

# Guide to Permitting and Zoning

Charlevoix County



2012

*Let Our Resources Work For You.*



**Northwest Michigan  
Council of Governments**

Workforce • Business • Community



**Northern Lakes**  
ECONOMIC ALLIANCE



A MICHIGAN HISTORICAL SITE

Created and Produced by:  
**Northwest Michigan Council of Governments**  
**Northern Lakes Economic Alliance**  
and  
**Charlevoix County Planning Department**

## Contents

### SECTION I – General Information

Introduction	2
New Designs for Growth	3
How to Use This Guide	5
Charlevoix County Governmental Units	6
Charlevoix County Requirements for Entire County	7

### SECTION II – Township Permitting & Zoning Process

Bay Township	9
Boyne Valley Township	11
Chandler Township	13
Charlevoix Township	15
Evangeline Township	17
Eveline Township	19
Hayes Township	21
Hudson Township	23
Marion Township	25
Melrose Township	27
Norwood Township	29
Peaine Township	31
Saint James Township	33
South Arm Township	35
Wilson Township	37

### SECTION III – City and Village Permitting & Zoning Process

Village of Boyne Falls	40
City of Boyne City	42
City of Charlevoix	45
City of East Jordan	48

### SECTION IV – Charlevoix County Governmental Agencies

Charlevoix County Departments & Government Agencies	52
Charlevoix County Department of Building Safety	53
Charlevoix County Drain Commissioner/Soil Erosion Control Officer	53
Health Department of Northwest Michigan	54
Charlevoix County Commission on Aging	54
Charlevoix County Road Commission	54

## 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 Charlevoix 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](http://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 ([www.nwm.org/planning/regional-planning/regional-planning-staff.html](http://www.nwm.org/planning/regional-planning/regional-planning-staff.html)).

**Related Links:**

**New Designs for Growth**

[www.newdesignsforgrowth.com/](http://www.newdesignsforgrowth.com/)

**Northwest Michigan council of Governments**

[www.nwm.org/](http://www.nwm.org/)

**New Designs for Growth Development Guidebook**

[www.newdesignsforgrowth.com/pages/guidebook/introduction/](http://www.newdesignsforgrowth.com/pages/guidebook/introduction/)

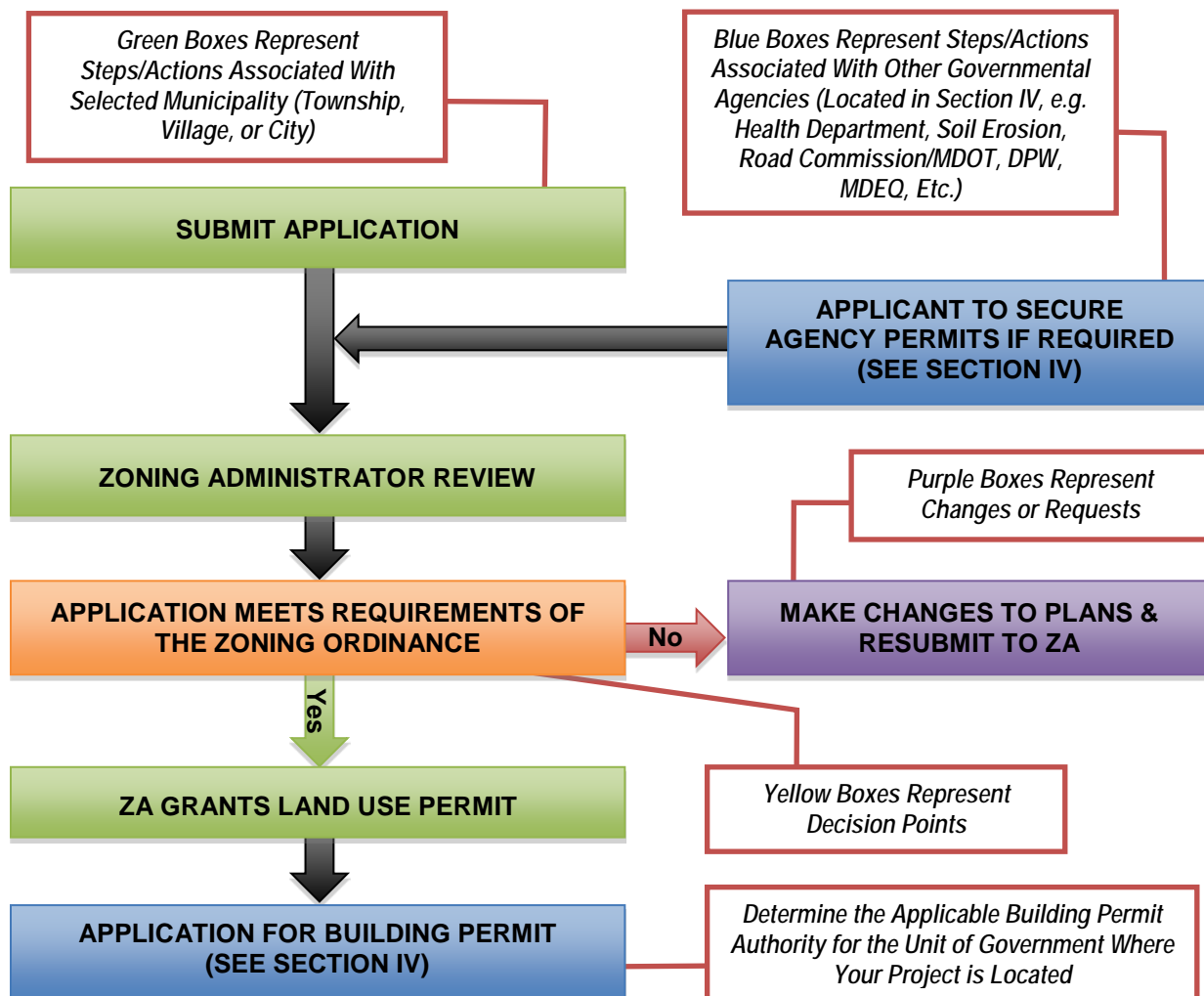
**New Designs for Growth – A Citizen’s Guide to Planning & Zoning in Northwest Michigan**

[www.nwm.org/citizensguide-planning](http://www.nwm.org/citizensguide-planning)

## How to Use This Guide

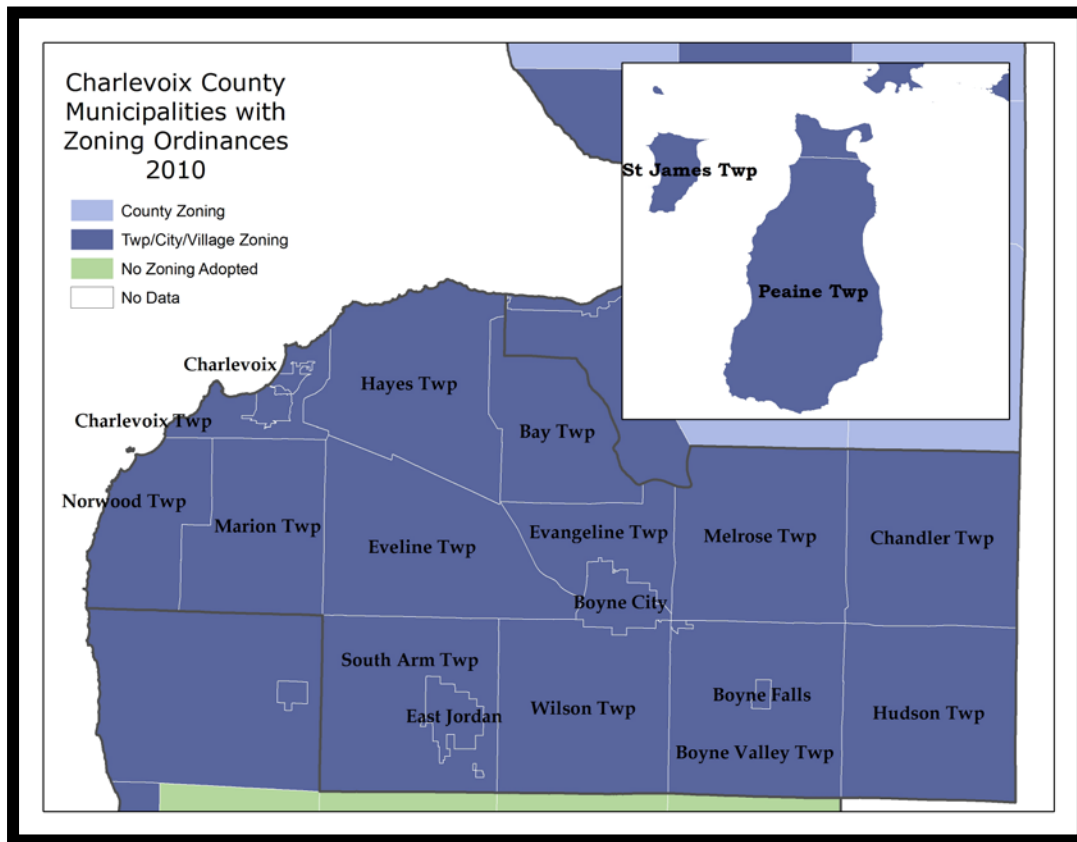
### Flowchart Legend

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



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

## Charlevoix County Governmental Units



As you can see from the zoning map shown above, there are 3 incorporated cities and 15 townships that are zoned in Charlevoix County. City and township websites containing government contacts, zoning ordinances, master plans and more can be found at:

[www.newdesignsforgrowth.com/pages/smartgrowthresources/northwestlowermichiganmunicipalplanningresources/](http://www.newdesignsforgrowth.com/pages/smartgrowthresources/northwestlowermichiganmunicipalplanningresources/).



## *Charlevoix County Requirements for Entire County*

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

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

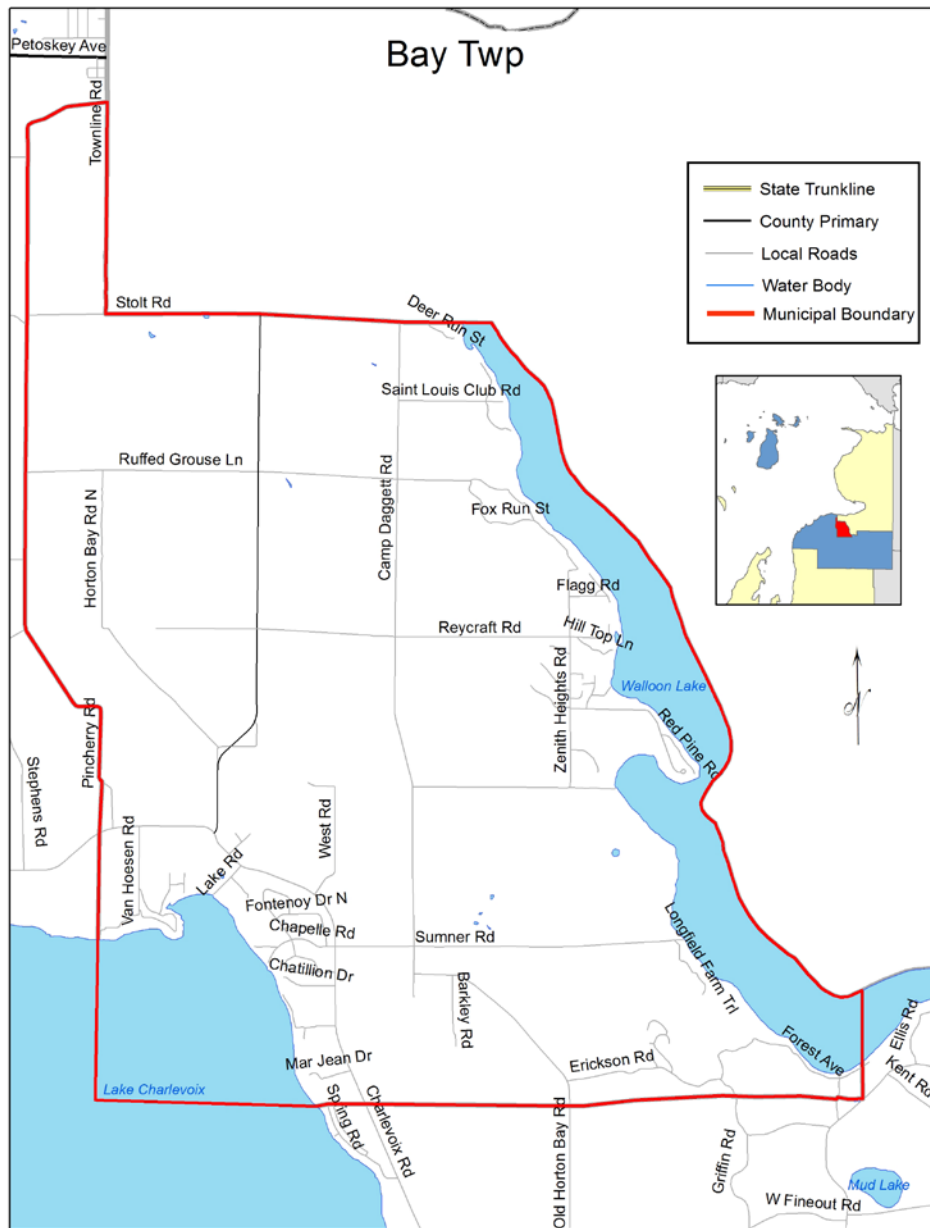
## SECTION II – Township Permitting & Zoning Process

## *Bay Township*

Township Office	05045 Boyne City Road Boyne City, Michigan 49712 231.582.3594 phone 231.582.7313 fax <a href="mailto:clerk@baytownship.org">clerk@baytownship.org</a>
Website	<a href="http://www.charlevoixcounty.org/govern0283.asp">www.charlevoixcounty.org/govern0283.asp</a>
Supervisor	L.A. Moeschke 06571 Horton Bay Road North Boyne City, Michigan 49712 231.582.3170 phone <a href="mailto:supervisor@baytownship.org">supervisor@baytownship.org</a>
Assessor	Steven G. Migda 3516 Maxwell Petoskey, Michigan 49770 231.347.0785 phone <a href="mailto:smigda@parishonline.net">smigda@parishonline.net</a>
Zoning Administrator	Ron Van Zee 05045 Boyne City Road Charlevoix, Michigan 49720 231.497.4701 phone 231.582.7313 fax <a href="mailto:zoning@baytownship.org">zoning@baytownship.org</a>
Documents	Zoning Ordinance <a href="http://www.charlevoixcounty.org/downloads/zoning_ordinance_body_2011.pdf">www.charlevoixcounty.org/downloads/zoning_ordinance_body_2011.pdf</a>

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

# Bay Township Map

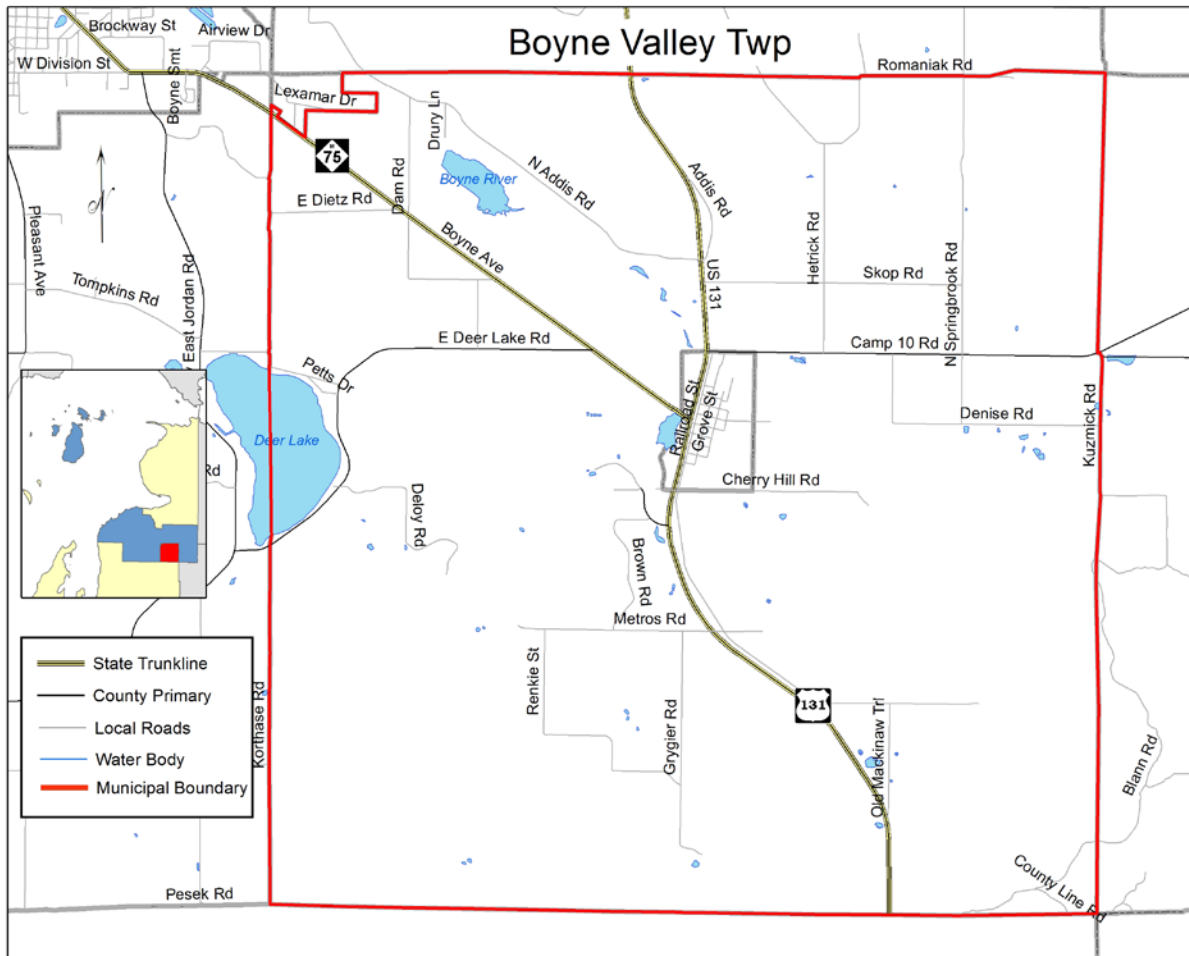


## *Boyne Valley Township*

Township Office	2489 Railroad Street P.O. Box 191 Boyne Falls, Michigan 49713 231.549.3130 phone 231.549.3143 fax <a href="mailto:bvt@core.com">bvt@core.com</a>
Website	<a href="http://charlevoixcounty.org/boynevalley.asp">charlevoixcounty.org/boynevalley.asp</a>
Supervisor	Leonard Zakrzewski 4172 Old Mackinaw Trail Boyne Falls, Michigan 49713 231.549.2843 phone
Assessor	Dan Bolle P.O. Box 191 Boyne Falls Michigan 49713 231.313.6026 phone
Zoning Administrator	Leonard Zakrzewski 231.549.2843 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.

# Boyne Valley Township Map

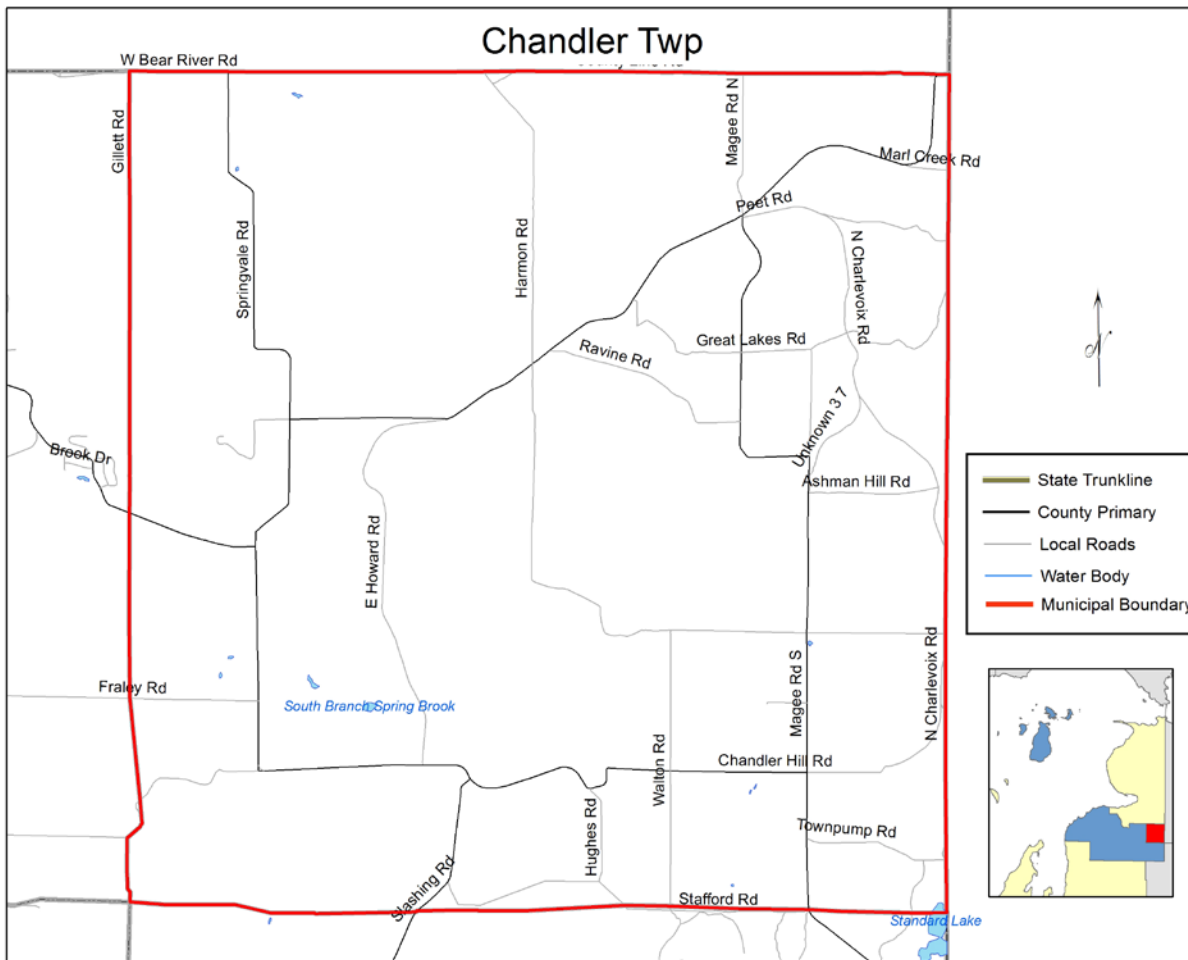


## *Chandler Township*

Township Office	07620 Chandler Hill Road Boyne Falls, Michigan 49713 231.582.3594 phone/fax
Website	<a href="http://charlevoixcounty.org/chandler.asp">charlevoixcounty.org/chandler.asp</a>
Supervisor/Assessor	Dennis Howard 01425 Walton Road Boyne Falls, Michigan 49713 231.675.3315 phone <a href="mailto:dhoward5599@yahoo.com">dhoward5599@yahoo.com</a>
Zoning Administrator	Doug Waldo 00501 Hughes Rd. Boyne Falls, Michigan 49713 231.549.2295
Documents	Zoning Ordinance <a href="http://charlevoixcounty.org/chazoneordinance.asp">charlevoixcounty.org/chazoneordinance.asp</a>
Applications and Forms	<a href="http://charlevoixcounty.org/chandlerforms.asp">charlevoixcounty.org/chandlerforms.asp</a>

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.

# Chandler Township Map



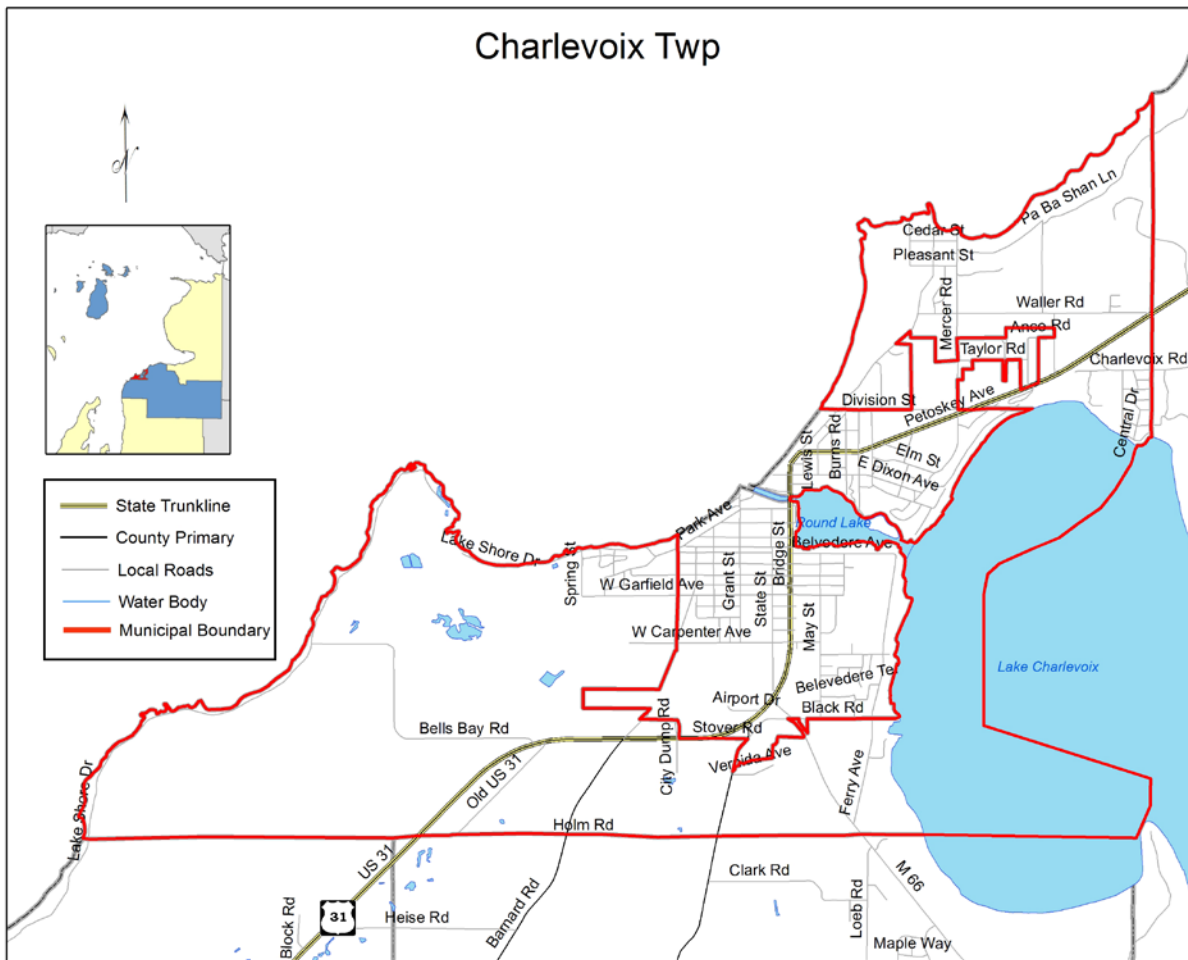


## *Charlevoix Township*

Township Office	12491 Waller Road Charlevoix, Michigan 49720 231.547.4611 phone 231.547.3579 fax <a href="mailto:charclerk@chartwp.com">charclerk@chartwp.com</a>
Website	<a href="http://charlevoixcounty.org/chartwp.asp">charlevoixcounty.org/chartwp.asp</a>
Supervisor	Dale Glass 12491 Waller Rd Charlevoix Michigan 49720 231.547.4611 phone <a href="mailto:charsupervisor@chartwp.com">charsupervisor@chartwp.com</a>
Assessor	Dan Bolle 12491 Waller Road Charlevoix Michigan 49720 231.547.4611 phone 231.547.3579 fax
Zoning Administrator	Bob Rajewski 14590 Park Ave. Charlevoix Michigan 49720 231.547.5364 phone
Documents	Zoning Ordinance <a href="http://charlevoixcounty.org/downloads/charlevoix_twp_zoning_ordinance_effective_52107.pdf">charlevoixcounty.org/downloads/charlevoix_twp_zoning_ordinance_effective_52107.pdf</a>

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.

# Charlevoix Township Map

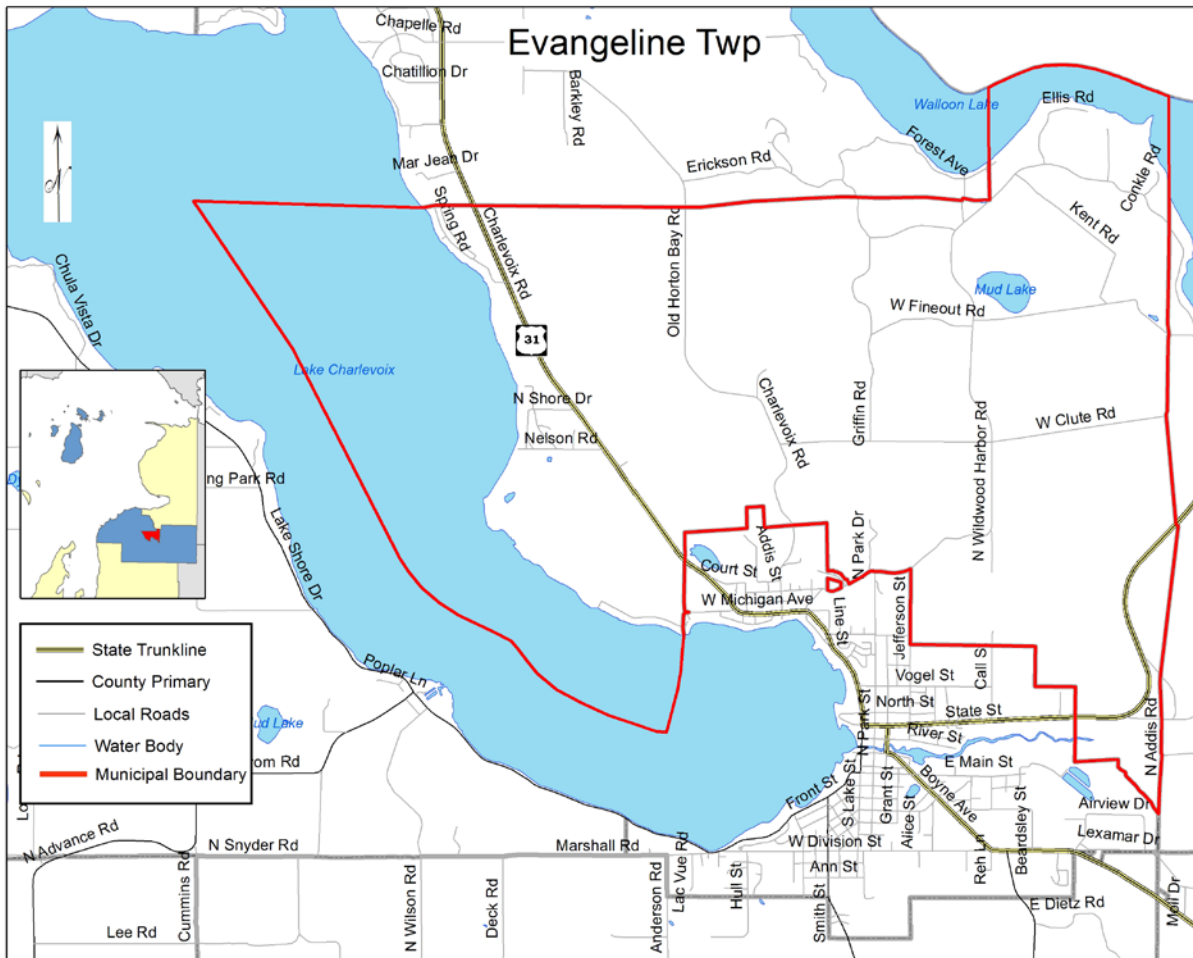


## *Evangeline Township*

Township Office	02746 Wildwood Harbor Road P.O. Box 396 Boyne City, Michigan 49712
Website	<a href="http://charlevoixcounty.org/evangeline.asp">charlevoixcounty.org/evangeline.asp</a>
Supervisor	R. Douglas Shields 231.582.7800 phone
Assessor	Allen Enciso 508 Morgan Street Petoskey, Michigan 49770 231.838.2988 phone
Planner	Scott McPherson 319 N. Lake Street Boyne City, Michigan 49712 231.582.0343 phone <a href="mailto:smcpherson@boynecity.com">smcpherson@boynecity.com</a>
Assistant Planner/ Zoning Administrator	Shannon McMaster 319 N. Lake Street Boyne City, Michigan 49712 231.582.0337 phone
Links	Evangeline Township Planning & Zoning Website <a href="http://www.charlevoixcounty.org/govern7541307.asp">www.charlevoixcounty.org/govern7541307.asp</a>
Documents	Zoning Ordinance <a href="http://www.charlevoixcounty.org/downloads/2011_amended_combined_1.pdf">www.charlevoixcounty.org/downloads/2011_amended_combined_1.pdf</a>

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.

# Evangeline Township Map



## *Eveline Township*

Township Office	08525 Ferry Road East Jordan, Michigan 49727
Website	<a href="http://www.charlevoixcounty.org/eveline.asp">www.charlevoixcounty.org/eveline.asp</a>
Supervisor	John E. Vrondran 00551 Snyder Road Boyne City, Michigan 49712 231.590.6483 phone 231.582.1000 fax <a href="mailto:jvrandran@hotmail.com">jvrandran@hotmail.com</a>
Assessor	David Brown 3740 Powers Road Alanson, Michigan 49706 231.838.2537 phone 231.622.8510 fax <a href="mailto:davebrown.eq08@gmail.com">davebrown.eq08@gmail.com</a>
Zoning Administrator	Barry Wood 11111 Roberts Road Charlevoix, Michigan 49720 231.547.9749 phone 231.622.1062 cell 231.237.9470 fax <a href="mailto:bear73@charter.net">bear73@charter.net</a>
Documents	Zoning Ordinance <a href="http://www.charlevoixcounty.org/downloads/eveline_twp_zone_ord_linked.pdf">www.charlevoixcounty.org/downloads/eveline_twp_zone_ord_linked.pdf</a>

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.

# Eveline Township Map



## *Hayes Township*

Township Office	09195 Old US 31 North 231.547.6961 phone 231.237.0046 fax
Website	<a href="http://www.charlevoixcounty.org/hayes.asp">www.charlevoixcounty.org/hayes.asp</a>
Supervisor	Ethel Knepp 10772 Burnett Rd 231.347.2899 phone <a href="mailto:Ethel1021@yahoo.com">Ethel1021@yahoo.com</a>
Assessor	Paul Hoadley 08166 Quarterline Rd 231.547.6986 phone <a href="mailto:phoadley@freeway.net">phoadley@freeway.net</a>
Zoning Administrator	Jonathan Scheel 506 N. Division Rd Petoskey, Michigan 49770 231.342.9025 phone <a href="mailto:jszoning@gmail.com">jszoning@gmail.com</a>
Documents	Zoning Ordinance <a href="http://www.charlevoixcounty.org/downloads/hayes_twp_zo_amended_thru_march_2012.pdf">www.charlevoixcounty.org/downloads/hayes_twp_zo_amended_thru_march_2012.pdf</a>

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.

# Hayes Township Map



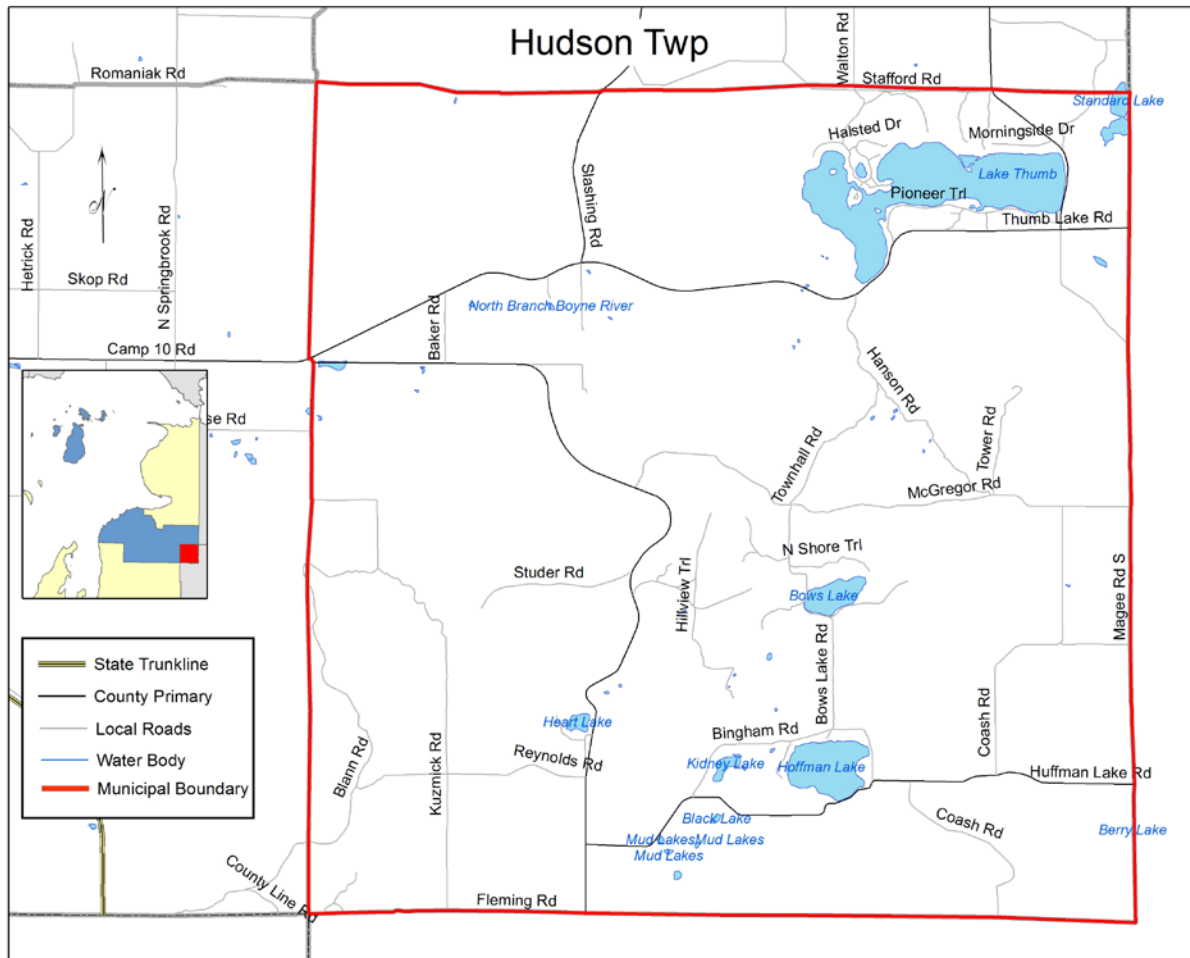


## *Hudson Township*

Township Office	07865 Reynolds Road Elmira, Michigan 49730
Mailing Address	08755 Huffman Lake Road Elmira, Michigan 49730 231.549.2646 phone 231.549.2646 fax
Website	<a href="http://www.hudson township.org/">www.hudson township.org/</a>
Supervisor	Terrence L. Erber 04856 Kuzmik Road Elmira, Michigan 49730 231.549.2624 phone
Assessor	Anna Wasylewski 231.549.3019 phone
Zoning Administrator	Norman "Scotty" Mathers 08718 Wildwood Trail Elmira, Michigan 49730 231.549.2416 phone
Documents	Zoning Ordinance <a href="http://www.hudson township.org/planning%20and%20zoning/files/zoning%20ordinance%20complete.pdf">www.hudson township.org/planning%20and%20zoning/files/zoning%20ordinance%20complete.pdf</a>

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.

# Hudson Township Map

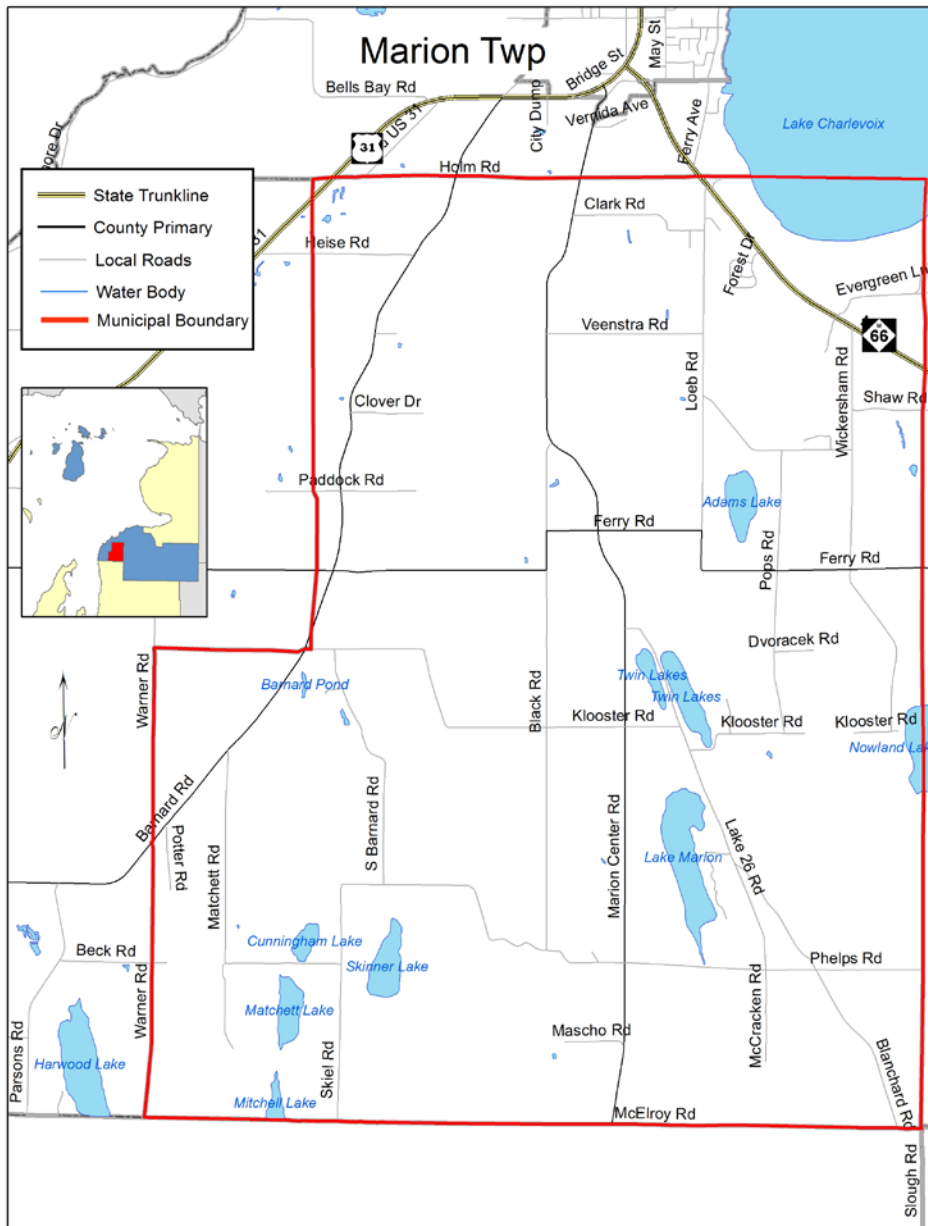


## *Marion Township*

Township Office	03735 Marion Center Road Charlevoix, Michigan 49720
Website	<a href="http://www.charlevoixcounty.org/marion.asp">www.charlevoixcounty.org/marion.asp</a>
Supervisor	Wilson "Bud" Boss 01546 Potter Road Charlevoix, Michigan 49720 231.547.5287 phone
Assessor	Steve Migda 3516 Maxwell Petoskey, Michigan 49770 231.347.0785 phone
Zoning Administrator	Joanne Jones 01797 Marion Center Road Charlevoix, Michigan 49720 231.547.6057 phone
Documents	Zoning Ordinance <a href="http://www.charlevoixcounty.org/downloads/marion_twp_zoning_ordinance_effective_dec_7_2011.pdf">www.charlevoixcounty.org/downloads/marion_twp_zoning_ordinance_effective_dec_7_2011.pdf</a>

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.

# Marion Township Map

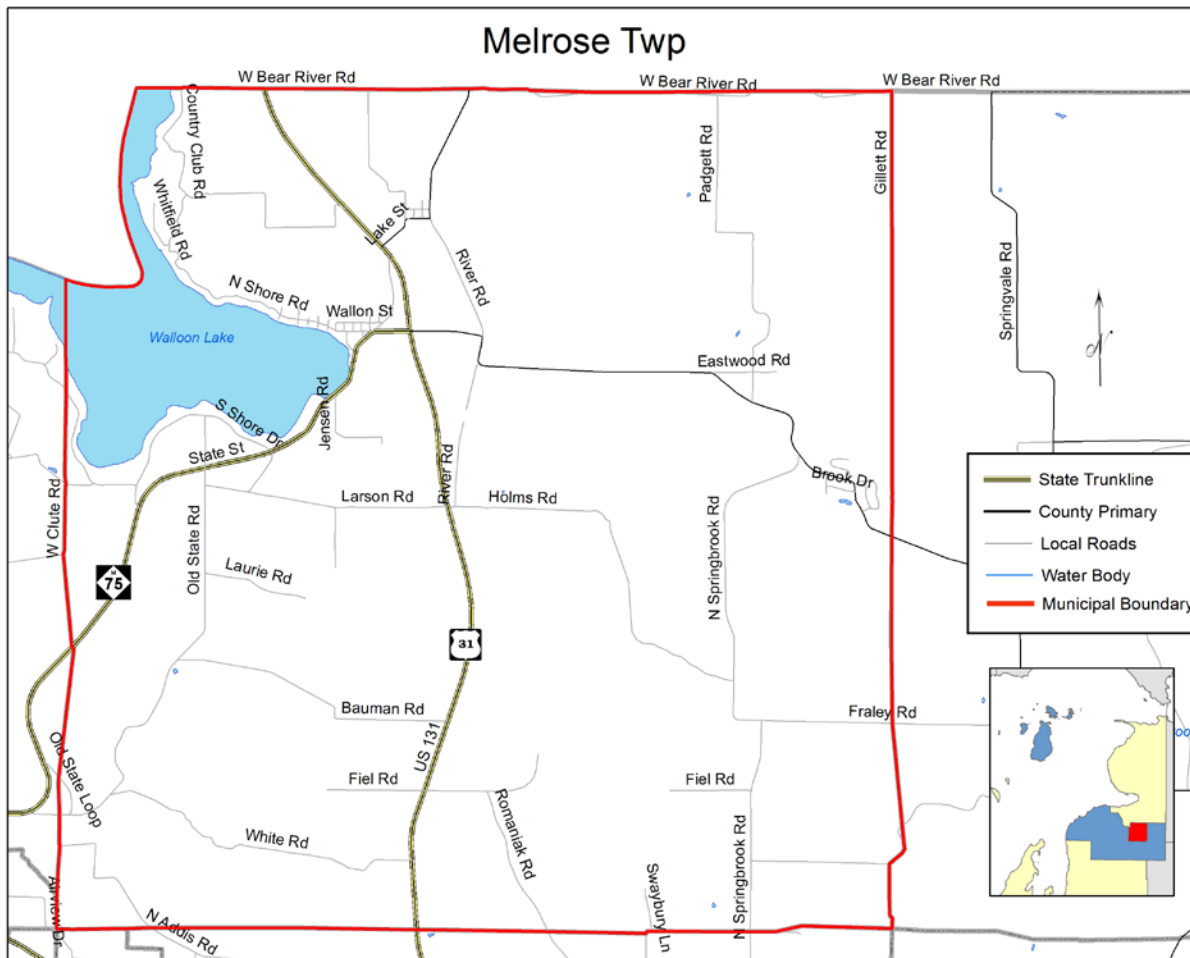


## *Melrose Township*

Township Office	04289 M75 North PO Box 189 Walloon Lake 49796 <a href="mailto:melrosetwp@charter.net">melrosetwp@charter.net</a>
Website	<a href="http://www.charlevoixcounty.org/melrose.asp">www.charlevoixcounty.org/melrose.asp</a>
Supervisor	Vern Goodwin
Assessor	Steve Migda 3516 Maxwell Petoskey, Michigan 49770 231.347.0785 phone
Zoning Administrator/Planner	Randy Frykberg 1249 Lake Shore Drive Boyne City, Michigan 49712 231.582.3160 phone 231.330.1249 cell 231.582.0227 fax <a href="mailto:frykberg@charter.net">frykberg@charter.net</a>
Documents	Zoning Ordinance <a href="http://www.charlevoixcounty.org/downloads/ordinance_1.pdf">www.charlevoixcounty.org/downloads/ordinance_1.pdf</a>

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.

# Melrose Township Map



## *Norwood Township*

Township Office	19759 Lake Street (Village of Norwood) P.O. Box 113 Charlevoix, Michigan 49720
Website	<a href="http://www.charlevoixcounty.org/norwood.asp">www.charlevoixcounty.org/norwood.asp</a>
Supervisor	Frank Hamilton 2161 US 31 S Charlevoix, Michigan 49720 231.547.5284 phone <a href="mailto:norwoodsupervisor@yahoo.com">norwoodsupervisor@yahoo.com</a>
Assessor	Allen Enciso 508 Morgan Petoskey, Michigan 49770 231.838.2988 phone
Zoning Administrator	Bob Dutcher 10867 Lakeshore Drive Charlevoix, Michigan 49720 517.881.5808 phone <a href="mailto:norwoodzoningadm@gmail.com">norwoodzoningadm@gmail.com</a>
Deputy Zoning Administrator	Frank Hamilton P.O. Box 113 Charlevoix, Michigan 49720 231.547.5284 phone <a href="mailto:norwoodzoning@yahoo.com">norwoodzoning@yahoo.com</a>
Documents	Zoning Ordinance <a href="http://www.charlevoixcounty.org/govern7679028_2__2.asp">www.charlevoixcounty.org/govern7679028_2__2.asp</a>

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.



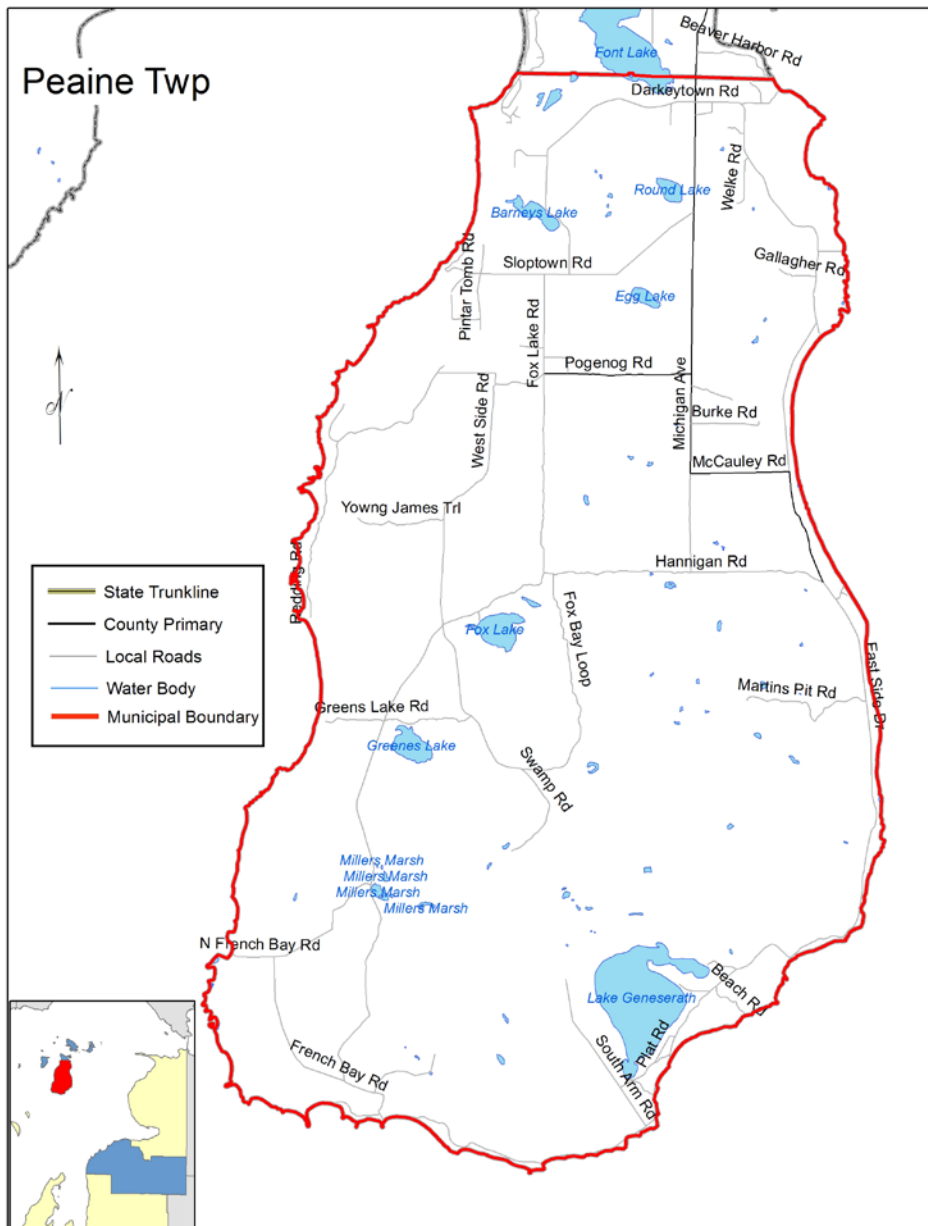


## *Peaine Township*

Township Office	36825 Kings Highway Beaver Island, Michigan 49782 231.448.2389 phone 231.448.2692 fax Office Hours: Friday - 1:00 p.m. to 5:00 p.m.
Website	<a href="http://www.charlevoixcounty.org/peainetwp.asp">www.charlevoixcounty.org/peainetwp.asp</a>
Supervisor	Jack Gallagher P.O. Box 255 Beaver Island, Michigan 49782 231.448.2441 phone <a href="mailto:john Gallagher@tds.net">john Gallagher@tds.net</a>
Assessor	Sally Ackerley 9099 Merrill Ridge Williamsburg, Michigan 49690 231.499.7682 office 231.267.5150 cell <a href="mailto:sallyannakerley@yahoo.com">sallyannakerley@yahoo.com</a>
Zoning Administrator	Doug Tilly P.O. Box 317 Beaver Island, Michigan 49782 231.448.2000 office 231.448.2024 fax <a href="mailto:tillydoug@yahoo.com">tillydoug@yahoo.com</a>
Documents	Zoning Ordinance <a href="http://www.charlevoixcounty.org/govern3071122.asp">www.charlevoixcounty.org/govern3071122.asp</a>

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.

# Peaine Township Map



## *Saint James Township*

Township Hall	37735 Michigan Avenue Beaver Island, Michigan 49782 231.448.2260 phone
Website	<a href="http://www.charlevoixcounty.org/stjames.asp">www.charlevoixcounty.org/stjames.asp</a>
Supervisor	Rick Speck P.O. Box 29 Beaver Island, Michigan 49782 231.448.2830 phone <a href="mailto:rickspeck@tds.net">rickspeck@tds.net</a>
Assessor	AD Assessing Inc. Dawn Plude & Amy Jenema 231.587.4737 phone
Zoning Administrator	Doug Tilly P.O. Box 317 Beaver Island, Michigan 49782 231.448.2000 office 231.448.2024 fax <a href="mailto:tillydoug@yahoo.com">tillydoug@yahoo.com</a>

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.

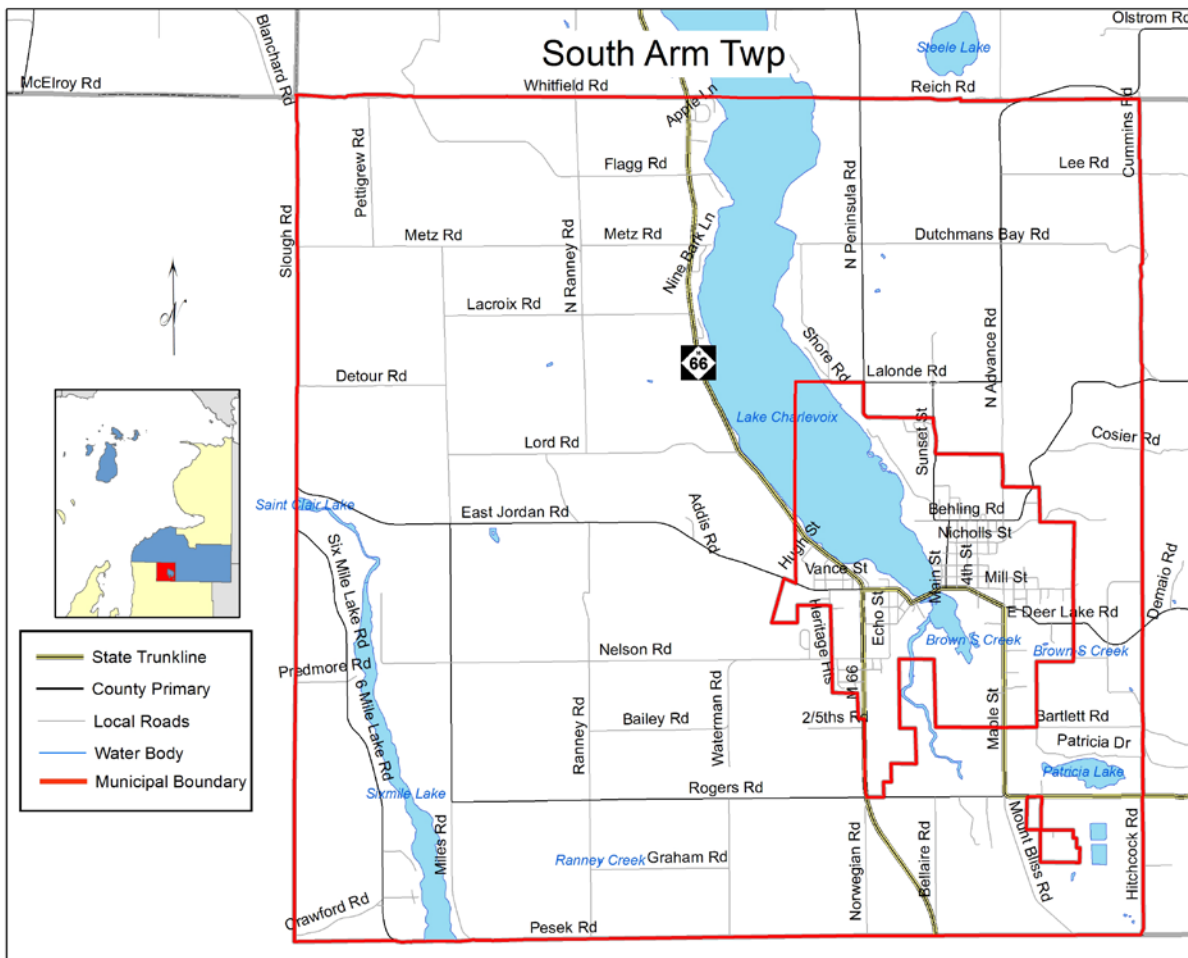


## *South Arm Township*

Township Office	02811 M-66 S. P.O. Box 304 East Jordan, Michigan 49727 231.536.2900 phone 231.459.1055 fax
Website	<a href="http://www.charlevoixcounty.org/southarm.asp">www.charlevoixcounty.org/southarm.asp</a>
Supervisor	Robert Christiansen 06910 Behling Road East Jordan, Michigan 49727 231.536.2444 phone
Assessor	David Grimm 5893 Way Road NW Rapid City, Michigan 49676 231.331.6370 phone
Zoning Administrator	Jonathan Scheel 506 N. Division Petoskey, Michigan 49770 231.342.9025 phone <a href="mailto:jszoning@gmail.com">jszoning@gmail.com</a>
Documents	Zoning Ordinance <a href="http://www.charlevoixcounty.org/downloads/saordinance_2.pdf">www.charlevoixcounty.org/downloads/saordinance_2.pdf</a>

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.

# South Arm Township Map

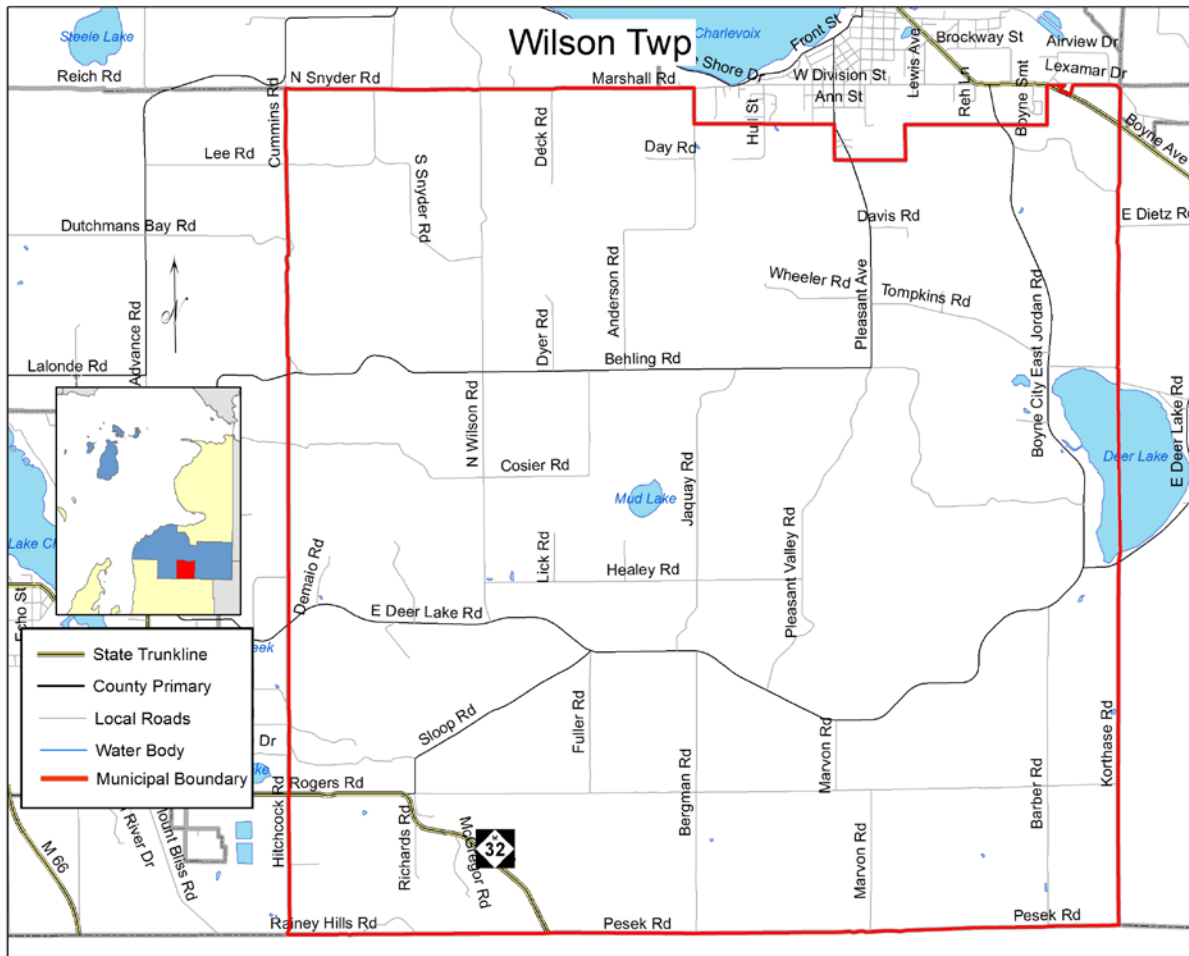


## *Wilson Township*

Township Office	2530 Fall Park Road P.O. Box 447 Boyne City, Michigan 49712 231.582.1033 phone/fax
Website	<a href="http://www.charlevoixcounty.org/wilson.asp">www.charlevoixcounty.org/wilson.asp</a>
Supervisor/Assessor	Todd B. Sorenson 03060 Fall Park Road Boyne City, Michigan 49712 231.582.7122 phone 231.222.2300 fax <a href="mailto:tbsorenson@charter.net">tbsorenson@charter.net</a>
Zoning Administrator/Planner	Scott McPherson 319 North Lake Street Boyne City, Michigan 49712 231.582.0343 phone 231.582.6508 fax <a href="mailto:smcpherson@boynecity.com">smcpherson@boynecity.com</a>
Documents	Zoning Ordinance <a href="http://www.charlevoixcounty.org/downloads/wilson_twp_zo_101409.pdf">www.charlevoixcounty.org/downloads/wilson_twp_zo_101409.pdf</a>

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.

# Wilson Township Map





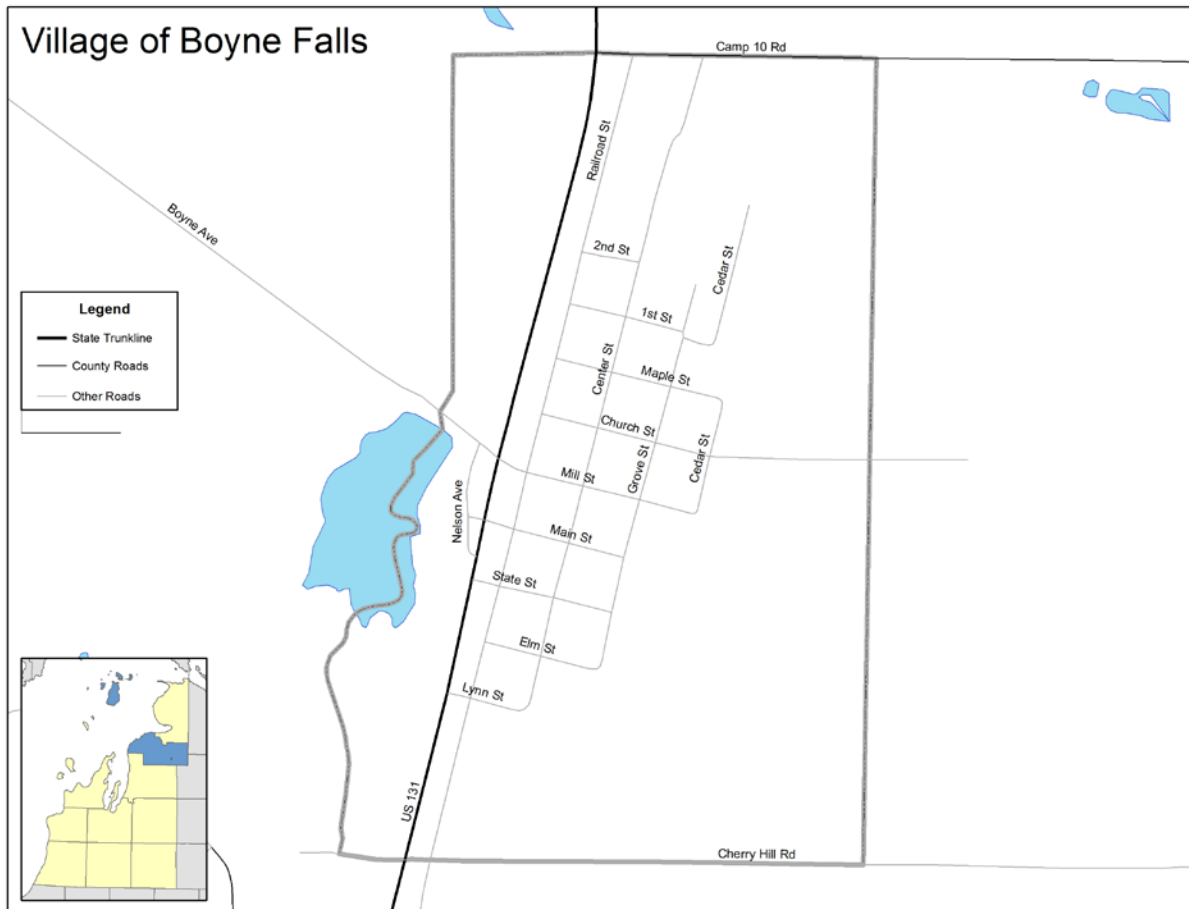
### SECTION III – Village & City Permitting & Zoning Process

## *Village of Boyne Falls*

Village Hall	2290 Railroad Street P.O. Box 213 Boyne Falls, Michigan 49713 231-549-2443 phone 231-549-2457 fax
President	William Carson

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 Boyne Falls Map

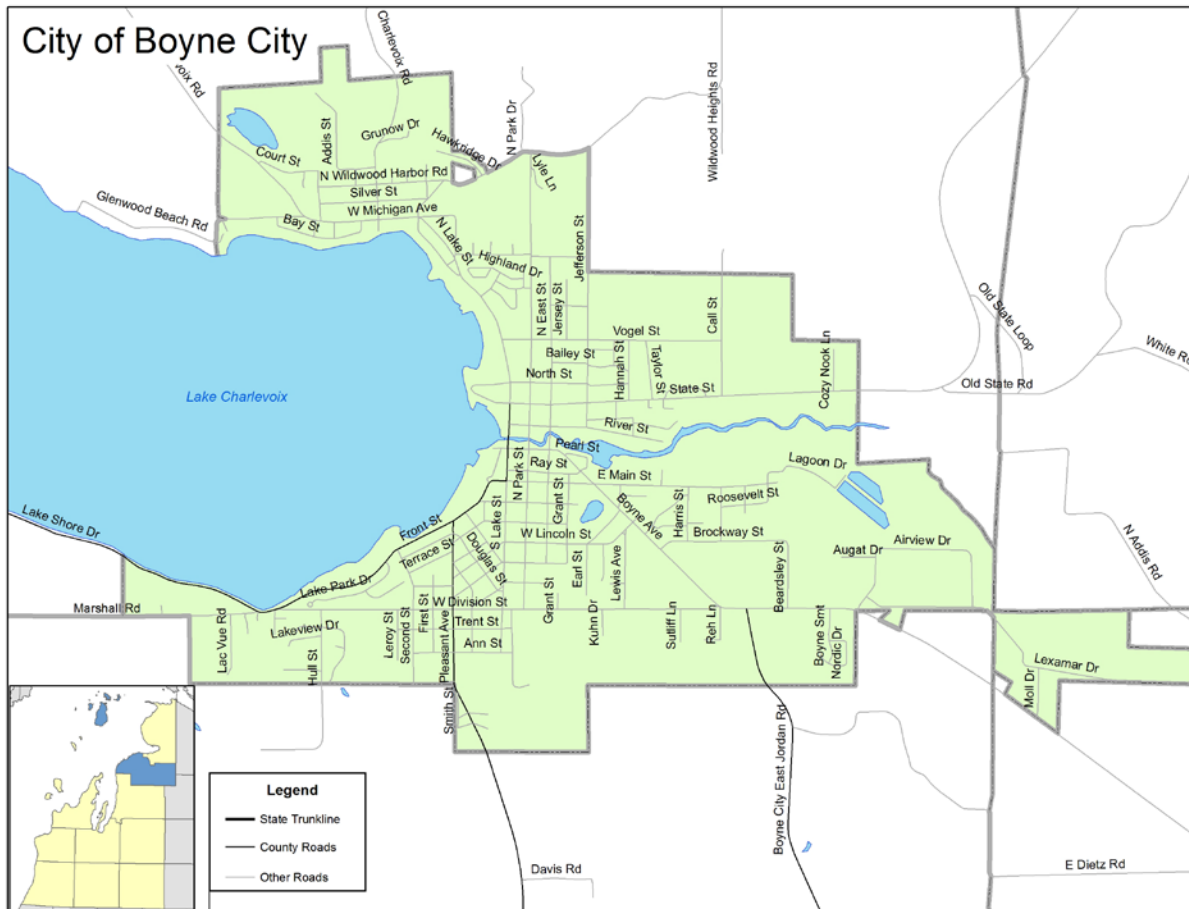


## *City of Boyne City*

City Office	319 North Lake Street Boyne City, Michigan 49712 231.582.6597 phone
Office Hours	Monday – Friday: 8:00 a.m. – 5:00 p.m.
Website	<a href="http://gov.boynecity.com">gov.boynecity.com</a>
City Manager	Michael Cain 231.582.0377 phone 231.582.6506 fax <a href="mailto:mcaain@boynecity.com">mcaain@boynecity.com</a>
Planning/ Zoning Administrator	Scott McPherson 231.582.0343 phone 231.582.6506 fax <a href="mailto:smcpherson@boynecity.com">smcpherson@boynecity.com</a>
Assessor	Debra Chavez DC Assessing 231.350.2727
Documents	Zoning Ordinance <a href="http://library.municode.com/index.aspx?clientId=13601&amp;stateId=22&amp;stateName=Michigan">library.municode.com/index.aspx?clientId=13601&amp;stateId=22&amp;stateName=Michigan</a>
Links	Planning & Zoning Web Pages <a href="http://www.cityofboynecity.com/planning--zoning-19/">www.cityofboynecity.com/planning--zoning-19/</a>

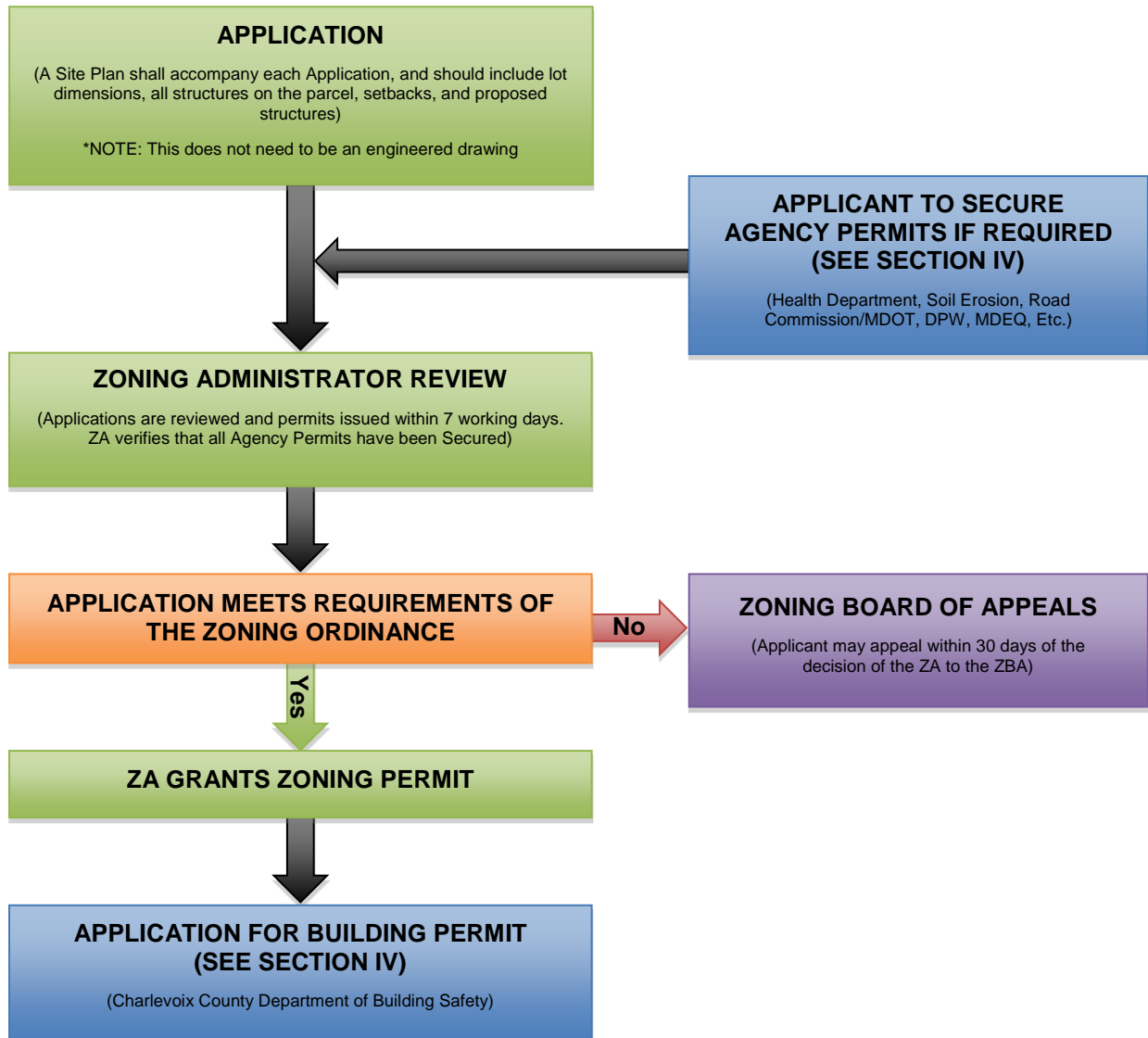
This guide to permitting and zoning was completed through the best efforts of staff working with local officials to determine jurisdiction-specific policy and processes associated with development. If the information contained herein needs to be updated or expanded, please contact the Northwest Michigan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

# City of Boyne City Map



## City of Boyne City Zoning Permitting Process Flowchart

For Residential Buildings (Basic Site Plan)



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

## *City of Charlevoix*

City Office	210 State Street Charlevoix, Michigan 49720 231.547.3270 phone 231.547.3617 fax
Website	<a href="http://www.cityofcharlevoix.org/">www.cityofcharlevoix.org/</a>
City Manager	Rob Straebel <a href="mailto:mgr@cityofcharlevoix.org">mgr@cityofcharlevoix.org</a>
City Planner	Mike Spencer 231.547.3265 phone <a href="mailto:mspencer@cityofcharlevoix.org">mspencer@cityofcharlevoix.org</a>
Assessor	Debra Chavez DC Assessing 231.350.2727
Links	Planning & Zoning Department <a href="http://www.cityofcharlevoix.org/city-departments/planning-department.html">www.cityofcharlevoix.org/city-departments/planning-department.html</a>
Documents	The following documents and applications are available from the Planning & Zoning Web site <ul style="list-style-type: none"><li>• City of Charlevoix Zoning Ordinance</li><li>• Sign Regulations</li><li>• Nuisance Ordinance</li><li>• Zoning Permit Application</li><li>• Fence Permit Application</li><li>• Sign Permit Application</li><li>• City Sidewalk Permit</li><li>• Complaint Form</li><li>• Land Use Master Plan</li><li>• Parks and Recreation Master Plan</li></ul>

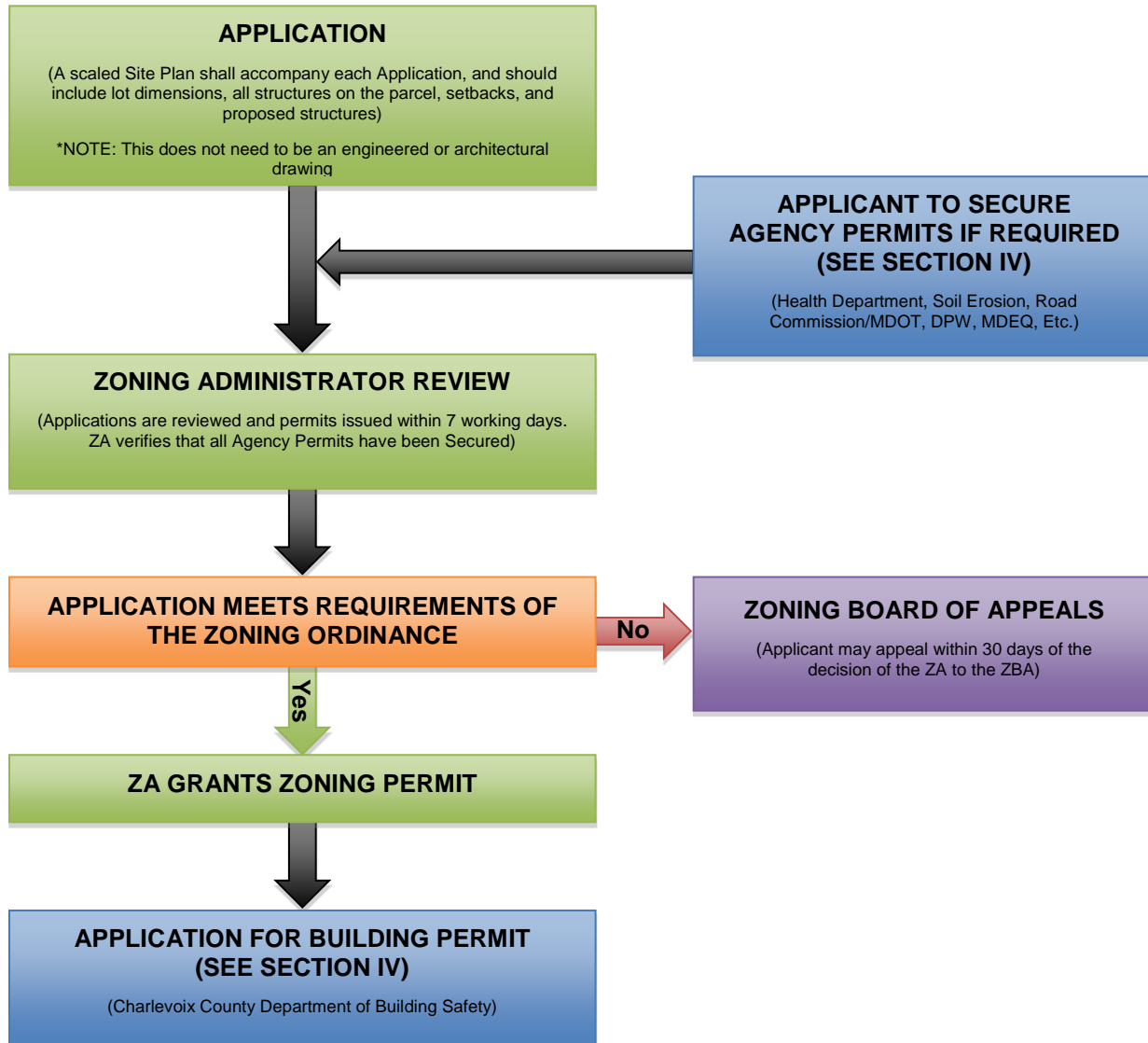
This guide to permitting and zoning was completed through the best efforts of staff working with local officials to determine jurisdiction-specific policy and processes associated with development. If the information contained herein needs to be updated or expanded, please contact the Northwest Michigan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





## City of Charlevoix Zoning Permitting Process Flowchart

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



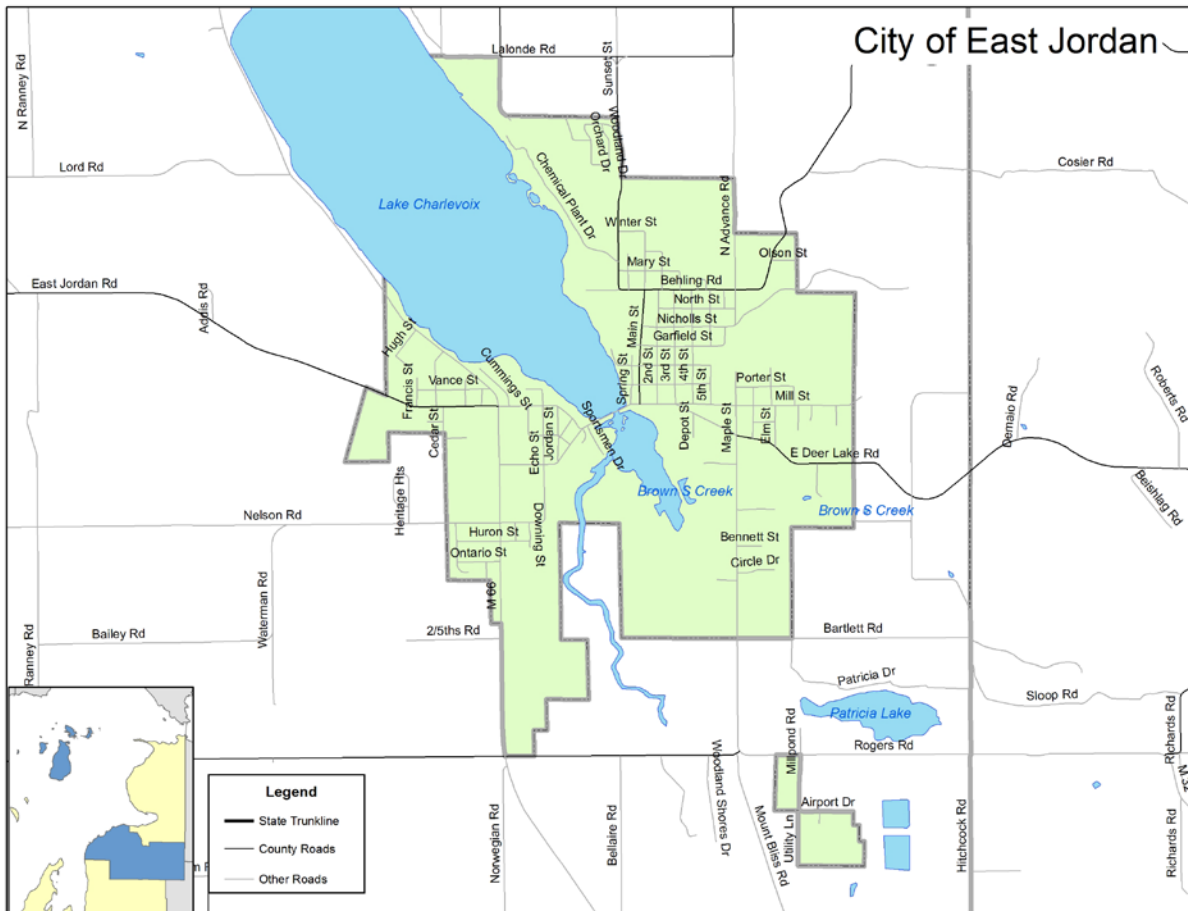
\*NOTE – The flowcharts included in this guide are for educational purposes on the general process and following them does not guarantee a permit or approval. Please use contact information provided for each municipality included in this document for specific permitting direction.

## *City of East Jordan*

City Office	201 Main Street P.O. Box 499 East Jordan, Michigan 49727-0499 231.536.3381 phone <a href="mailto:info@eastjordancity.org">info@eastjordancity.org</a>
Website	<a href="http://www.eastjordancity.org">www.eastjordancity.org</a>
City Administrator	Chris Yonker <a href="mailto:cyonker@eastjordancity.org">cyonker@eastjordancity.org</a>
Assessor	Debra Chavez DC Assessing 231.350.2727
Links	Planning & Zoning Department <a href="http://www.eastjordancity.org/info/zoning-planning.html">www.eastjordancity.org/info/zoning-planning.html</a>

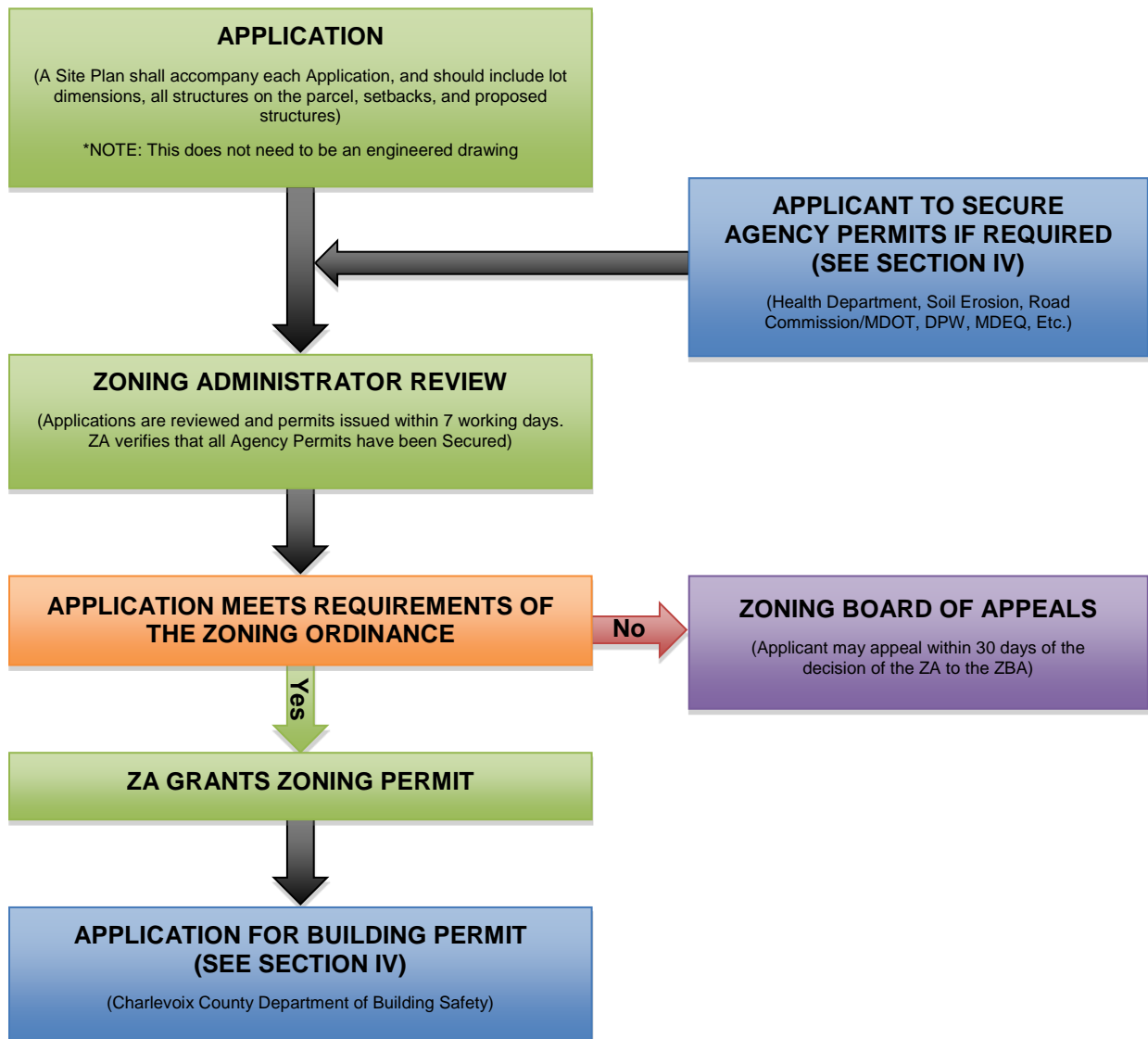
This guide to permitting and zoning was completed through the best efforts of staff working with local officials to determine jurisdiction-specific policy and processes associated with development. If the information contained herein needs to be updated or expanded, please contact the Northwest Michigan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

### City of East Jordan Map



## City of East Jordan Zoning Permitting Process Flowchart

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



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

## SECTION IV – Charlevoix County Governmental Agencies

## *Charlevoix County Departments & Government Agencies*

Website	<a href="http://charlevoixcounty.org">charlevoixcounty.org</a>
Register of Deeds	Charlene M. Novotny 301 State Street Charlevoix, Michigan 49720 231.547.7204 phone 231.237.0106 fax Office Hours: Monday thru Friday 7:00 am - 5:00 p.m. Document Recording 9:00 a.m. - 5:00 p.m
County Surveyor	Lawrence "Larry" Feindt, P.S. 217 Bridge Street P.O. Box 18 Charlevoix, Michigan 49720 231.547.9901 phone 231.547.1068 fax <a href="mailto:lfeindt@advancedgeomatics.com">lfeindt@advancedgeomatics.com</a>
Planning Director	Kiersten Stark, Planning Coordinator 301 State Street, Suite 11 Charlevoix, Michigan 49720 231.547.7234 phone 231.547.7246 fax <a href="mailto:planning@charlevoixcounty.org">planning@charlevoixcounty.org</a> Office Hours: Monday – Friday, 9:00 a.m. - 12:00 p.m. and 1:00 p.m. - 5:00 p.m.

## ***Charlevoix County Department of Building Safety***

Office	301 State Street Charlevoix, Michigan 49720 231.547.7236 phone 231.547.7250 fax
Office Hours	Monday – Thursday, 7:00 a.m. to 4:00 p.m.
Website	<a href="http://www.charlevoixcounty.org/govern0120.asp">www.charlevoixcounty.org/govern0120.asp</a>
Building Official Plan Reviewer/Inspector	Nelson Fletcher
Assistant Building Official Inspector/Plan Reviewer	Kevin G. Stark
Electrical Inspector	Kevin Schlickau
Mechanical/Plumbing Inspector	Robert Hilton
Soil Erosion, Stormwater, & Sedimentation Inspection Officer	Marc Seelye

## ***Charlevoix County Drain Commissioner/Soil Erosion Control Officer***

Office	301 State Street Charlevoix, Michigan 49720 231.547.7236 phone
Drain Commissioner/ Soil Erosion Control Officer	Marc Seelye
Applications	Soil Erosion, Sedimentation, and/or Stormwater Permit Application <a href="http://charlevoixcounty.org/downloads/newsoilfinal3.pdf">charlevoixcounty.org/downloads/newsoilfinal3.pdf</a>

## ***Health Department of Northwest Michigan***

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

Website [www.nwhealth.org/](http://www.nwhealth.org/)

Medical Director Dr. Joshua Meyerson

Health Officer Linda Yaroch

Environmental Health Director Scott Kendzierski

## ***Charlevoix County Commission on Aging***

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

Executive Director Jack Messer

Website [www.charlevoixcounty.org/coa.asp](http://www.charlevoixcounty.org/coa.asp)

## ***Charlevoix County Road Commission***

Office 1251 Boyne Avenue  
P.O. Box 39  
Boyne City, Michigan 49712  
231.582.7330 phone  
231.582.3110 fax

Manager Pat Harmon

Staff Engineer James Vanek

Permit Applications For Driveway and Right-of-way Usage Permits:  
[www.charlevoixcounty.org/permits.asp](http://www.charlevoixcounty.org/permits.asp)