Tuesday mornings and Wednesday afternoons
Note	Homestead Township established a Joint Planning Commission with Inland Township and adopted the Homestead Inland Joint Zoning Ordinance.
Documents	Zoning Ordinance www.homesteadwp.org/zoning.php Zoning Map www.homesteadwp.org/zoning_docs/HmstdZoning.pdf

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Homestead Township (continued)

Documents (cont.)

Final Master Plan

www.homesteadtp.org/docs/Homestead-Inland-Final-4-15-08.pdf

Future Land Use Map

www.homesteadtp.org/docs/map-future-land-use.pdf

Township Soils Map

www.homesteadtp.org/docs/map-homestead-soils.pdf

Township Wetlands Map

www.homesteadtp.org/docs/map-homestead-wetlands.pdf

2000 Land Cover Survey Map

www.homesteadtp.org/docs/map-2000-land-cover.pdf

Applications and Forms

The following application and forms can be downloaded from the link below:

Land Use Permit Information Requirements

Land Use Permit Fee Schedule

Application For Rezoning

Application For Rezoning/Map Change

Land Division Application (Sample)

Application For Class "A" Designation

Application For Special Use Permit

Application For Uses Listed For Approval With Minor Site Plan Approval (Article Xiii, Section 13.2.A)

Application For Uses Listed For Approval With Major Site Plan Approval (Article Xiii, Section 13.2.B, 13.4.B)

Application For Special Meeting Of Joint Planning Commission

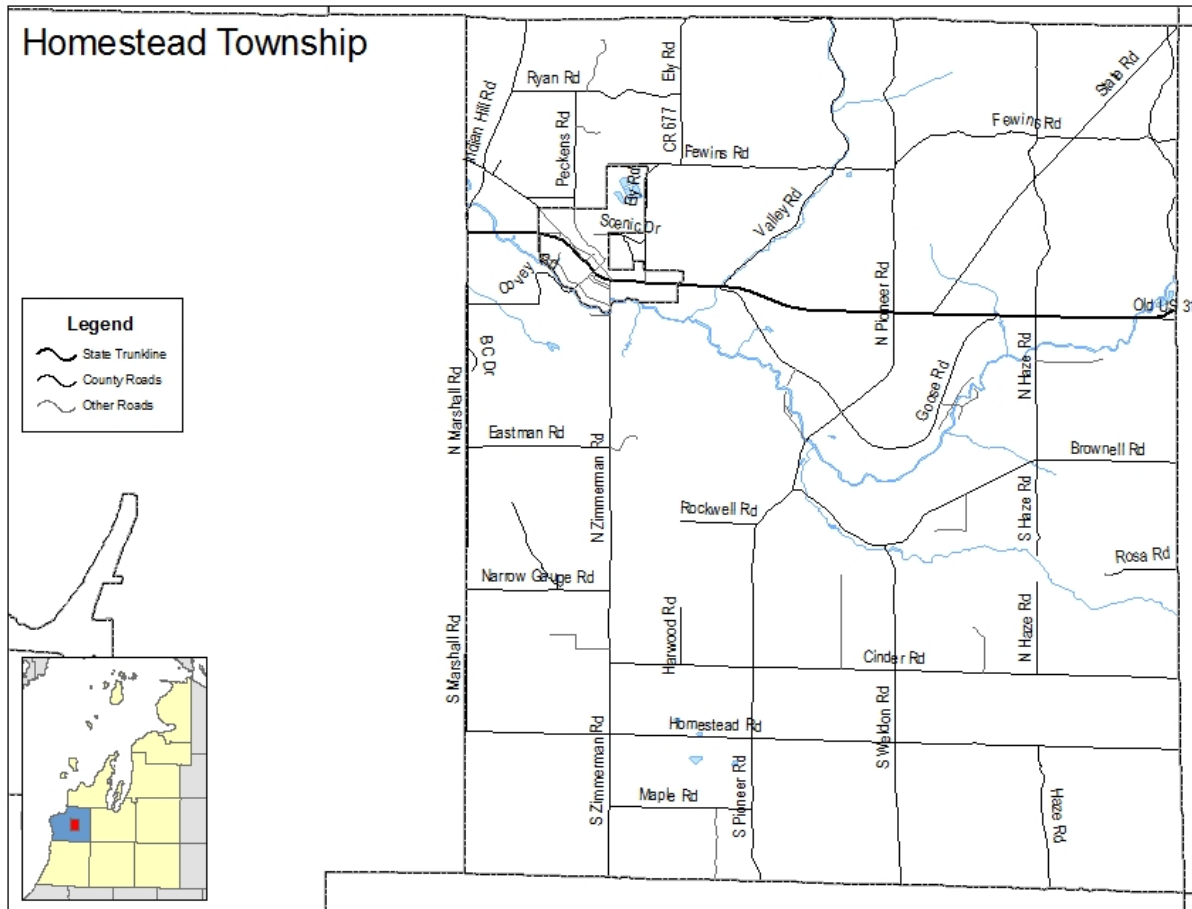
Zoning Board Of Appeals Application

Zoning Complaint

www.homesteadtp.org/zoning.php

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Homestead Township Map



Inland Township

Township Office	19668 US 31 Interlochen, Michigan 49643-9604 231.275.6568 phone 231.275.6568 fax inlandtownship@centurytel.net
Meeting	2 nd Monday Monthly at 7:00 p.m.
Supervisor	Paul Beechraft 544 Bendon Road Interlochen, Michigan 49643 231.275.7029 phone
Assessor	Marvin Blackford 9445 Lake Ann Road Traverse City, Michigan 49684 231.275.7528 phone 231.275.5045 fax
Zoning Administrator	Roger Williams PO Box 315 Honor, Michigan 49640 231.325.6771 phone 231.590.9977 mobile 231.325.2031 fax za@homesteadwp.com
Note	Inland Township established a Joint Planning Commission with Homestead Township and adopted the Homestead Inland Joint Zoning Ordinance.
Documents	Zoning Ordinance www.homesteadwp.org/zoning.php Zoning Map www.homesteadwp.org/zoning_docs/HmstdZoning.pdf Final Master Plan www.homesteadwp.org/docs/Homestead-Inland-Final-4-15-08.pdf Future Land Use Map www.homesteadwp.org/docs/map-future-land-use.pdf

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Inland Township (continued)

Documents (cont.)	<p>Township Soils Map www.homesteadwp.org/docs/map-homestead-soils.pdf</p> <p>Township Wetlands Map www.homesteadwp.org/docs/map-homestead-wetlands.pdf</p> <p>2000 Land Cover Survey Map www.homesteadwp.org/docs/map-2000-land-cover.pdf</p>
Applications and Forms	<p>The following application and forms can be downloaded from the link below:</p> <p>Land Use Permit Information Requirements Land Use Permit Fee Schedule Application For Rezoning Application For Rezoning/Map Change Land Division Application (Sample) Application For Class "A" Designation Application For Special Use Permit Application For Uses Listed For Approval With Minor Site Plan Approval (Article Xiii, Section 13.2.A) Application For Uses Listed For Approval With Major Site Plan Approval (Article Xiii, Section 13.2.B, 13.4.B) Application For Special Meeting Of Joint Planning Commission Zoning Board Of Appeals Application Zoning Complaint www.homesteadwp.org/zoning.php</p>
Related Documents/Forms	<p>Final Master Plan www.homesteadwp.org/docs/Homestead-Inland-Final-4-15-08.pdf</p> <p>Future Land Use Map www.homesteadwp.org/docs/map-future-land-use.pdf</p> <p>Township Soils Map www.homesteadwp.org/docs/map-homestead-soils.pdf</p> <p>Township Wetlands Map www.homesteadwp.org/docs/map-homestead-wetlands.pdf</p> <p>2000 Land Cover Survey Map www.homesteadwp.org/docs/map-2000-land-cover.pdf</p>

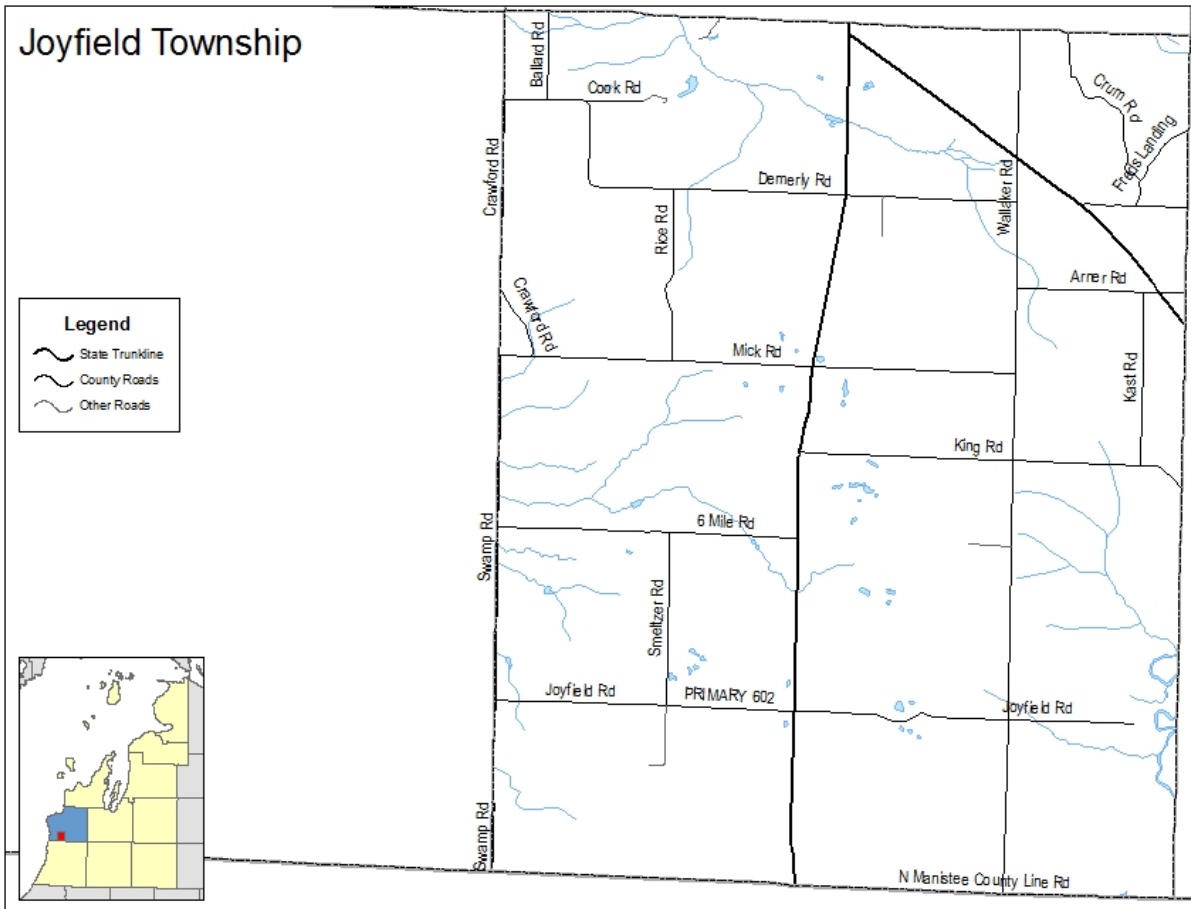
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Joyfield Township

Township Office	5940 Benzie Highway Benzonia, Michigan 49616
Mailing	PO Box 256 Benzonia, Michigan 49616 231.882.0133 phone
Meeting	1 st Wednesday Monthly at 7:30 p.m.
Supervisor	Ken Fallowfield 231.882.9158
Assessor	Gary Sauer 4106 Wallaker Road Benzonia, Michigan 49616 231.882.5989 phone
Zoning Administrator	None
Note:	Joyfield Township has no zoning ordinance, enforcement, or permitting process.

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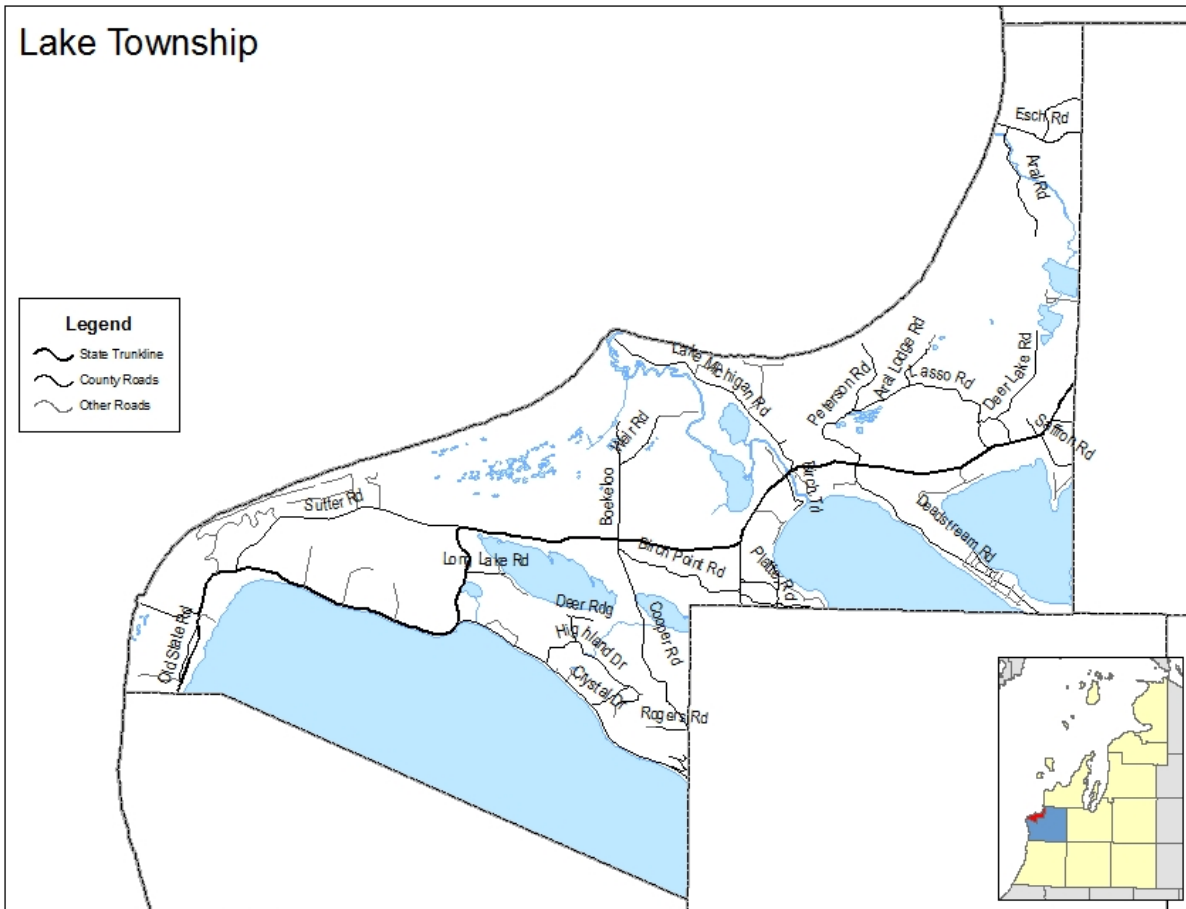
Joyfield Township Map



Lake Township

Township Office	5153 Scenic Highway Honor, Michigan 49640
Mailing Address	5135 Scenic Hwy Honor, Michigan 49640 231.325.5202 phone 231.325.4177 fax
Office Hours	Monday and Friday, 9:00 a.m. – 12:00 p.m. Wednesday 9:00 a.m. – 3:00 p.m.
Meeting	1 st Thursday Monthly at 7:00 p.m.
Website	www.laketwp.org
Supervisor	William L. Robinson 5252 Park Lane Honor, Michigan 49640 231.325.5613 phone
Assessor	Carol Merrill 7320 Norconk Road Bear Lake, Michigan 49614 (231) 864-2587 phone (231) 510-6119 mobile
Zoning Administrator	Nancy Simmons 4115 Scenic Highway Honor, Michigan 49640 231.930.8918 phone 231.325.5202 mobile
Documents	Zoning Ordinance www.laketwp.org/docs_forms.htm
Applications and Forms	Land Use Zoning Permits Memo www.laketwp.org/PDF/LandUse-ZoningPermitsMemo.pdf Land Use Permit Application www.laketwp.org/PDF/Land_Use_Permit.pdf

Lake Township Map

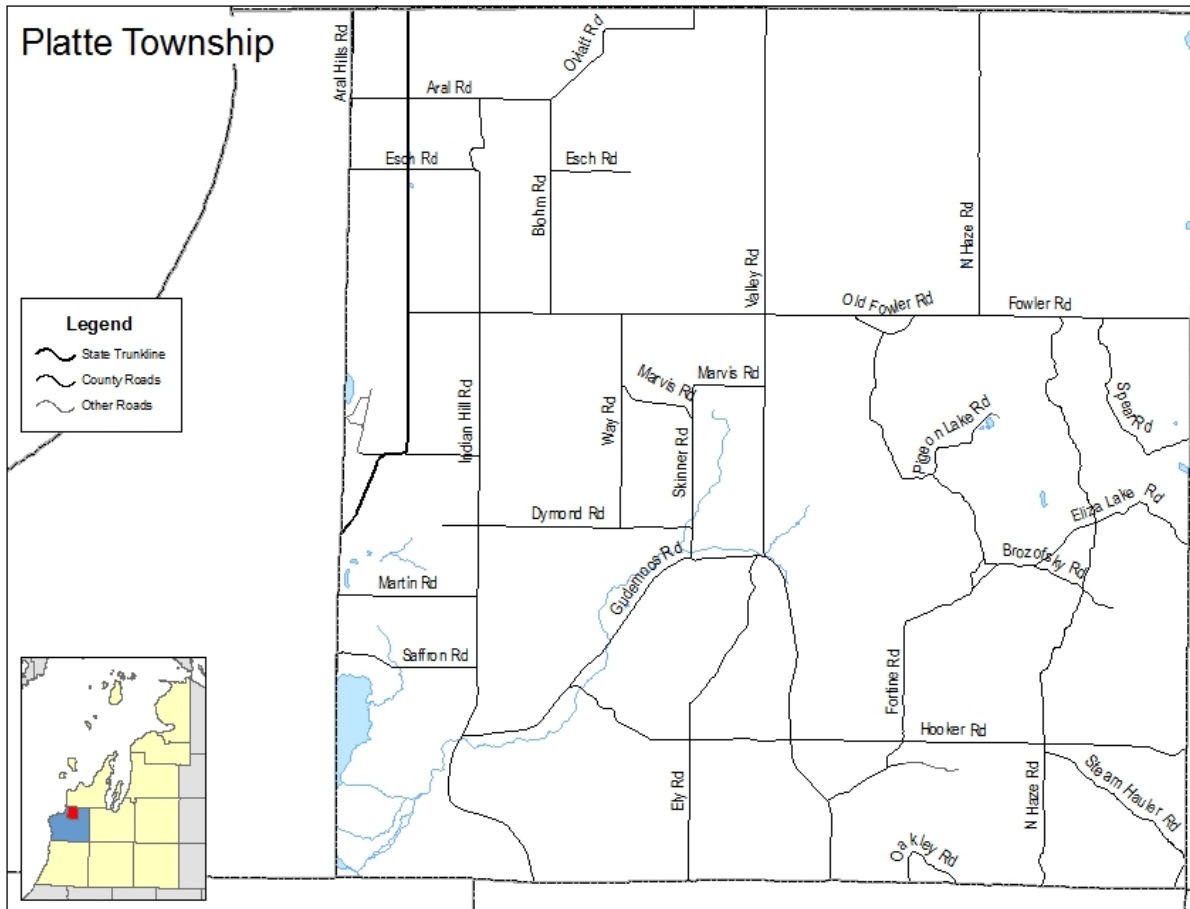


Platte Township

Township Office	11935 Fowler Road Honor, Michigan 49640
Mailing Address	6821 Indian Hill Honor, Michigan 49640 231.325.2459 phone 231.325.2530 fax
Meeting	1 st Tuesday Each Quarter at 7:30 p.m.
Supervisor	Paul L. Solem 10322 Fowler Road Honor, Michigan 49640 231.325.2450 phone
Assessor	Marvin Blackford 9445 Lake Ann Road Traverse City, Michigan 49684 231.275.7528 phone 231.275.5045 fax
Zoning Administrator	David Neiger 231.882.7037 phone neigerzps@att.net Office Hours: Monday & Friday 9 a.m. – 12 p.m. (Benzonia Township Offices, 1020 Michigan Avenue, Benzonia, Michigan 49616)
Zoning Ordinance	Available at the Benzonia Township office
Special Notice from ZA	Strongly encourage pre-application meeting with the ZA; the lack of adequate pre-application meetings is the major obstacle for developments or construction. Contact the ZA before beginning a project. Platte Township formed a Joint Planning Commission and Zoning Board with Benzonia Township (“West Benzie County Joint Planning Commission”). The new joint zoning ordinance was adopted July 2012

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Platte Township Map

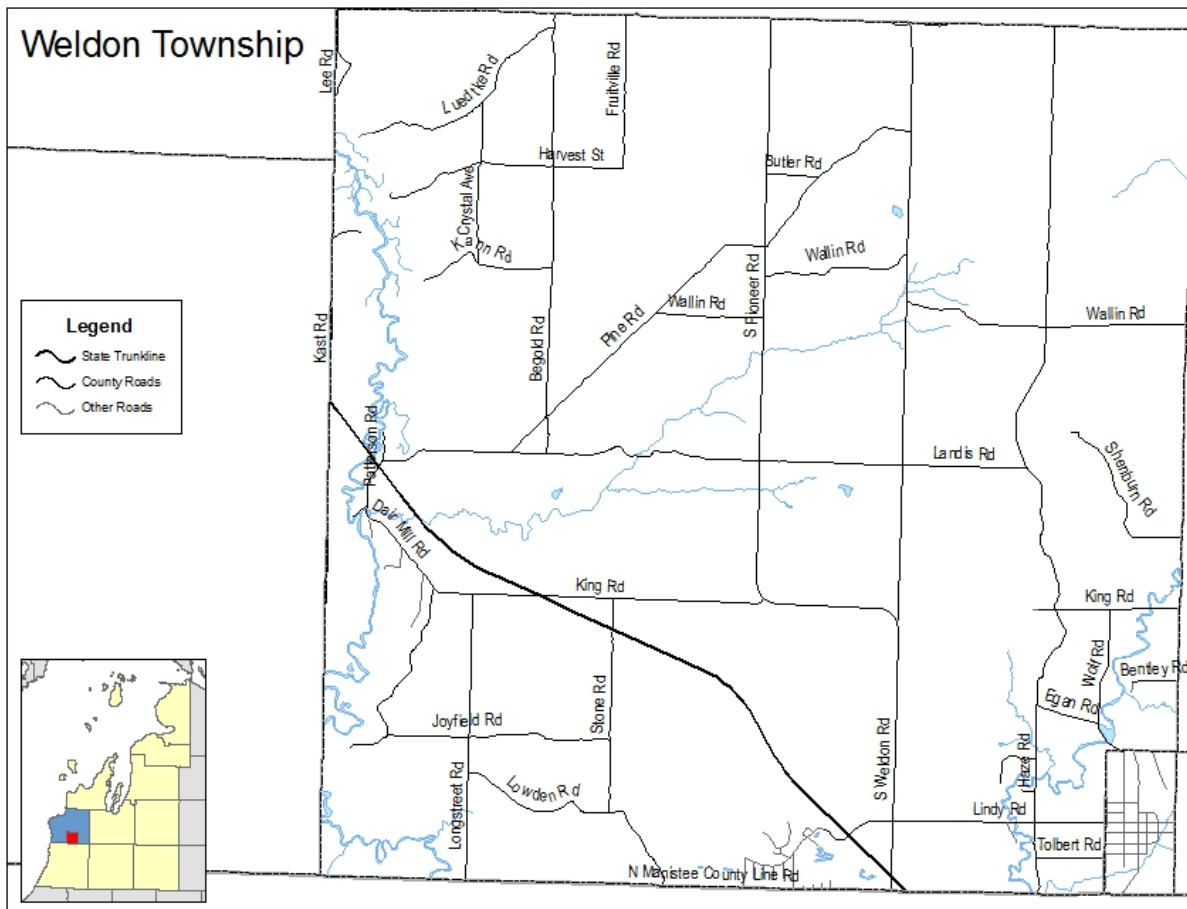


Weldon Township

Township Office	14731 Thompson Avenue Thompsonville, Michigan 49683
Mailing Address	PO Box 570 Thompsonville, Michigan 49683 231.378.2477 phone (Clerk's Office) 231.378.2237 phone (Treasurer's Office)
Meeting	2 nd Tuesday Monthly at 7:30pm
Supervisor	Ron Hitesman 5874 Gunn Road Benzonia, MI 49616 231.882.7304
Assessor	Carol Merrill 7320 Norconk Road Bear Lake, Michigan 49614 231.864.2587 phone 231.510.6119 cell weldonassessor@centurytell.net
Zoning Administrator	Craig Meredith PO Box 15 Thompsonville, Michigan 49683 231.378.2377 phone meredithupnorth@acegroup.cc
Note:	Weldon Township, together with Colfax Township and the Village of Thompsonville, formed a joint planning commission, which is in the process of developing a joint master plan to be followed by the planned adoption of a joint zoning ordinance. For information about the Joint Planning Commission please see the Colfax Township website (www.colfaxtpw.org).

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Weldon Township Map



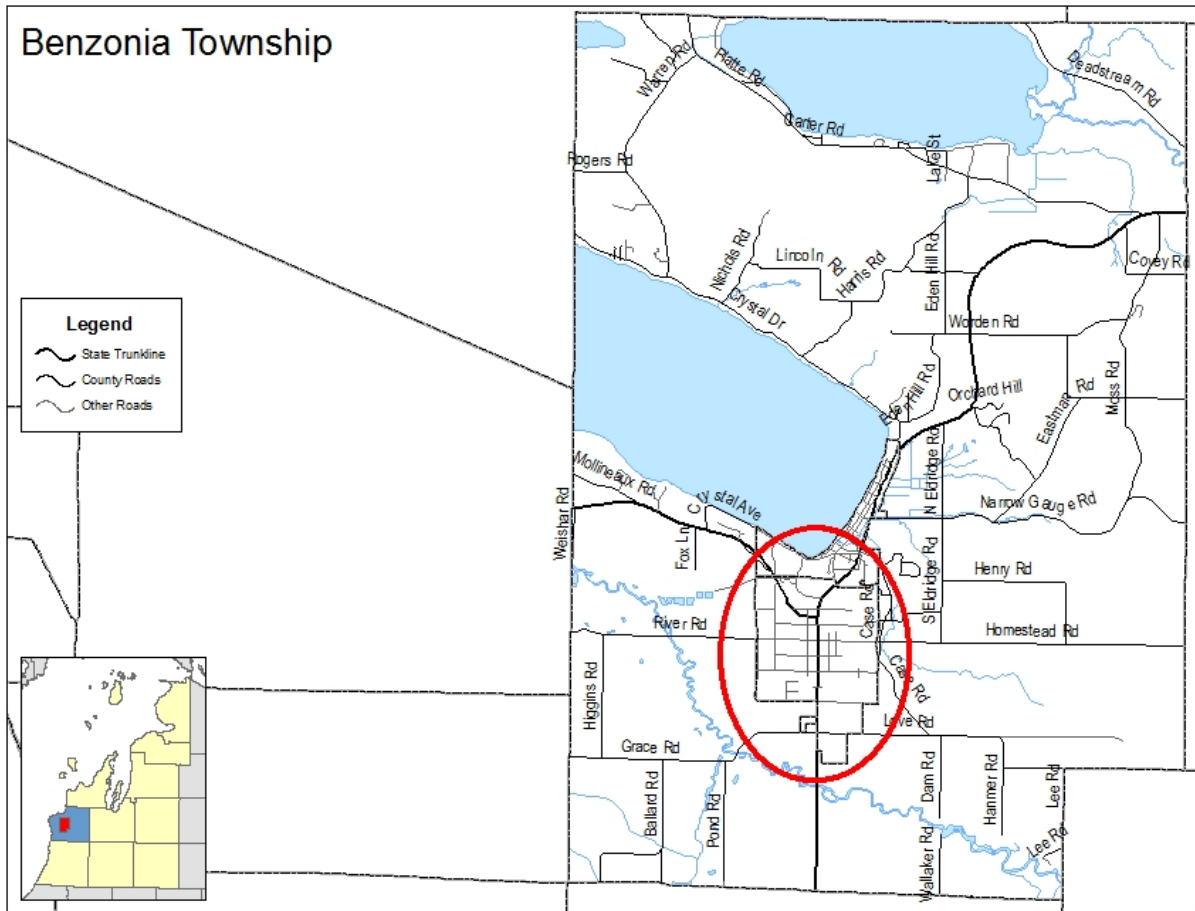
SECTION III – Village & City Permitting & Zoning Process

Village of Benzonia

Village Hall	1267 Michigan Avenue Benzonia, Michigan 49616 231.882.9981 phone
Mailing Address	PO Box 223 Benzonia, Michigan 49616 231.882.9981 phone 231.882.9978 fax benzonia9981@att.net
Website	sites.google.com/site/villageofbenzoniaoffice/
Meeting	1 st Monday Monthly at 6:00 p.m.
President	Robert French 231.882.5816 phone
Clerk	Rhonda Nye 231.882.4828 phone
Zoning Administrator	Dave Neiger 6795 Traverse Avenue Benzonia, Michigan 49616 231.882.7037 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.

Village of Benzonia Map

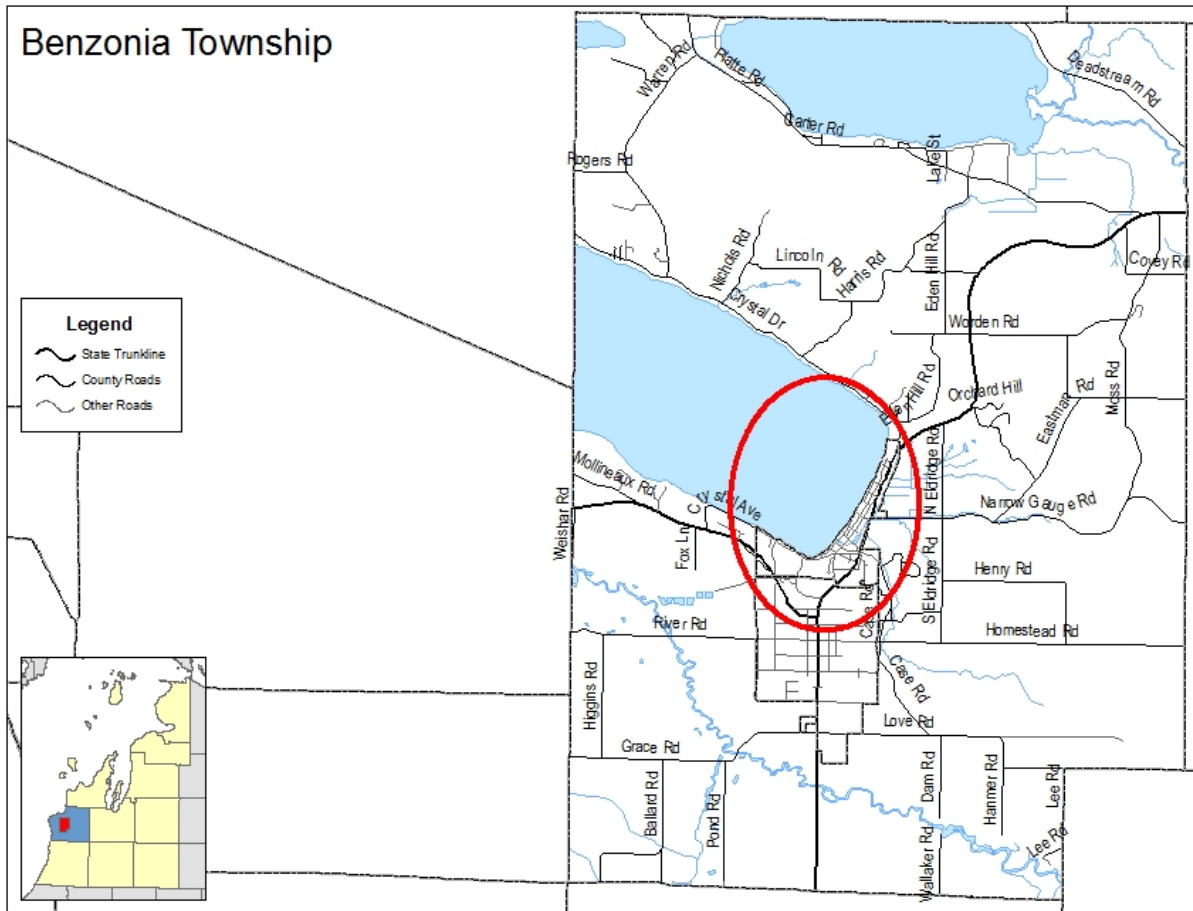


Village of Beulah

Village Hall	7228 Commercial Avenue Beulah, Michigan 49617
Mailing Address	PO Box 326 Beulah, Michigan 49617 231.882.4451 phone 231.882.5759 fax
Website	www.villageofbeulah.org
Office Hours	Tuesday – Thursday, 10:00 a.m. – 2:00 p.m.
Meeting	1 st Thursday following 1 st Monday Monthly at 7:00 p.m.
President	Jerry Rank 231.882.9047 phone
Clerk	Laura Spencer 231.920.4445 phone
Zoning Administrator	Ron Edwards 231.882.4451 phone
Documents	Zoning Ordinance www.villageofbeulah.org/beulahzoning/beulah-zoningord-june2008rev.pdf Master Plan www.villageofbeulah.org/master_plan/Village_Master_Plan.pdf

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Village of Beulah Map

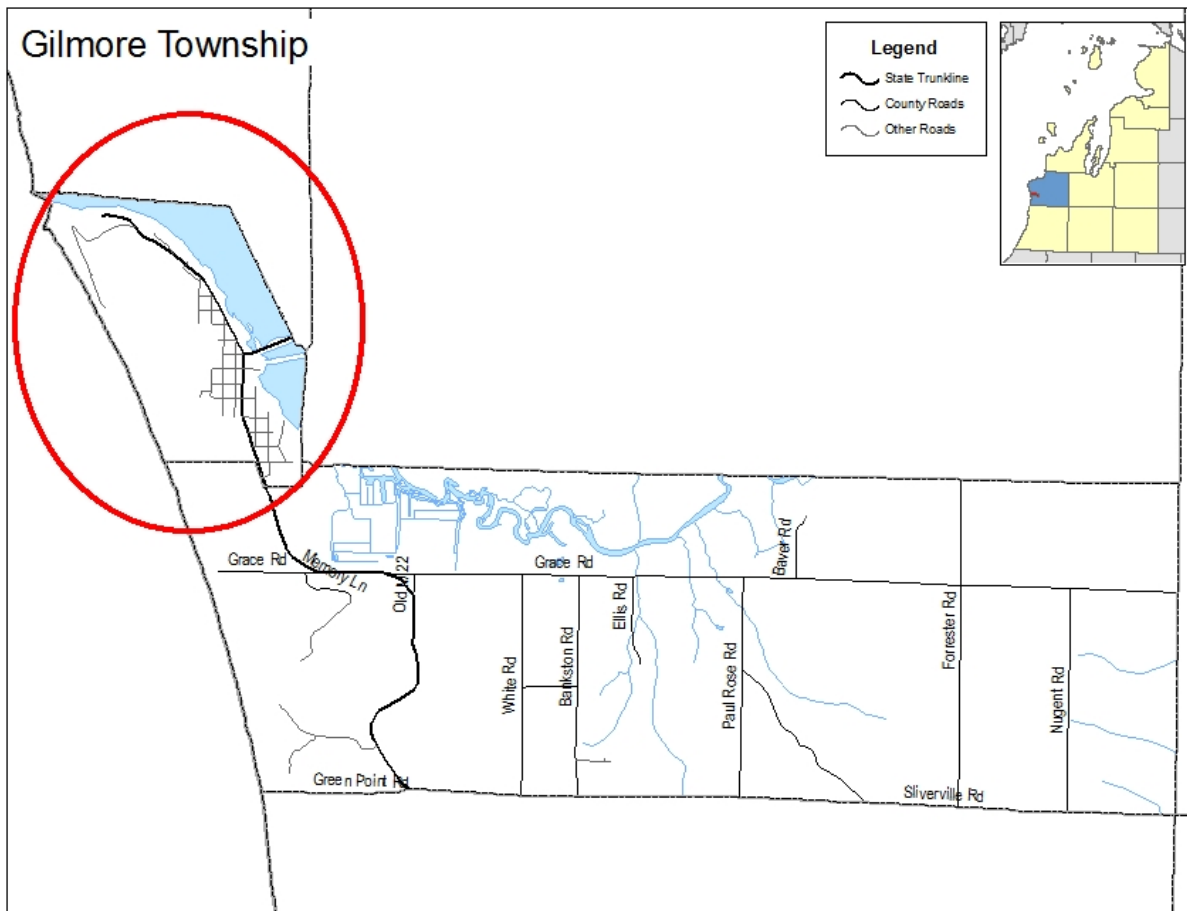


Village of Elberta

Village Hall	401 First Street Elberta, Michigan 49628
Office Address	151 Pearson PO Box 8 Elberta, Michigan 49628 231.352.7201 phone 231.352.4033 fax
Website	villageofelberta.com
Village Council Meeting	3 rd Thursday Monthly at 7:00 p.m.
Planning Commission Meeting	1 st Tuesday Monthly at 7:00 p.m. (recessed during summer months)
Brownfield Authority Meeting	Meets as needed
President	Reginald Manville 231.352.7201 phone
Clerk	Sharyn K. Bower 231.352.7201 phone
Assessor	Marvin Blackford 9445 Lake Ann Road Traverse City, Michigan 49684 231.275.7528 phone 231.275.5045 fax
Zoning Administrator	Carl Noffsinger 231.352.7201 phone
Documents	The Zoning Ordinance, Master Plan, and Land Use Applications are available from the Village Office.

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Village of Elberta Map

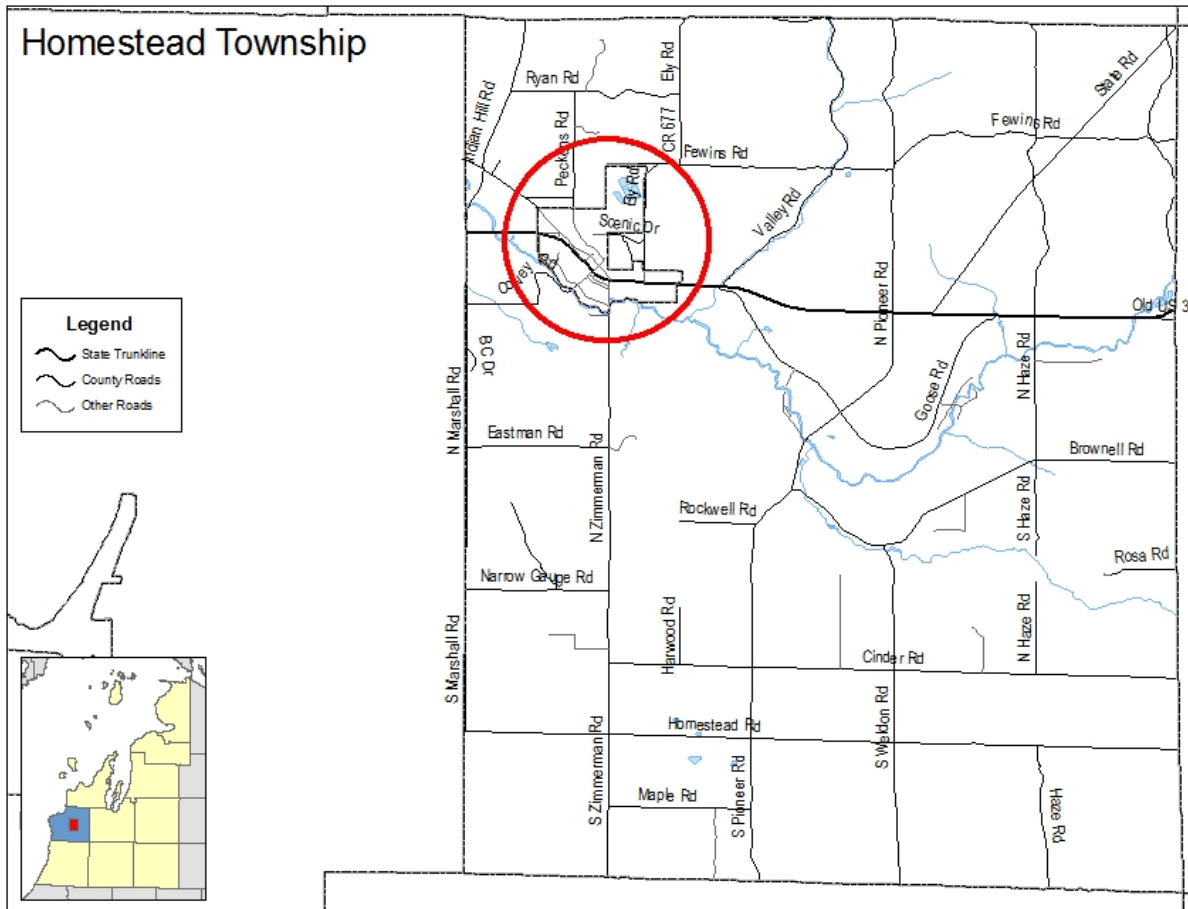


Village of Honor

Village Hall	10922 Platte Street Honor, Michigan 49640
Mailing Address	PO Box 95 Honor, Michigan 49640 231.325.8432 phone 231.325.8432 fax
Meeting	2 nd Wednesday Monthly at 7:00 p.m.
President	Robert Theobald 231.325.3471 phone 231.499.7668 phone
Clerk	Carole Waddell 231.325.2064 phone
Zoning Administrator	Christy Flynn 231.383.2342 phone Office Hours: Monday – Wednesday & Friday, 5:30 p.m. – 7:00 p.m.

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Village of Honor Map

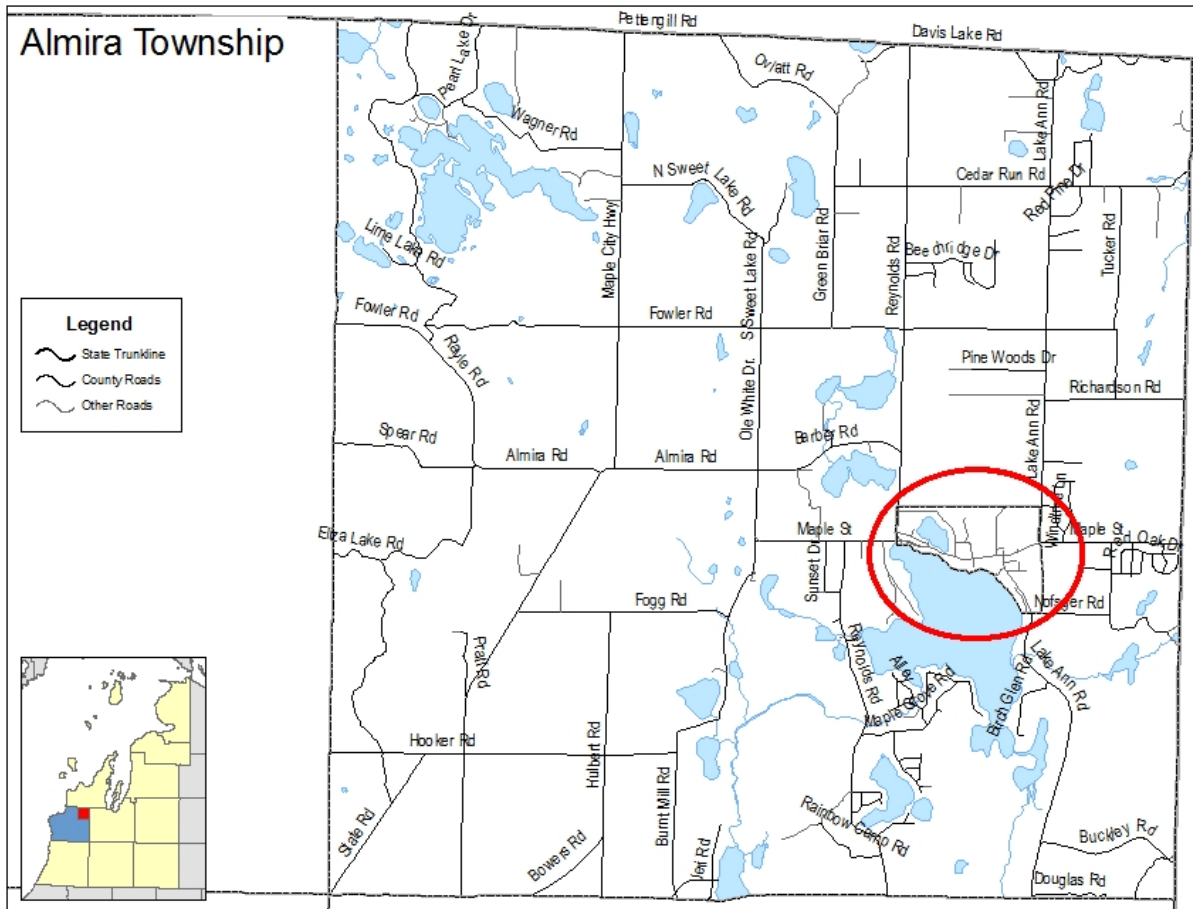


Village of Lake Ann

Village Hall	Almira Township Hall 19639 Maple Street Lake Ann, Michigan 49650
Mailing Address	PO Box 61 Lake Ann, Michigan 49650 231.275.5267 phone 231.275.0267 fax
Meeting	2 nd Tuesday Monthly at 7:00 p.m.
President	Dale Flaherty PO Box 338 Lake Ann, Michigan 49650 231.275.6313 phone
Clerk	Cathy Werts 231.275.5267 phone
Zoning Administrator	Dale Flaherty (Acting Administrator) 231.275.6737 phone Office Hours: Daily from 9:00 a.m. – 5:00 p.m.
Zoning Ordinance	Hard copy maintained by the ZA

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Village of Lake Ann Map



Village of Thompsonville

Village Hall 14714 Lincoln Avenue
Thompsonville, Michigan 49683

Mailing Address PO Box 184
Thompsonville, Michigan 49683
231.378.2560 phone
231.378.2560 fax

Meeting 2nd Monday Monthly at 7:00pm

President Michael MacGuirr
231.378.2346

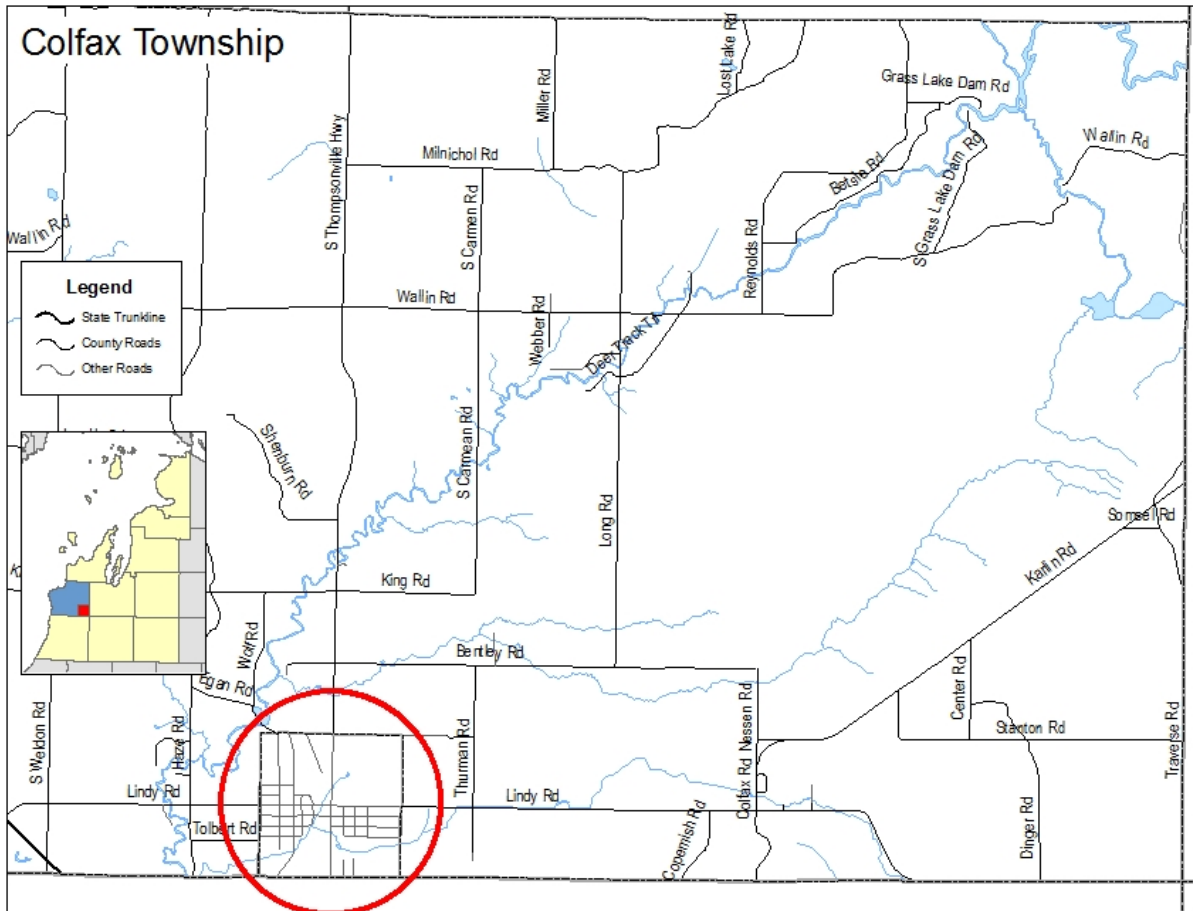
Clerk Mary Wixson
231.378.4851 phone

Zoning Administrator Patrick Worman
231.378.4265 phone

Note: The Village of Thompsonville, together with Colfax Township and Weldon Township, formed a joint planning commission, which is in the process of developing a joint master plan to be followed by the planned adoption of a joint zoning ordinance. For information about the Joint Planning Commission please see the Colfax Township website (www.colfaxtpw.org).

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Village of Thompsonville Map



City of Frankfort

City Hall	412 Main Street Frankfort, Michigan 49635
Mailing Address	PO Box 351 Frankfort, Michigan 49635 231.352.7117 phone 231.352.7100 fax
Website	www.frankfortmich.com
Office Hours	Monday – Friday, 8:00 a.m. to 5:00 p.m.
City Council Meeting	3 rd Tuesday Monthly at 7:00 p.m.
Planning Commission Meeting	2 nd Tuesday Monthly at 7:00 p.m.
Brownfield Authority Meeting	Meets as needed
Mayor	Robert Johnson mayor_bobby@yahoo.com
Superintendent/ Zoning Administrator	Joshua Mills 231.352.7117 phone jmills@cofrankfort.net
Clerk/Treasurer	Kimberly Kidder 231.352.7117 kkidder@cofrankfort.net
Assessor	Marvin Blackford 9445 Lake Ann Road Traverse City, Michigan 49684 231.275.7528 phone 231.275.5045 fax
Documents	The Zoning Ordinance, Master Plan, Fee Schedule, and Tree Ordinance are available for download at the following link: www.frankfortmich.com/documents.html

(continued)

City of Frankfort (continued)

Applications and Forms

Application for Zoning - Land Use

www.frankfortmich.com/pdf/landUse.pdf

Site Plan Application & Process

www.frankfortmich.com/pdf/SitePlanReview.pdf

Special Use Application

www.frankfortmich.com/pdf/SpecialUse.pdf

Demolition Permit Application

www.frankfortmich.com/pdf/Demolition.pdf

Sign Permit Application

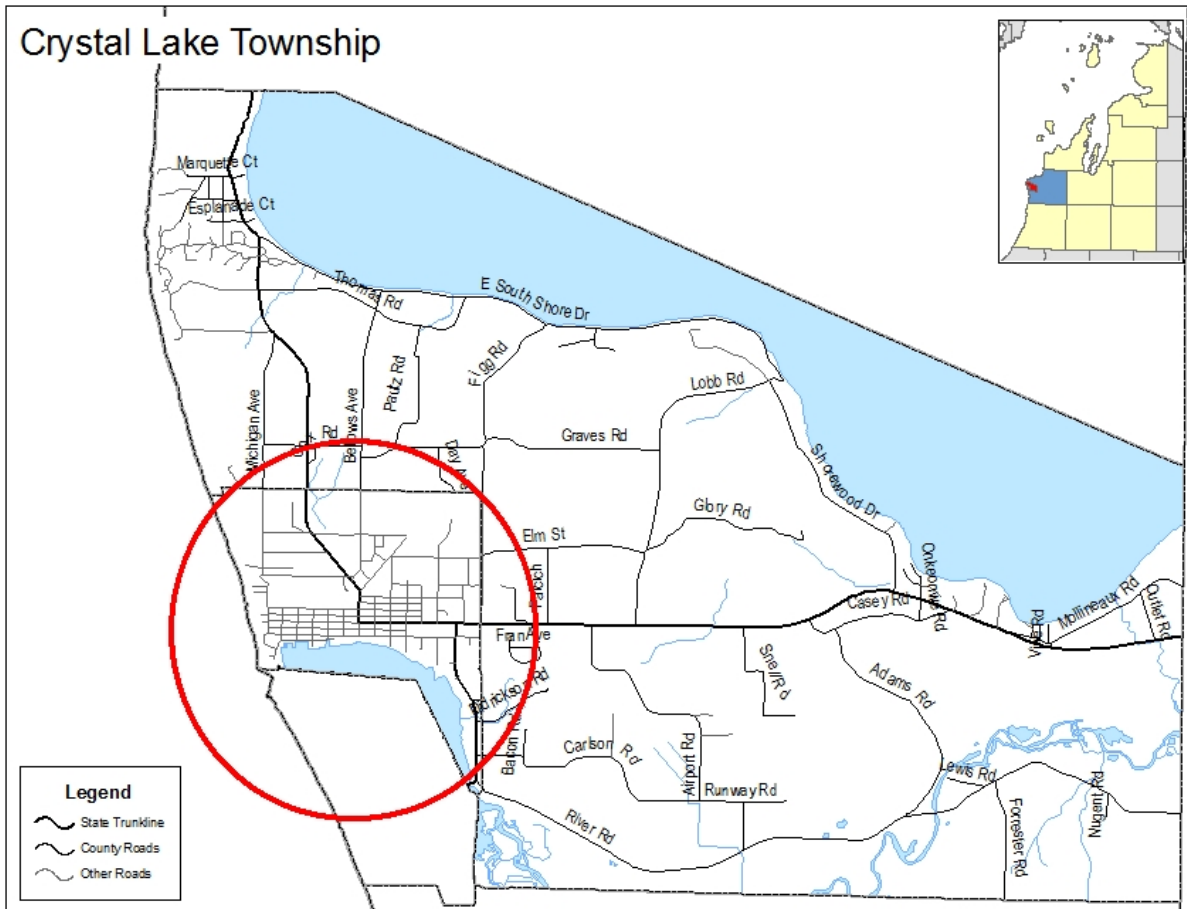
www.frankfortmich.com/pdf/SignPermit.pdf

Application for Variance

www.frankfortmich.com/pdf/Variance.pdf

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City of Frankfort Map



SECTION IV – Benzie County Governmental Agencies

Benzie County Register of Deeds

Register of Deeds	<p>Amy J. Bissell Upper Level Government Center 448 Court Place Beulah, Michigan 49617 231.882.0016 phone 231.882.0167 fax</p>
Office Hours	Monday – Friday, 8:30 a.m. – 12 p.m. & 1:00 p.m. – 5:00 p.m.
Website	www.benzieco.net/dept_register_of_deeds.htm
Services Offered	<p>Recording of legal documents including: warranty deeds, quit claim deeds, mineral deeds, administrator, tax and sheriff's deed's, mortgages, assignment of mortgages, discharge of mortgages, patents, oil and gas leases, subdivisions (plats) and restrictions, rights of way, various liens including state and federal tax liens, circuit court orders, probate orders, and wills where real property is concerned, condominium documents, surveys, and land corner and remonumentation records.</p> <p>The Register of Deeds collects the Michigan State Transfer Tax.</p> <p>Specific document searches. See fee schedule below.</p> <p>Collection of State Remonumentation Fees.</p>
Description	<p>The Register of Deeds office maintains an index and copy of all recorded documents pertaining to real property located within the county. Financing statements (U.C.C.'s) relating to personal property filed prior to July 1, 2001 are located here. The Register of Deeds also serves as Chairman of the County Plat Board which reviews and approves all new subdivisions within the county. Duties of the office are defined by State Statue. All records in the Register of Deeds office are in a grantor/grantee indexing system. Pre-1982 indexes are in book form and 1982 – present are computerized.</p> <p>Recordings may be done in person or by mail with sufficient fees. Copy requests must be accompanied by self-addressed stamped envelopes.</p>
Fee Schedule	www.benzieco.net/PDF/Register_Of_Deeds/Register_Of_Deeds_Fees.pdf

Benzie County Surveyor

County Surveyor	John B. Smendzuik Crystal Surveying LLC 114 South Benzie Boulevard Beulah, Michigan 49617-0377
Office Hours	Monday – Friday, 8:00 a.m. – 12 p.m. & 1:00 p.m. – 5:00 p.m.
Website	www.benzieco.net/dept_surveyor.htm
Services Offered	Running of the Benzie County Remonumentation Program Source for Survey information for the County and State
Description	<p>This office was originally concerned with the subdivision of public and private lands along with the restoration of Government Land Office corners during the course of those surveys. All records of these surveys are located in the offices of the Benzie County Register of Deeds.</p> <p>ACT 345 of 1990 established the State Survey and Remonumentation Act. Since 1993, Benzie County has had a County Remonumentation Plan in effect. Since that time the County Surveyor has been in charge of activities as designated by Act 345 and the Benzie County Plan. This plan has mainly been involved with the relocation, history, preservation, and placement of standardized monuments at all original Government Land Office corners (GLO) in the county. Since the inception of the plan in 1993, approximately 642 GLO corners have been preserved in Benzie County. Also 25 of these corners have had State Plane coordinates determined for their positions. This effort is ongoing in Benzie County and the State of Michigan.</p>

Benzie County Planning Commission

Contact Person	Peg Minster 231.378.2259 phone 231.357.7145 cell skihel@aol.com
Website	www.benzieco.net/cmt_planning_commission.htm
Description	The Planning Commission is a seven member commission appointed by the County Board of Commissioners. Planning Commissioners are appointed to three year terms.
Meetings	2 nd Thursday Monthly at 7:00 p.m.
Location	Benzie County Government Center 448 Court Place Beulah, Michigan 49617
Documents	<p>Benzie County Comprehensive Plan 2020 www.benzieco.net/cmt_planning_commission.htm#master_plan</p> <p>Benzie County Recreation and Cultural Master Plan Introduction and Table of Contents www.benzieco.net/PDF/Planning_Zoning/BC_Rec_Cultural_MP_Intro.pdf Main Document www.benzieco.net/PDF/Planning_Zoning/BC_Rec_Cultural_MP.pdf</p> <p>Open Space and Natural Resources Protection Plan www.benzieco.net/cmt_planning_commission.htm#osnrpp</p> <p>Planning Commission Ordinance www.benzieco.net/PDF/Planning_Zoning/PlanningCommOrdAmendment.pdf</p> <p>Soil Erosion, Sedimentation, and Storm Water Control Ordinance www.benzieco.net/PDF/committees/Soil_Erosion_Ordinance.pdf</p> <p>Soil Erosion, Sedimentation, and Storm Water Control Guide www.benzieco.net/PDF/Planning_Zoning/SESSC_Guide.pdf</p>
Forms	<p>Permit Application for Soil Erosion, Sedimentation, and Storm Water Control www.benzieco.net/PDF/Planning_Zoning/SESSC_Application.pdf</p>

Building Safety & Construction Code Enforcement

Director	Bert Gale
Office	Lower Level Government Center 448 Court Place Beulah, Michigan 49617 231.882.9673 phone 231.882.0033 fax
Office Hours	Monday – Friday 8:00 a.m. – 12:00 p.m. & 1:00 p.m. – 5:00 p.m.
Services Offered	<ul style="list-style-type: none"> • Issuance of construction and demolition, electrical, mechanical, and plumbing permits • Plan reviews • Inspections of construction projects (all trades) for compliance of State Codes • State Code enforcement
Description	<p>This Department is accredited with the State of Michigan and responsible for administration and enforcement of the state code or codes, in Benzie County and Springdale Township in Manistee County, with regards to inspections pertaining to, new construction, existing buildings, accessory structures, remodels, electrical, mechanical, plumbing, demolition and maintenance of existing buildings.</p> <p>The Benzie County Building Safety and Code Enforcement Department was established in 1974 with one inspector. We currently have a staff of 2 people working full time in the office and 2 contract inspectors, together to make sure the minimum requirements for the construction industry are being met, as well as, the safety and welfare of this county. This department currently uses BS&A computer programs for processing permits and doing code enforcement. It is integrated with other departments like Equalization, so we have up to date information on land parcels in Benzie County.</p>

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Building Safety & Construction Code Enforcement (continued)

The Building Official (Director) is an individual appointed by the Board of Commissioners or Township Boards for enforcement of the State codes and to work as an inspector, plan reviewer, and actively engage in the administration and enforcement of adopted building, electrical, mechanical, plumbing codes or any combination of the adopted codes. The Building Official is also responsible for the direction of the department's employees, sets office policy and procedures in order to provide accurate and efficient service to the public and enforcement of the State of Michigan Codes. The Building Official is fiscally responsible for the department's operational income, expenditures, budget preparation and reporting this information annually to the County Board of Commissioners or Township Boards.

The Inspectors are responsible for administration and enforcement of the state codes and who is registered in compliance with 1986 PA 54, MCL 338.2301 et seq, under the requirements of the applicable building, electrical, mechanical or plumbing code administered and enforced within the governmental subdivision they are employed. These responsibilities include performing plan reviews and inspections of projects as pertains to their respective fields. Documenting code violations for inspections and making sure letters or correction notices get to the proper applicant or design professional.

The Plan Reviewer is responsible for examining construction documents submitted to determine whether the description on the plans, at least, meet the minimum requirements for the applicable code edition and field pertaining to their respective code. To prepare a plan review for documents submitted and give a copy to the applicant or design professional for review of changes, if applicable.

The Secretary/Permit processor is responsible for processing permits, receiving money, helping with customers, transfer of building plans, vouchers, answering phones, assists at counter, acquires needed office supplies, inputs inspection slips, filing documents, updating contractors on permits and registry with new licenses and supporting department staff in other areas when needed. Maintain hand out information for the public.

Fees

www.benzieco.net/PDF/building/Building_Permit_Fee_Sched.pdf

(continued)

Building Safety & Construction Code Enforcement (continued)

Documents

Deck Specification Requirements

www.benzieco.net/PDF/building/Deck_Specification_Reqs.pdf

Demolition Permit Requirements

www.benzieco.net/PDF/building/Demolition_Permit_Reqs.pdf

Modular and Mobile Home Requirements

www.benzieco.net/PDF/building/Modular_Mobile_Reqs.pdf

Permit Policy for Renewals and Extensions

www.benzieco.net/PDF/building/Permit_Policy_Rens_Exts.pdf

Pole Building Structure Design

www.benzieco.net/PDF/building/Pole_Building_Structure_Des.pdf

Residential Building Permit Requirements

www.benzieco.net/PDF/building/Res_Bldg_Permit_Reqs.pdf

Residential Plan Review Guidelines

www.benzieco.net/PDF/building/Residential_Plan_Review.pdf

Forms

Building Permit Application For Accessory Buildings

www.benzieco.net/PDF/building/Building_Permit_Accessory.pdf

Building Permit Application For Commercial Buildings

www.benzieco.net/PDF/building/Building_Permit_Commercial.pdf

Building Permit Application For Residential Construction, Addition, and Alteration

www.benzieco.net/PDF/building/Building_Permit_Residential.pdf

Construction Board of Appeals Application

www.benzieco.net/PDF/building/Cnstrctn_Bd_Of_Appls_Applic.pdf

Electrical Permit Application

www.benzieco.net/PDF/building/Elec_Permit_Applic.pdf

Mechanical Permit Application

www.benzieco.net/PDF/building/Mechanical_Permit_Appl.pdf

Plumbing Permit Application

www.benzieco.net/PDF/building/Plumbing_Permit_Appl.pdf

Drain Commissioner

Commissioner Terry Money (Term expiring November 2012)

Office 448 Court Place
Beulah, Michigan 49617
231.882.9671 phone
231.882.5941 fax

Emergency Management Agency

Director	Gene Mayo
Office	448 Court Place Beulah, Michigan 49617 231.882.0567 phone 231.882.0568 fax
Website	www.benzieco.net/dept_emergency_mgmt.htm
Services Offered	<ul style="list-style-type: none"> • Maintain Emergency Operations Plan • Provide Benzie County Natural Hazards Mitigation Plan • Operate the Emergency Operations Center • Coordinate resources and efforts during response and recovery
Description	<p>The Office of Emergency Management (O.E.M.) is established by the County Board of Commissioners under the authority of Public Act 390 of 1976. The purpose of the OEM is to provide for planning, mitigation, response, and recovery from natural and human-made disasters within the county.</p> <p>Planning – The County has developed and maintains an Emergency Operations Plan consistent with the standards and requirements of the Michigan State Police Emergency Management Division. This plan establishes guidelines and actions to be taken in the event of a wide variety of emergencies and disasters. The plan is intended to be an “all hazards” plan. The planning phase includes conducting training and exercises to test the Emergency Operations Plan.</p> <p>Mitigation – Help identify and coordinate mitigation opportunities in the County. The County has adopted the Benzie County Natural Hazards Mitigation Plan as part of this activity (see Documents below).</p> <p>Response – In the event of a disaster or emergency, the Emergency Management Coordinator is responsible for activation of the Emergency Operations Center, contacting personnel to staff the center and then coordinate the first responders activities to provide for the health and safety of the citizens of the County.</p>

(continued)

Emergency Management Agency (continued)

Discription (cont.)	Recovery – After a disaster or emergency there is a period of time, sometimes weeks, months, or even years, which the community is rebuilding and healing from the event. During this time O. E. M. will coordinate with local, state, federal, and private resources to return the community to a condition as good as or better than before the event.
Programs	<p>Local Planning Team - This committee is comprised of officials from the community to oversee and advise the EMC on the direction of the program. Part of the responsibilities of this committee is to target where available funding from the Federal Government is allocated. This committee meets as needed.</p> <p>Local Emergency Planning Committee - This committee meets quarterly on the third Thursday of the month at 7:30pm at the Emergency Operations Center at the Sheriff's Office. This committee oversees the activities of the Hazardous Materials Emergency Plan program. Local business and industries that have hazardous materials on their premises can, with the assistance of the local emergency management coordinator, create an Emergency Response Plan for their site. Some businesses are required under federal law to have these plans on file. These plans help local first responders know how to protect themselves and others as they respond to emergency calls at these sites.</p>
Documents	Benzie County Hazard Mitigation Plan www.benzieco.net/PDF/HazardMitigationPlanBENZIE.pdf

Benzie County Road Commission

Office	PO Box 68 11318 Main Street (US-31) Honor, Michigan 49640 231-325-3051 phone 231-325-2627 fax
Website	www.benziecrc.org
Office Hours	Monday – Friday, 7:00 a.m. – 3:30 p.m.
Superintendent	Bradley Schaub 231-325-3051 (ext 203) phone bcrclerk@benzieroad.org
Engineer/Manager	Heather Jamison 231-325-3051 (ext 207) phone brcengineer@benzieroad.org
Documents	The document listed below are available for download at the following link: www.benziecrc.org/documents.htm <ul style="list-style-type: none">• Residential Driveways Specifications• Commercial Driveways Specifications• Well Site Driveway Specifications• Mailbox Installation Guide• Miscellaneous Permit Information• Permit Fee Schedule• Private Road Specifications• Standards & Specifications (For subdivisions, site condominiums, and other development projects)
Application and Forms	The Application and Forms listed below are available for download at the following link: www.benziecrc.org/forms.htm <ul style="list-style-type: none">• Utility Permit Fee Calculation Spreadsheet• Land Division Review Application• Plan Review Application (for proposed planned unit developments including site condominiums and subdivisions)• Right of Way Application• Mobile Home Transportation• Transportation of Building or Special Load Permit (P