

# Guide to Permitting and Zoning

Kalkaska County



2012



Created and Produced by:  
Northwest Michigan Council of Governments, Traverse City Area Chamber of Commerce  
and  
Kalkaska County Zoning Department

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## 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 Kalkaska 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/)

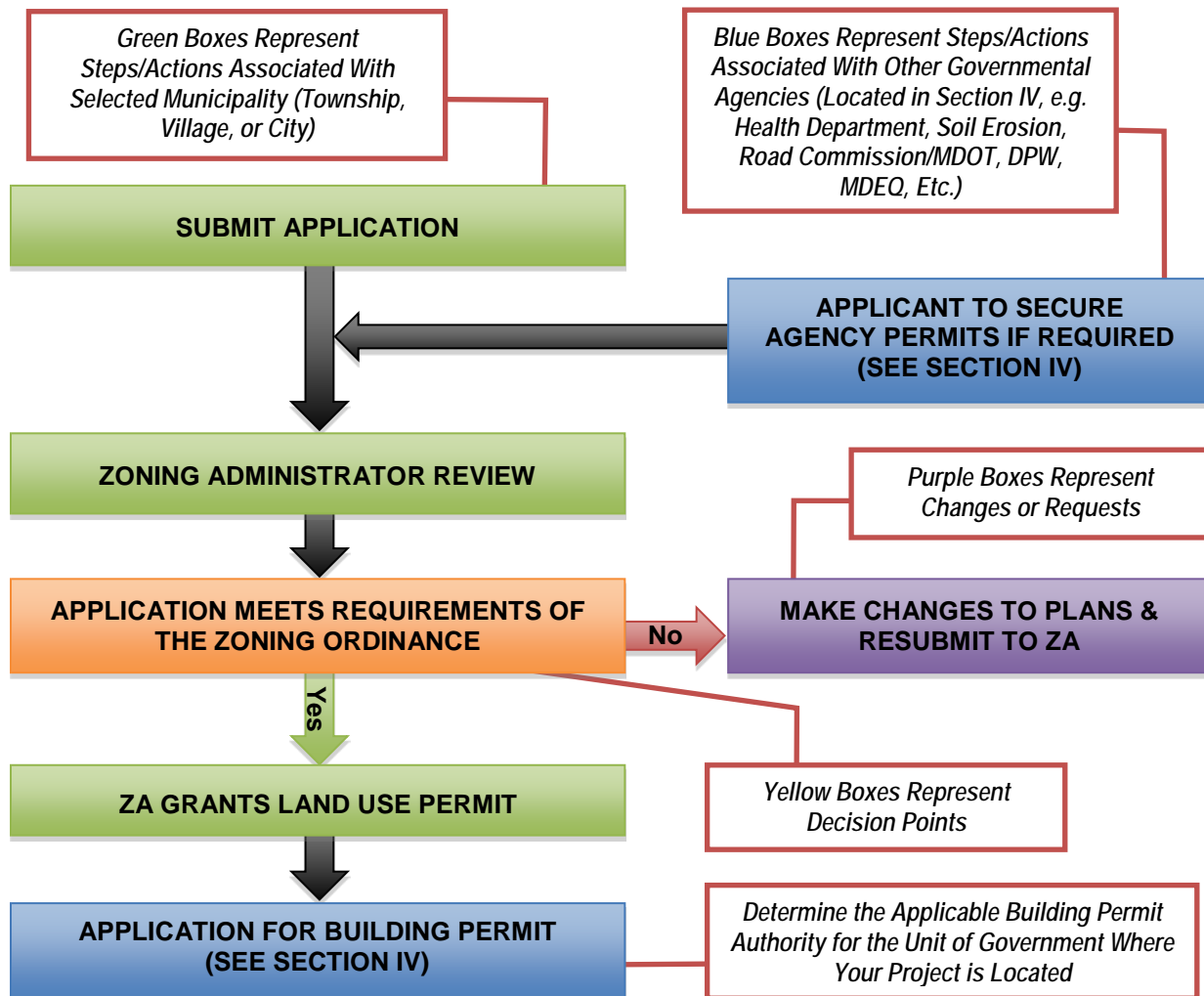
**New Designs for Growth – A Citizen’s Guide to Planning & Zoning in Northwest Michigan**

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

## How to Use This Guide

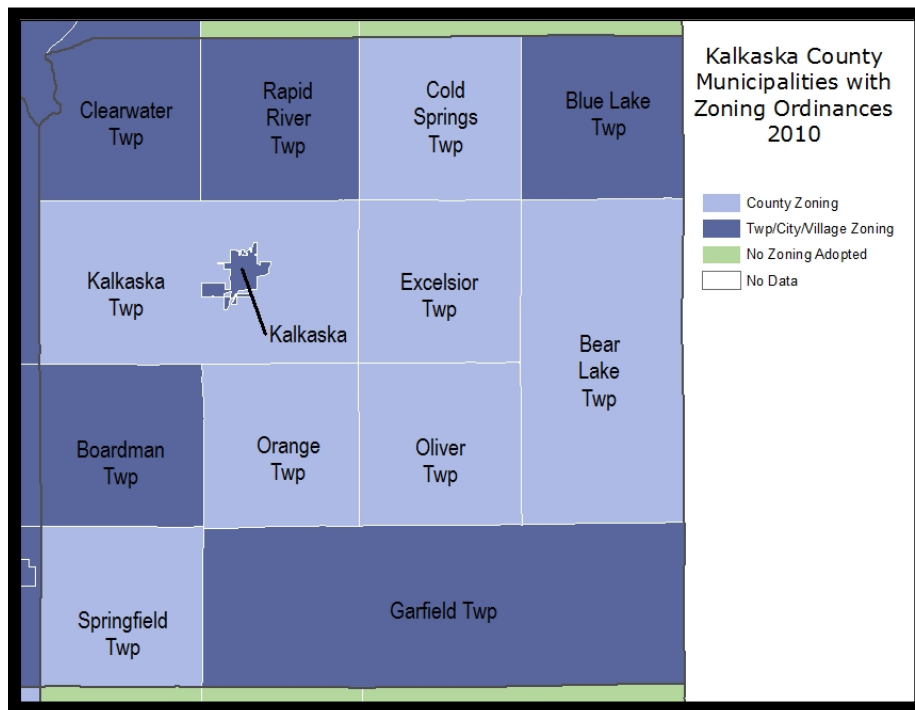
### Flowchart Legend

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.

## Kalkaska County Permitting & Zoning



There are 12 incorporated townships, and 1 incorporated village in Kalkaska County. There are no cities. County, village 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/).



## *Zoning, Permitting & Construction: General Observations*

As a relatively rural county comprised of multiple small townships and villages, many governmental jurisdictions within Kalkaska County have elected to use the County to administer zoning and permitting laws using the powers provided by County ordinance. To this extent, the requirements and expertise are centralized with the County Zoning Administrator, and therefore relatively easy to follow under the guidance and direction of the ZA office.

The following jurisdictions are covered by County law:

- Bear Lake Township
- Coldsprings Township
- Excelsior Township
- Kalkaska Township
- Oliver Township
- Orange Township
- Springfield Township

Citizens or developers wishing to improve property in these Townships or in unincorporated areas of the County should check first with the County Zoning Administrator for guidance on how best to proceed. The County ordinance will govern construction and development in these jurisdictions.

The following communities administer their own respective zoning and permitting laws:

- Blue Lake Township
- Boardman Township
- Clearwater Township
- Garfield Township
- Rapid River Township
- Village of Kalkaska

Citizens or developers wishing to improve property in these jurisdictions should check first with the Zoning Administrator or Township Superintendent in each respective location prior to commencing a project. In these jurisdictions, in most cases, the Township Zoning Administrators are hired on a contract basis.

For these non-county administered jurisdictions, it is imperative to note that zoning and permitting processes are not always readily transparent. It is sometimes difficult to get copies of some of the ordinances. Zoning Administrators in some of these communities have limited office hours and are difficult to contact. For example, Rapid River Township administers its own zoning and permitting laws per its own ordinance, but has adopted the governing language found in the County's ordinance as

*(continued)*

## ***Zoning, Permitting & Construction: General Observations (cont.)***

interpreted and applied by a Zoning Administrator who keeps office hours only on Thursday late afternoons. We therefore strongly recommend personal meetings with them prior to project commencement.

Please note that the County Zoning Administrator reports that the County does not have an accurate zoning map, and that maps are now being converted over to a GIS system. Much of the zoning map is subject to some level of interpretation and it is, therefore, strongly urged that zoning inquiries be made early in the development process directly to the Zoning Administrator.

Additional considerations:

- There are a few requirements that affect building/development activities in certain areas of the county, even where there is no zoning ordinance.
- You must have Zoning, Septic and Water Well permits - *approved and issued* - before you can receive a building permit. Copies of approved Zoning, Septic and Water Well permits must accompany your building application when it is submitted for review.

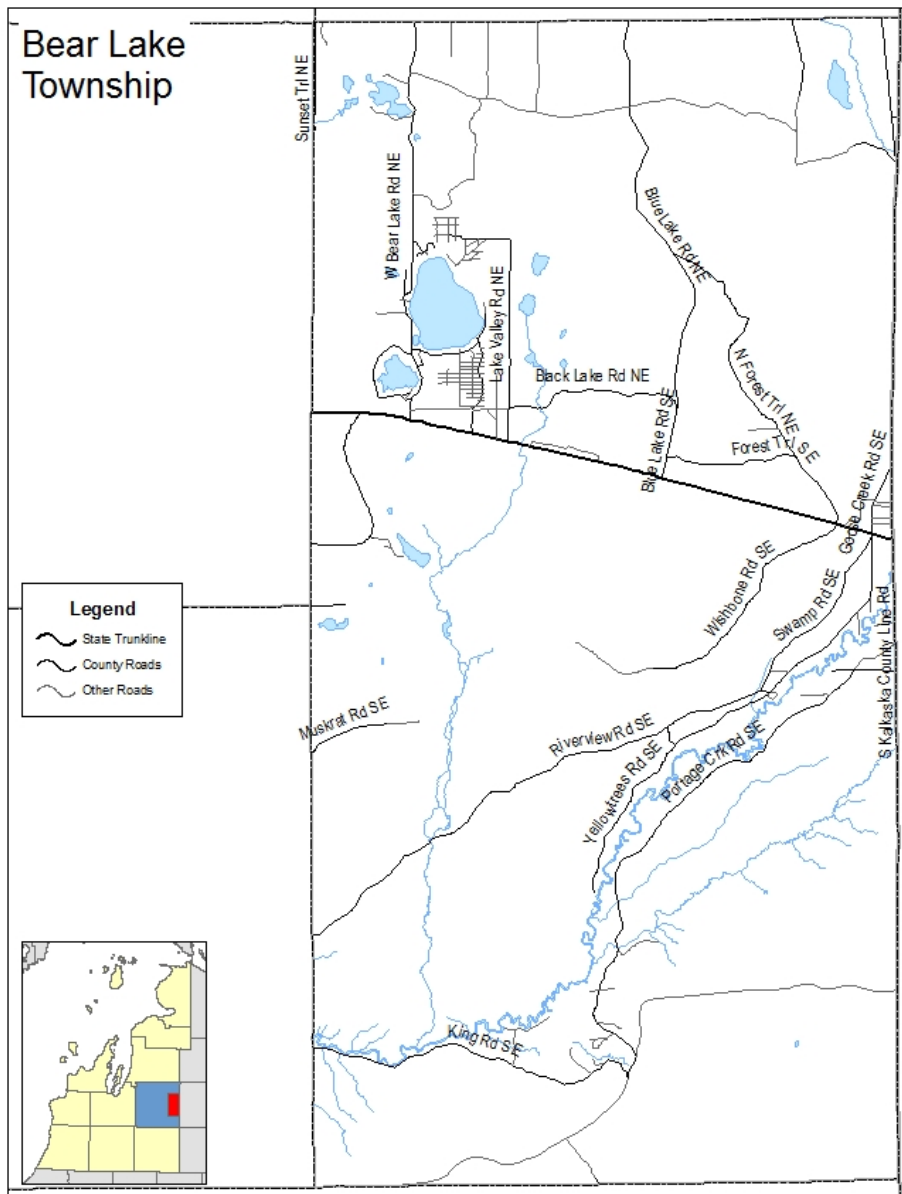
## SECTION II – Township Permitting & Zoning Process

## *Bear Lake Township*

Township Office	198 East Bear Lake Road Kalkaska, Michigan 49646 231.258.4871 phone 231.258.0860 fax
Website	<a href="http://www.kalkaskacounty.net/bearlk.asp">www.kalkaskacounty.net/bearlk.asp</a>
Meeting	1 <sup>st</sup> Tuesday at 7:00 p.m.
Supervisor	William F. Jackson 162 Lake Valley Road Southeast Kalkaska, Michigan 49646 231.258.9643 phone
Zoning Administrator	Karen Van Horn Contact information: see page 39
Notes:	The Kalkaska County Zoning Department is responsible for all land use permits for the Township (see page 39 for additional information)

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.

# Bear Lake Township Map

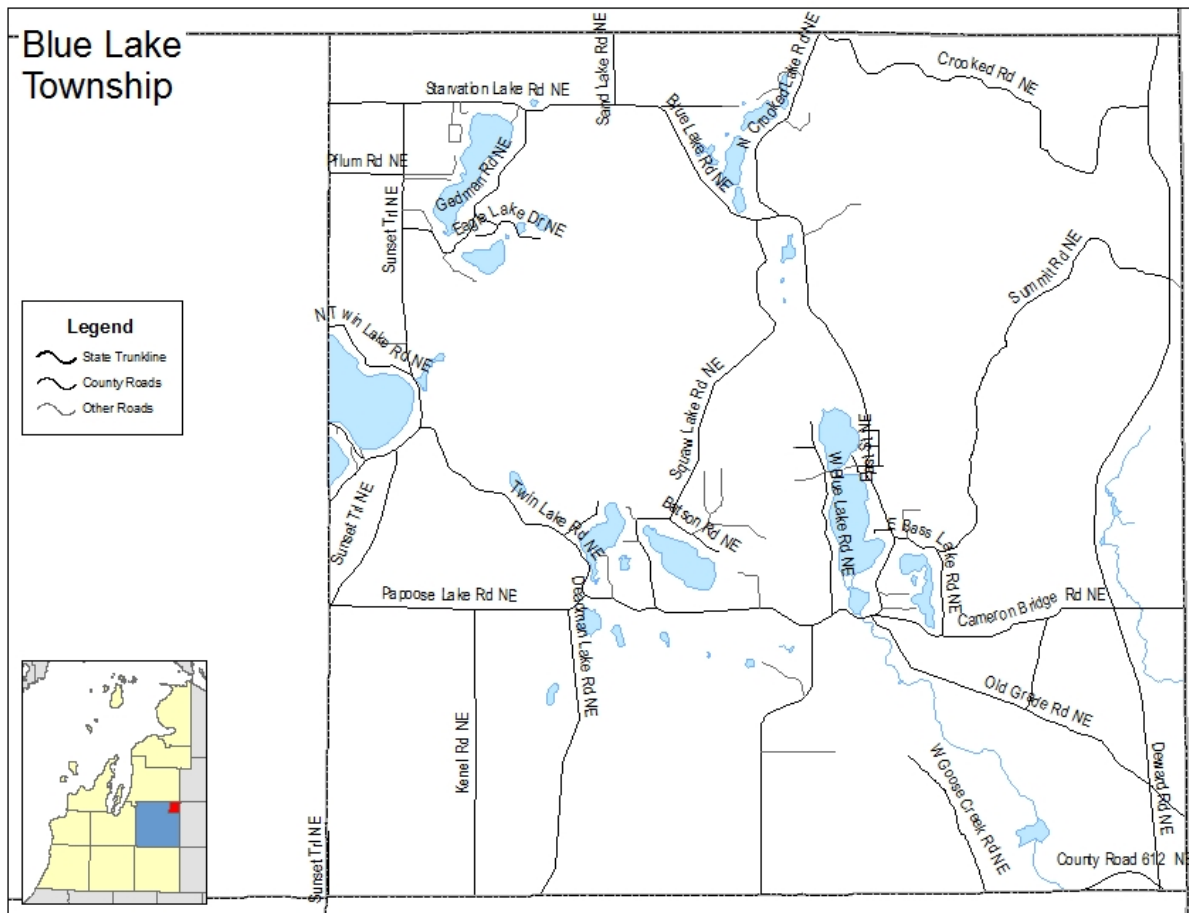


## *Blue Lake Township*

Township Office	10599 Twin Lake Road Northeast Mancelona, Michigan 49659 231.587.8354 phone 231.587.4066 fax
Website	<a href="http://bluelaketwpkalkaska.org">bluelaketwpkalkaska.org</a>
Meeting	1 <sup>st</sup> Wednesday at 7:00 p.m.
Supervisor	Dean McCulloch 231.587.4836 phone <a href="mailto:blsuper@torchlake.com">blsuper@torchlake.com</a>
Zoning Administrator	Blair Shearer 231.587.5698 phone <a href="mailto:blzoning@torchlake.com">blzoning@torchlake.com</a> Office Hours: Friday 10:00 a.m. to 12:00 p.m., Saturday 10:00 a.m. to 12:00 p.m.
Documents	Zoning Ordinance <a href="http://bluelaketwpkalkaska.org/zoningordinance.asp">bluelaketwpkalkaska.org/zoningordinance.asp</a> Master Plan <a href="http://bluelaketwpkalkaska.org/masterplan.asp">bluelaketwpkalkaska.org/masterplan.asp</a> Land Division Procedure <a href="http://bluelaketwpkalkaska.org/downloads/land_split_information.pdf">bluelaketwpkalkaska.org/downloads/land_split_information.pdf</a> Fees <a href="http://bluelaketwpkalkaska.org/downloads/blue_lake_township_fees_312.pdf">bluelaketwpkalkaska.org/downloads/blue_lake_township_fees_312.pdf</a>
Applications and Forms	Land Division Application <a href="http://bluelaketwpkalkaska.org/downloads/land_split_application.pdf">bluelaketwpkalkaska.org/downloads/land_split_application.pdf</a>

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# Blue Lake Township Map



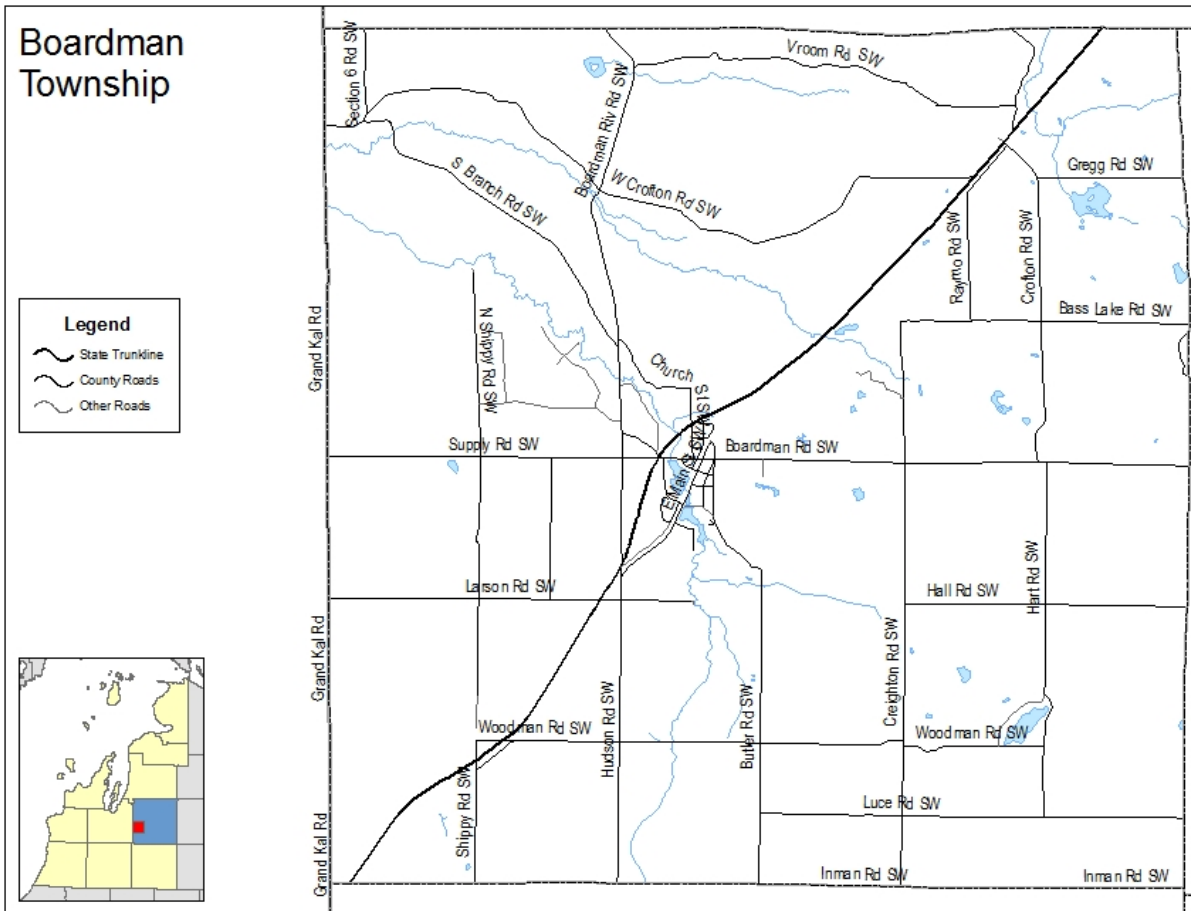
## *Boardman Township*

Township Office	4859 Pine Street, Southwest South Boardman, Michigan 49680 231.369.2211 phone
Website	<a href="http://www.kalkaskacounty.net/boardman.asp">www.kalkaskacounty.net/boardman.asp</a>
Meeting	2 <sup>nd</sup> Wednesday at 7:00 p.m.
Supervisor	Gerald Gaultier PO Box 93 South Boardman, Michigan 49680 231.369.2855 phone
Assessor	Dawn Plude 231.409.1827 phone
Zoning Administrator	Mary Erickson 6424 Butler Road Southwest South Boardman, Michigan 49680 231.369.2551 phone 231.564.2201 cell

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# Boardman Township Map

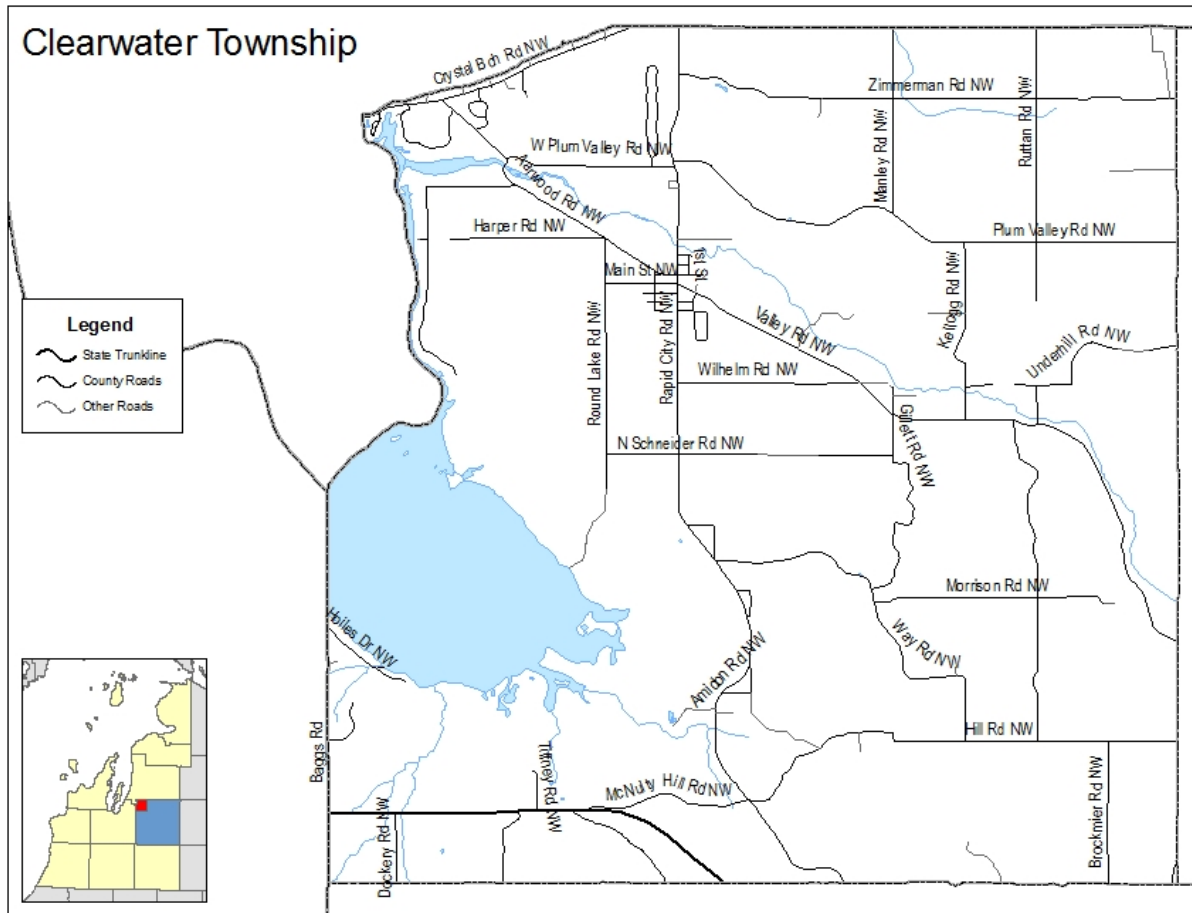


## *Clearwater Township*

Township Office	5440 River Street Northwest PO Box 1 Rapid City, Michigan 49676 231.331.6249 phone 231.331.4375 fax <a href="mailto:clerk@clearwatertwp.com">clerk@clearwatertwp.com</a>
Website	<a href="http://www.kalkaskacounty.net/clearwtwp.asp">www.kalkaskacounty.net/clearwtwp.asp</a>
Meeting	3 <sup>rd</sup> Wednesday at 7:00 p.m.
Supervisor	Larry Niederstadt 231.322.2333 phone
Assessor	Casey Guthrie, Assessor P.O. Box 1 Rapid City, MI 49676 231.331.6249 (ext. 15) phone
Zoning Administrator	Guy Molby 7363 Southeast Torch Lake Drive Alden, Michigan 49612 231.331.4500 phone 231.377.7121 home Office Hours: Every Tuesday at 9:00 a.m.
Documents	Zoning Ordinance <a href="http://www.clearwatertwp.com/Ordinances.aspx">www.clearwatertwp.com/Ordinances.aspx</a>

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### Clearwater Township Map

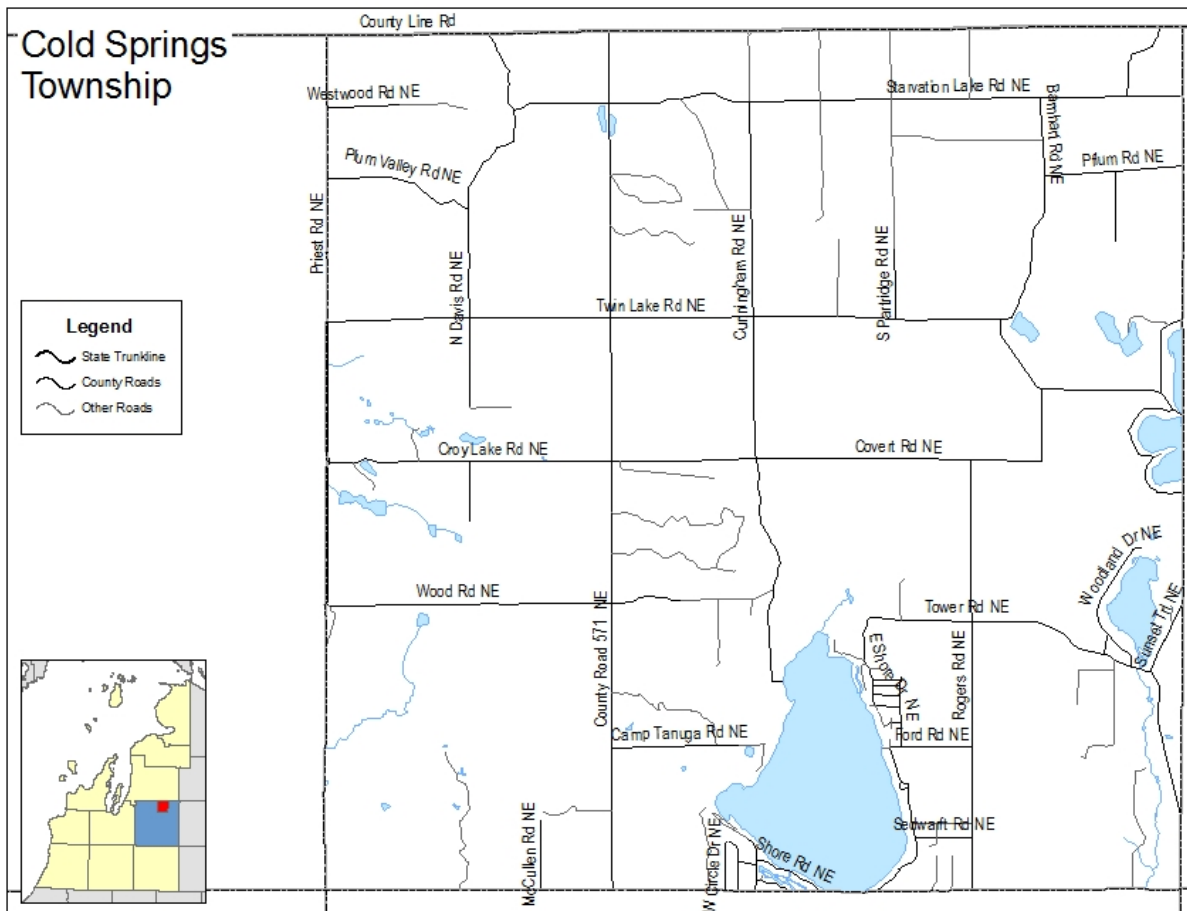


## *Coldsprings Township*

Township Office	6515 County Road 571 Northeast Mancelona, Michigan 49659 231.587.8633 phone 231.587.8656 fax <a href="mailto:clerk@coldspringstwp.com">clerk@coldspringstwp.com</a>
Website	<a href="http://www.coldspringsexcelsior.org/coldsprings.htm">www.coldspringsexcelsior.org/coldsprings.htm</a>
Meeting	2 <sup>nd</sup> Monday at 7:00 p.m.
Supervisor	Mike Neubecker 7860 Twin Lake Road Northeast Mancelona, Michigan 49659 231.587.5032 phone <a href="mailto:neubie@torchlake.com">neubie@torchlake.com</a>
Assessor	David Grimm 5893 Way Road NW Rapid City, Michigan 49676 231.331.6370
Zoning Administrator	Karen Van Horn Contact information: see page 39
Notes:	The Kalkaska County Zoning Department is responsible for all land use permits for the Township (see page 39 for additional information)
Documents	Private Road Ordinance <a href="http://www.coldspringsexcelsior.org/coldsprings/Private%20Road%20Ordin%206-2-03.pdf">www.coldspringsexcelsior.org/coldsprings/Private%20Road%20Ordin%206-2-03.pdf</a> Township Septic Ordinance <a href="http://www.coldspringsexcelsior.org/coldsprings/septic%20Ordinance.pdf">www.coldspringsexcelsior.org/coldsprings/septic%20Ordinance.pdf</a>

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# Coldsprings Township Map

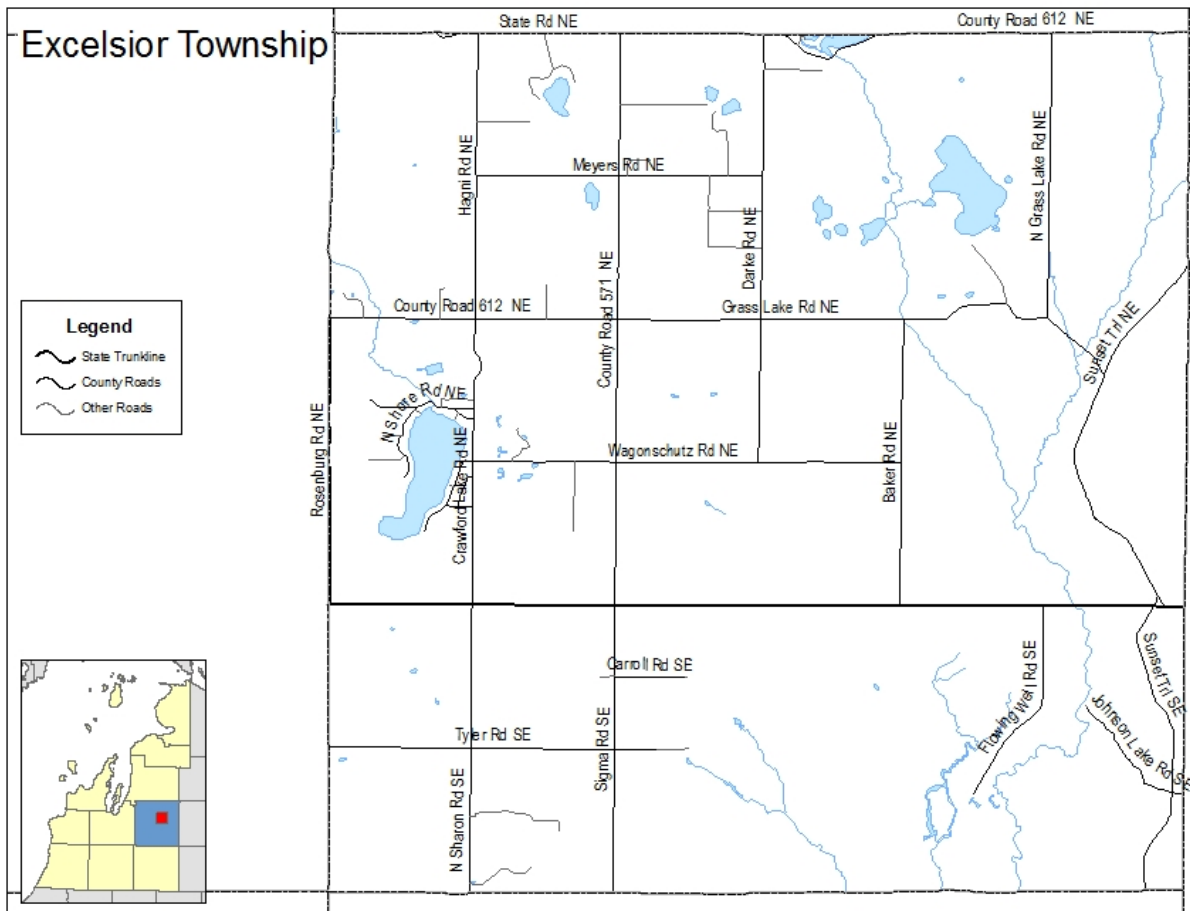


## *Excelsior Township*

Township Office	987 County Road 571 Northeast Kalkaska, Michigan 49646 231.258.6108 phone 231.258.6654 fax
Mailing Address	Excelsior Township Sandy Goodale 6217 Myers Road NE Kalkaska, Michigan 49646
Website	<a href="http://www.coldspringsexcelsior.org/excelsiorold.htm">www.coldspringsexcelsior.org/excelsiorold.htm</a>
Meeting	First Monday Monthly at 7:00 p.m.
Supervisor	Norman Groner 5636 Tyler Road SE Kalkaska, Michigan 49646 231.258.4607 phone
Zoning Administrator	Karen Van Horn Contact information: see page 39
Notes:	The Kalkaska County Zoning Department is responsible for all land use permits for the Township (see page 39 for additional information)

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# Excelsior Township Map



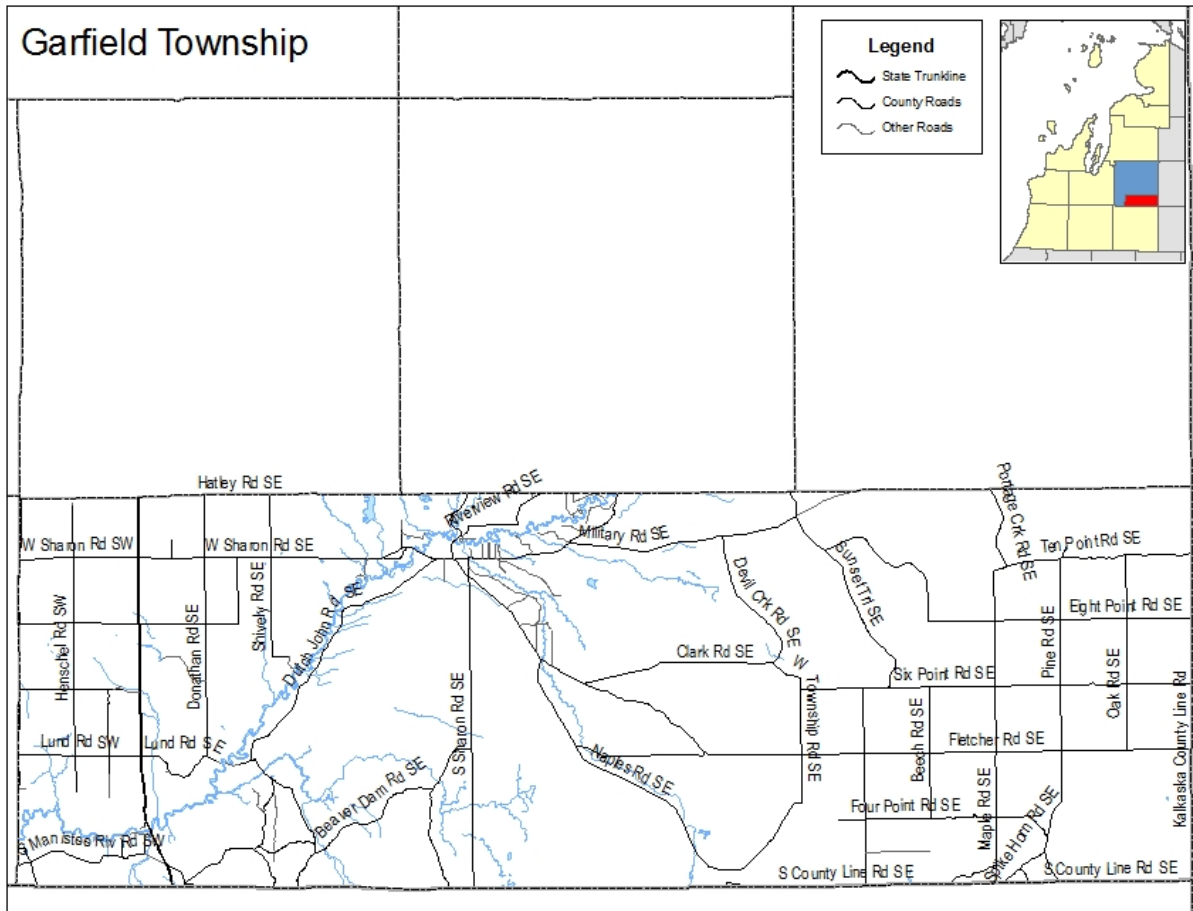
## *Garfield Township*

Township Office	466 West Sharon Road Southeast Fife Lake, Michigan 49633 231.369.2483 phone
Website	<a href="http://www.kalkaskacounty.net/garfield.asp">www.kalkaskacounty.net/garfield.asp</a>
Meeting	2 <sup>nd</sup> Thursday Monthly at 7:00pm
Supervisor	Todd Jones 11095 Henschell Road Southwest Fife Lake, Michigan 49633 231.879.3725 phone
Assessor	Michelle Englebrecht P.O. Box 871 Bellaire, Michigan 49615 231.676.3033 phone
Zoning Administrator	Todd Jones (Acting) 231.879.3725 phone Office Hours: By appointment only
Forms	Land Use Permit Application <a href="http://www.kalkaskacounty.net/downloads/app.pdf">www.kalkaskacounty.net/downloads/app.pdf</a>  Site Plan <a href="http://www.kalkaskacounty.net/downloads/site_plan.pdf">www.kalkaskacounty.net/downloads/site_plan.pdf</a>  Notice of Appeal <a href="http://www.kalkaskacounty.net/downloads/notice_of_appeal_26.pdf">www.kalkaskacounty.net/downloads/notice_of_appeal_26.pdf</a>  Fees <a href="http://www.kalkaskacounty.net/downloads/fees.pdf">www.kalkaskacounty.net/downloads/fees.pdf</a>

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# Garfield Township Map

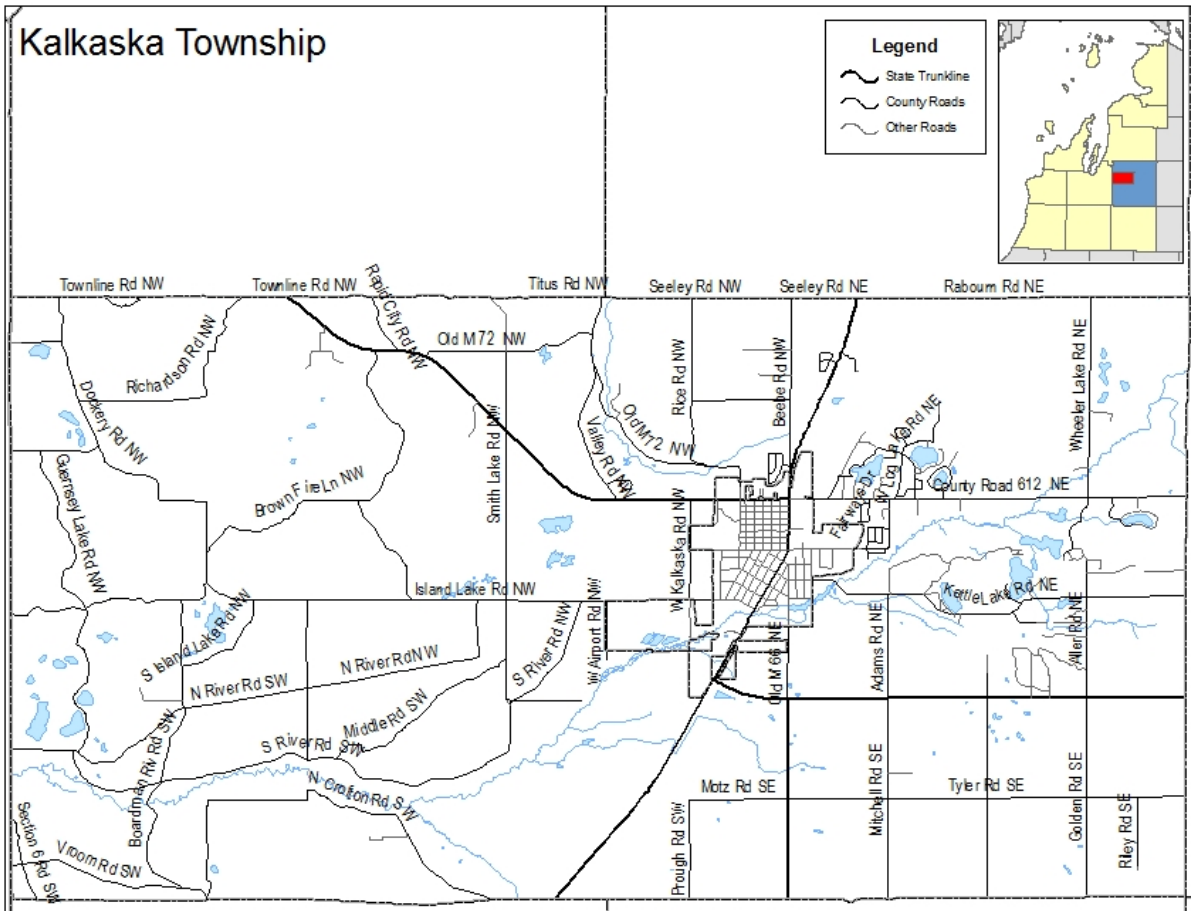


## *Kalkaska Township*

Township Office	209 Laurel Street Kalkaska, Michigan 49646 231.258.9305 phone 231.258.3292 fax
Website	<a href="http://www.kalkaskacounty.net/kalktwp.asp">http://www.kalkaskacounty.net/kalktwp.asp</a>
Meeting	1 <sup>st</sup> Tuesday Monthly at 7:00 p.m.
Supervisor	Michael Winter PO Box 855 Kalkaska, Michigan 49646-0855 231.258.5222 phone
Assessor	Michael Van Horn
Zoning Administrator	Karen Van Horn Contact information: see page 39
Notes:	The Kalkaska County Zoning Department is responsible for all land use permits for the Township (see page 39 for additional information)

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# Kalkaska Township Map

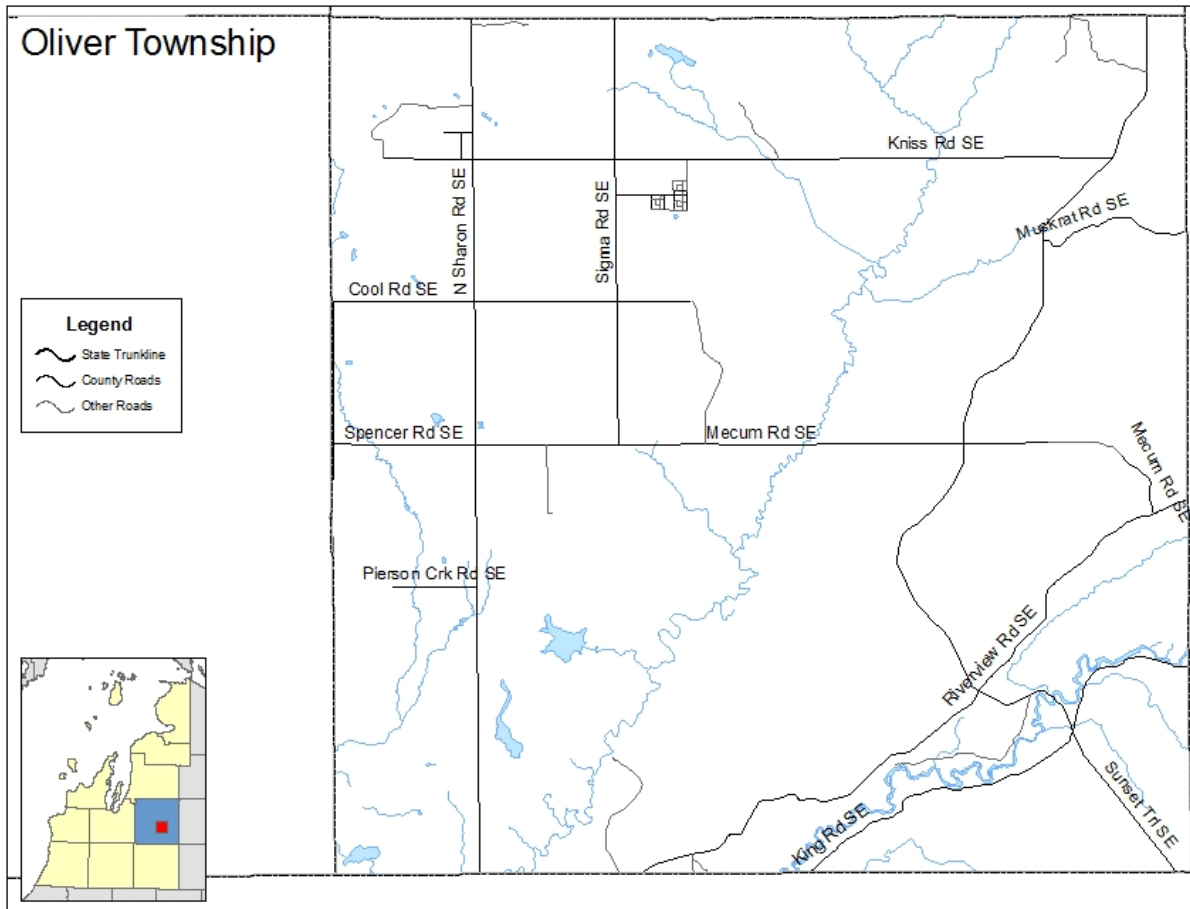


## *Oliver Township*

Township Office	5472 Kniss Road Southeast Kalkaska, Michigan 49646 231.258.4206 phone
Website	<a href="http://www.kalkaskacounty.net/olivertwp.asp">http://www.kalkaskacounty.net/olivertwp.asp</a>
Meeting	2 <sup>nd</sup> Tuesday Monthly at 7:00 p.m.
Supervisor	Edward Fisher 4444 North Sharon Road Kalkaska, Michigan 49646 231.258.5348 phone
Zoning Administrator	Karen Van Horn Contact information: see page 39
Notes:	The Kalkaska County Zoning Department is responsible for all land use permits for the Township (see page 39 for additional information)

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# Oliver Township Map

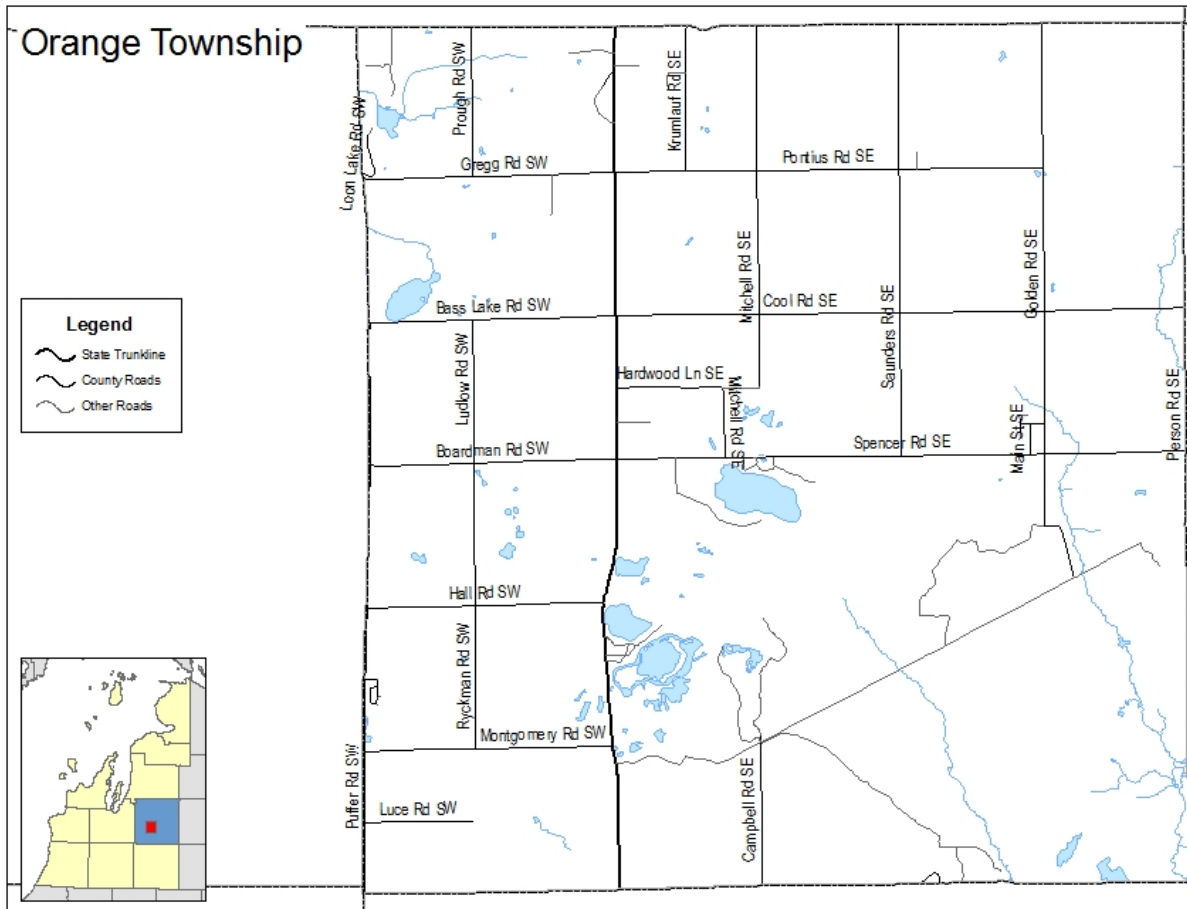


## *Orange Township*

Township Office	28 Boardman Road Southeast South Boardman, Michigan 49680 231.369.3457 phone/fax <a href="mailto:orangetwp@acegroup.cc">orangetwp@acegroup.cc</a>
Mailing Address	3715 Saunders Rd SE Kalkaska, Michigan 49646
Website	<a href="http://www.kalkaskacounty.net/orangetwp.asp">http://www.kalkaskacounty.net/orangetwp.asp</a>
Meeting	2 <sup>nd</sup> Tuesday Monthly at 7:00pm
Supervisor	Robert Hoenicke 1040 East Lake Drive Southeast Kalkaska, Michigan 49646 231.369.2226 phone
Zoning Administrator	Karen Van Horn Contact information: see page 39
Notes:	The Kalkaska County Zoning Department is responsible for all land use permits for the Township (see page 39 for additional information)

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# Orange Township Map



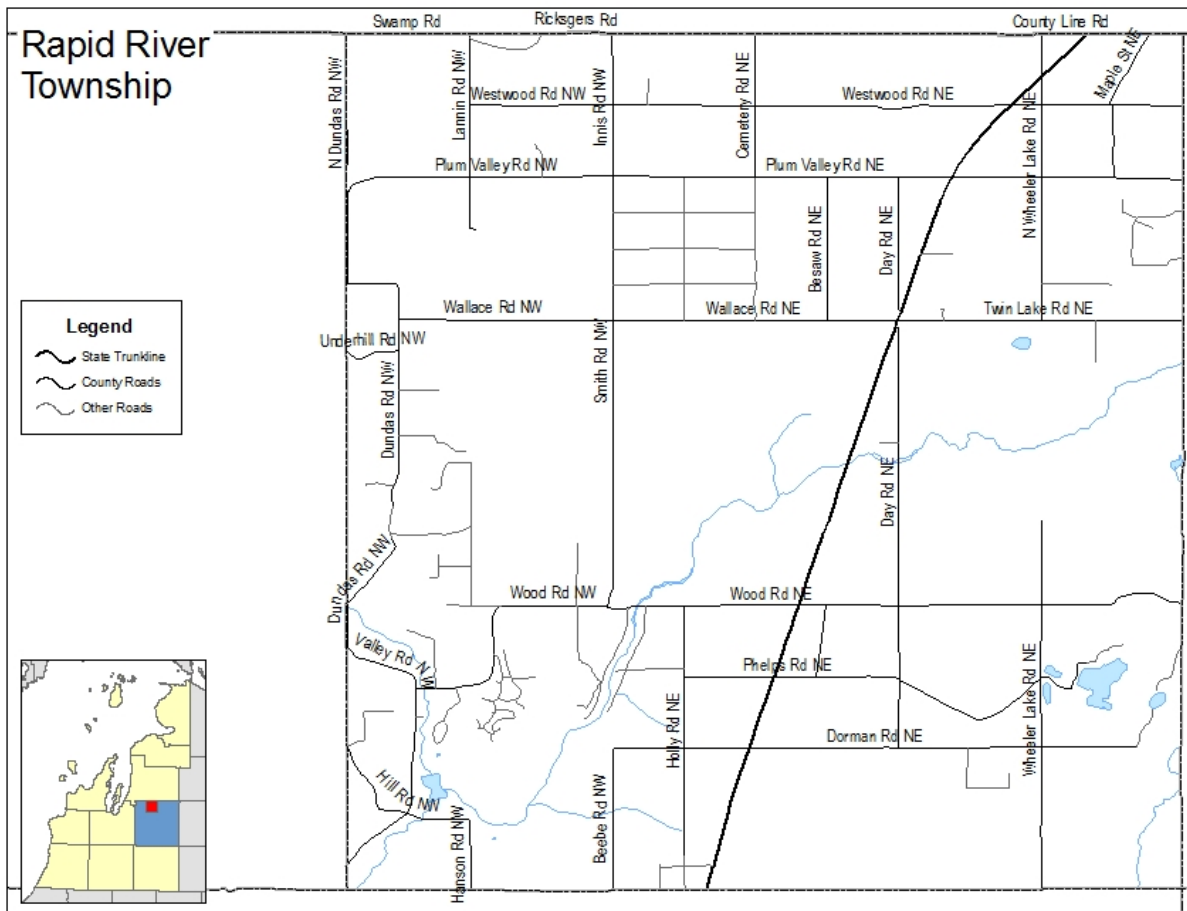
## *Rapid River Township*

Township Office	1010 Phelps Road Northeast Kalkaska, Michigan 49646-9429 231.258.2943 phone
Website	<a href="http://www.kalkaskacounty.net/rapidriver.asp">http://www.kalkaskacounty.net/rapidriver.asp</a>
Meeting	2 <sup>nd</sup> Tuesday Monthly at 7:00 p.m.
Supervisor	John S. Rogers 231.331.4163 phone 231.676.2917 cell
Zoning Administrator	Roger Williams 231.258.2943 phone Office Hours: Thursday, 2:00 p.m. – 6:00 p.m. Second Thursday of every month hours are 3:00 p.m. – 7:00 p.m.
Documents	Zoning Ordinance, Zoning Map, and the Zoning Permit Application are available at the following link: <a href="http://www.kalkaskacounty.net/homepage5431777.asp">www.kalkaskacounty.net/homepage5431777.asp</a>

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# Rapid River Township Map

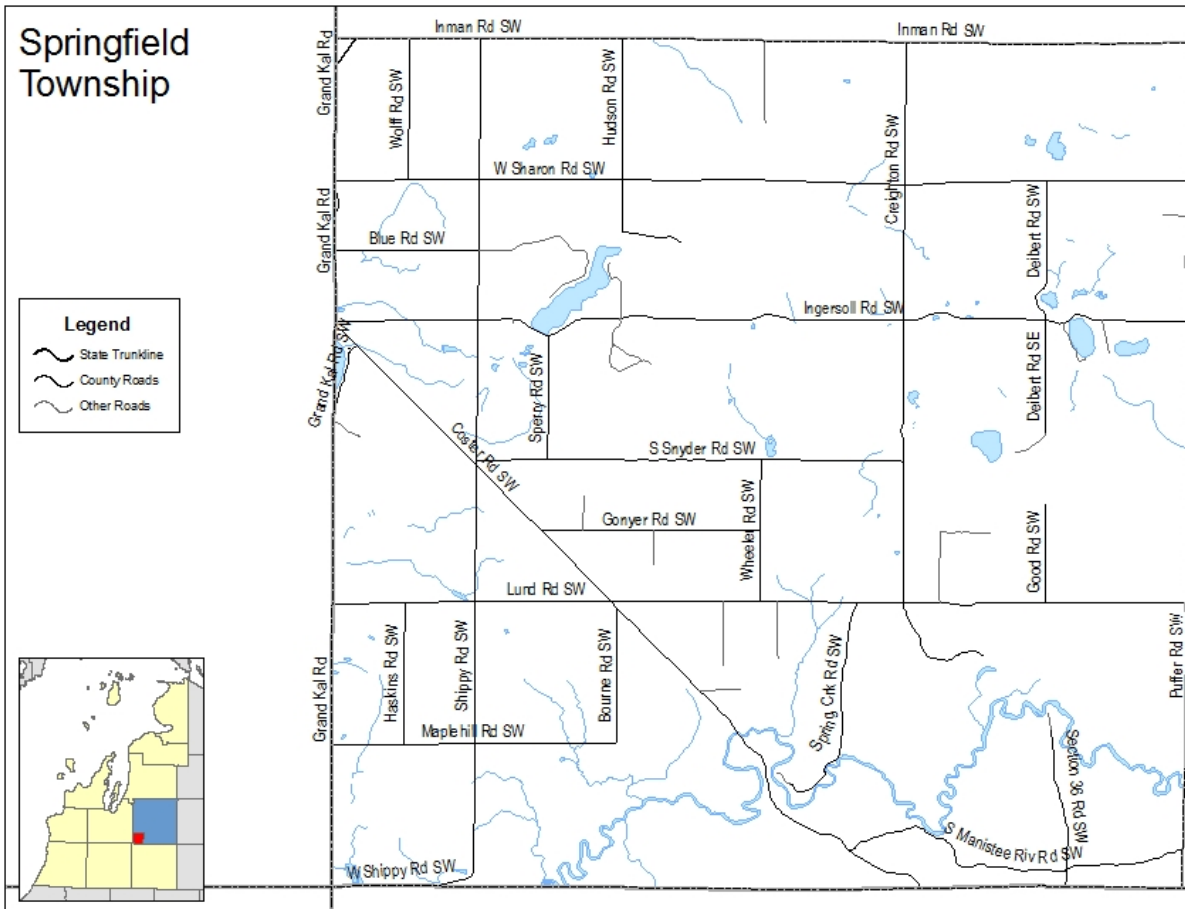


## *Springfield Township*

Township Office	5253 Ingersoll Road Southwest Fife Lake, Michigan 49633 231.879.4541 phone
Website	<a href="http://www.kalkaskacounty.net/springfdtwp.asp">http://www.kalkaskacounty.net/springfdtwp.asp</a>
Meeting	1 <sup>st</sup> Tuesday Monthly at 7:00 p.m.
Supervisor	Thomas Gray 10357 Grand Kal Road Southwest Fife Lake, Michigan 49633 231.879.3595 phone
Assessor	A & D Assessing 231.409.1827
Zoning Administrator	Karen Van Horn Contact information: see page 39
Notes:	The Kalkaska County Zoning Department is responsible for all land use permits for the Township (see page 39 for additional information)

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# Springfield Township Map



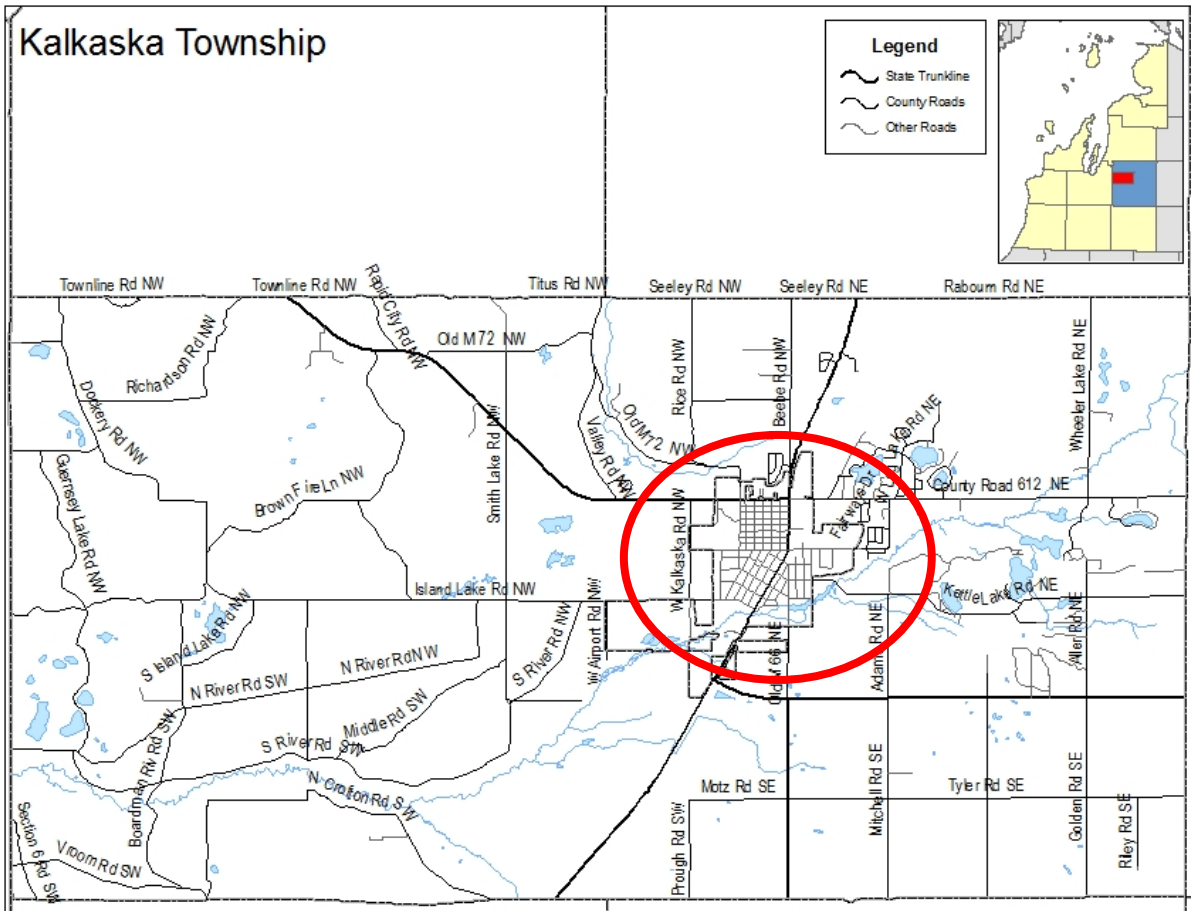
## SECTION III – Village Permitting & Zoning Process

## *Village of Kalkaska*

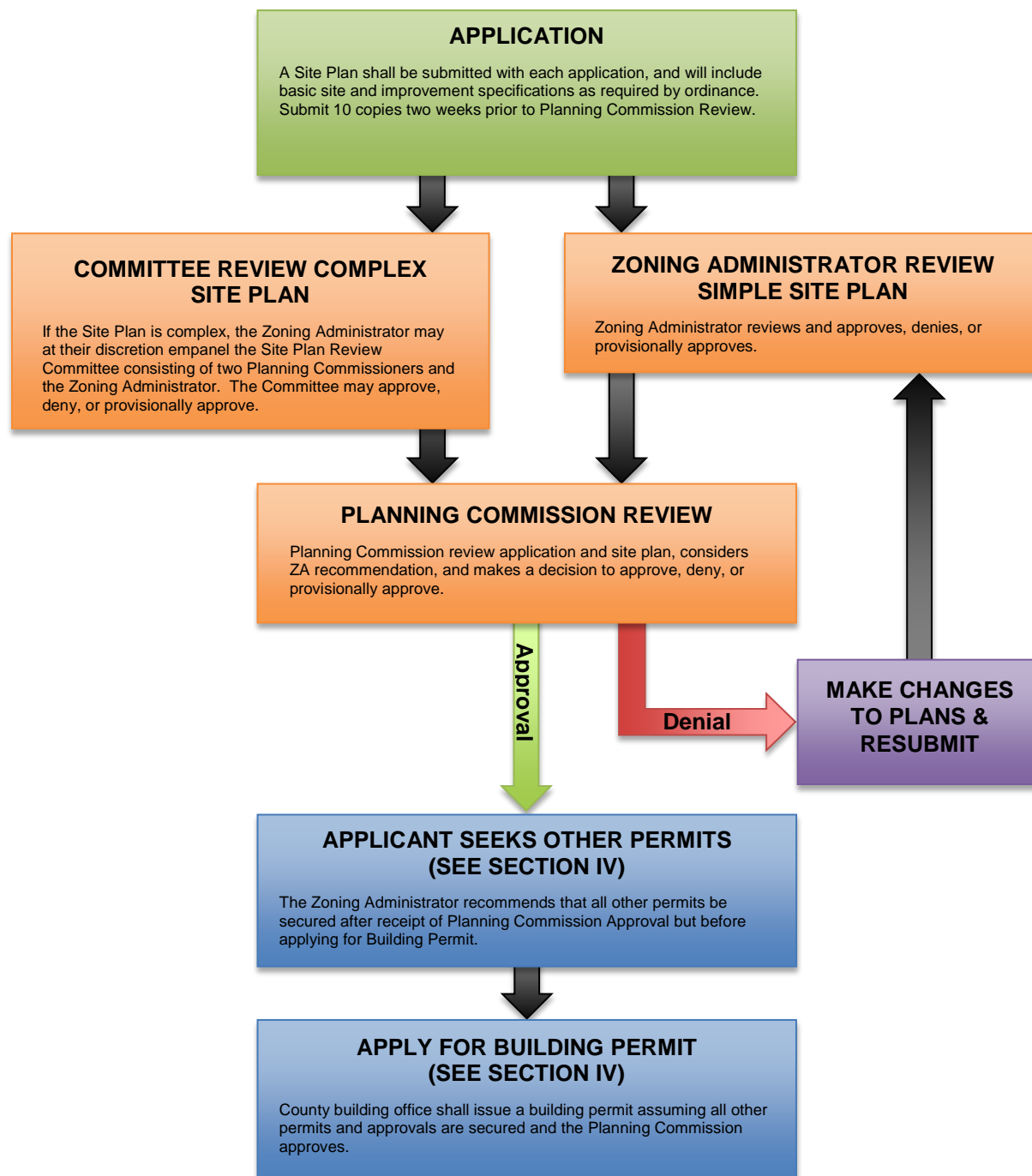
Village Hall	200 Hyde Street Kalkaska, Michigan 49646 231.258.9191 phone 132.258.9081 fax
Website	<a href="http://www.kalkaskavillage.com/">www.kalkaskavillage.com/</a>
President	Jeff Sieting 231.258.9191 phone
Village Manager/ Zoning Administrator	Penny Hill 231.258.9191 phone
Documents	Land Usage Code <a href="http://www.kalkaskavillage.com/wp-content/uploads/Title-XV-Land-Usage.pdf">www.kalkaskavillage.com/wp-content/uploads/Title-XV-Land-Usage.pdf</a> Site Plan Review and Approval <a href="http://www.kalkaskavillage.com/wp-content/uploads/site-plan-review-ordinance-011204.pdf">www.kalkaskavillage.com/wp-content/uploads/site-plan-review-ordinance-011204.pdf</a> Sign Ordinance <a href="http://www.kalkaskavillage.com/wp-content/uploads/Chapter%20151%20Signs%20Amended%204-12-10.pdf">www.kalkaskavillage.com/wp-content/uploads/Chapter%20151%20Signs%20Amended%204-12-10.pdf</a>
Permit Applications & Fees	<a href="http://www.kalkaskavillage.com/?page_id=68">www.kalkaskavillage.com/?page_id=68</a>
Zoning Commission Minutes	<a href="http://www.kalkaskavillage.com/?cat=4">www.kalkaskavillage.com/?cat=4</a>
Brownfield Redevelopment	<a href="http://www.kalkaskavillage.com/?cat=4">www.kalkaskavillage.com/?cat=4</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.

# Village of Kalkaska Map



## Village of Kalkaska Permitting 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.

## SECTION IV – Kalkaska County Governmental Agencies



## *Kalkaska County Zoning*

Office	Kalkaska County Government Annex 890 Island Lake Road Rooms 5 and 6 Kalkaska, Michigan 49646 (Note: this is not the main County Building at 605 N. Birch St.) 231.258.3367 phone 231.258.2828 fax <a href="http://www.kalkaskacounty.net/zoning.asp">www.kalkaskacounty.net/zoning.asp</a>
Zoning Administrator	Karen Van Horn Kalkaska County Zoning Administrator Soil Erosion Enforcing Agent <a href="mailto:kalkaskazoning@yahoo.com">kalkaskazoning@yahoo.com</a> Office Hours: Monday – Friday, 8:00 a.m. – 4:30 p.m.
Planning & Zoning Assistant	Laura Hendricks <a href="mailto:kalkaska.asstzoning@yahoo.com">kalkaska.asstzoning@yahoo.com</a>
Documents	Kalkaska County Master Plan <a href="http://www.kalkaskacounty.net/homepage2459479.asp">http://www.kalkaskacounty.net/homepage2459479.asp</a>  Kalkaska County Zoning Ordinance <a href="http://www.kalkaskacounty.net/homepage2455658.asp">http://www.kalkaskacounty.net/homepage2455658.asp</a>  Kalkaska County Zoning Permit Application <a href="http://www.kalkaskacounty.net/zn_permit_appl.asp">www.kalkaskacounty.net/zn_permit_appl.asp</a>  Kalkaska County Soil Erosion Permit Application <a href="http://www.kalkaskacounty.net/zn_soil_erosion.asp">www.kalkaskacounty.net/zn_soil_erosion.asp</a>

## *Kalkaska County Register of Deeds*

Register of Deeds	Jo Ann DeGraaf
Office	605 North Birch Street Kalkaska, Michigan 49646 231.258.3315 phone 231.258.3345 fax <a href="mailto:jdegraaf@kalkaskacounty.org">jdegraaf@kalkaskacounty.org</a>
Website	<a href="http://www.kalkaskacounty.net/regdeeds.asp">www.kalkaskacounty.net/regdeeds.asp</a>
Office Hours	Monday – Friday, 9:00 a.m. – 5:00 p.m.
Documents	Recording Fees and Guidelines <a href="http://www.kalkaskacounty.net/recfees.asp">www.kalkaskacounty.net/recfees.asp</a> Recording Requirements <a href="http://www.kalkaskacounty.net/recreq.asp">www.kalkaskacounty.net/recreq.asp</a>

## ***Building Safety & Construction Code Enforcement***

Office	Kalkaska County Government Annex 890 Island Lake Road Kalkaska, Michigan 49646 (Note: this is not the main County Building at 605 N. Birch St.) 231.258.3365 phone 231.258.2828 fax
Directions	Located 0.5 miles west of US-131, on Island Lake Rd. Island Lake Rd. intersects with US-131 approximately 0.3 miles south of the traffic light in downtown Kalkaska
Hours	Monday – Friday, 8:00 a.m. – 4:00 p.m.
Website	<a href="http://www.kalkaskacounty.net/construction_cod_2.asp">www.kalkaskacounty.net/construction_cod_2.asp</a>
Documents	Contractor License Registration Request <a href="http://www.kalkaskacounty.net/homepage3941120.asp">www.kalkaskacounty.net/homepage3941120.asp</a>  Applying for a Building Application <a href="http://www.kalkaskacounty.net/cc_applying.asp">www.kalkaskacounty.net/cc_applying.asp</a>  Checklist of Requirements for Permit Issuance <a href="http://www.kalkaskacounty.net/homepage8562597.asp">www.kalkaskacounty.net/homepage8562597.asp</a>  Residential Check Compliance Certificate <a href="http://www.kalkaskacounty.net/homepage8748439.asp">www.kalkaskacounty.net/homepage8748439.asp</a>  Residential Plan Review Checklist <a href="http://www.kalkaskacounty.net/homepage8895707.asp">www.kalkaskacounty.net/homepage8895707.asp</a>  Building Permit Application <a href="http://www.kalkaskacounty.net/homepage8563217.asp">www.kalkaskacounty.net/homepage8563217.asp</a>  Commercial Plan Review Application <a href="http://www.kalkaskacounty.net/homepage9657675.asp">www.kalkaskacounty.net/homepage9657675.asp</a>  Electrical Permit Application <a href="http://www.kalkaskacounty.net/homepage8760916.asp">www.kalkaskacounty.net/homepage8760916.asp</a>  Mechanical Permit Application <a href="http://www.kalkaskacounty.net/homepage8895658.asp">www.kalkaskacounty.net/homepage8895658.asp</a>  Plumbing Permit Application <a href="http://www.kalkaskacounty.net/homepage8894702.asp">www.kalkaskacounty.net/homepage8894702.asp</a>

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## *Emergency Management Agency*

Director	Mark Laskowski 231.258.3334 phone 231.384.5784 mobile 231.258.3375 fax <a href="mailto:laskowski2011@yahoo.com">laskowski2011@yahoo.com</a>
Website	<a href="http://www.kalkaskacounty.net/emergencymanager.asp">www.kalkaskacounty.net/emergencymanager.asp</a>
Services Offered	The mission of Emergency Management is to act to minimize or prevent damage due to disasters through pre-disaster mitigation, as well as to act during & after a disaster to safeguard lives and property, and help affected areas recover.

## Road Commission

Office	Kalkaska County Road Commission 1049 Island Lake Road Kalkaska, MI 49646 231.258.2242 phone 231.258.8205 fax
Hours	Monday – Friday, 6:00 a.m. – 4:00 p.m.
Website	<a href="http://www.kalkaskaroad.org">www.kalkaskaroad.org</a>
Interim Manager	Jeff Root <a href="mailto:jroot@kalkaskaroad.org">jroot@kalkaskaroad.org</a>
Superintendent	Tim Dorman <a href="mailto:tdorman@kalkaskaroad.org">tdorman@kalkaskaroad.org</a>
Notes	<p>The activities of Road Commissions vary from county to county. In rural counties, for example, Road Commissions spend a great deal of time maintaining gravel roads. Commissions in the urban, more populace counties of southern lower Michigan split their time between maintaining gravel and paved roads. For most, however, winter maintenance (plowing and salting) is a top priority.</p> <p>County Road Commission duties include, but are not limited to:</p> <ul style="list-style-type: none"><li>• Road and bridge construction, repair and maintenance.</li><li>• Snow removal, salting, and sanding.</li><li>• Surface treatments and chip and crack sealing.</li><li>• Street lane painting and marking and maintaining road signage.</li><li>• Ensuring steady and safe traffic patterns.</li><li>• Controlling roadside vegetation, mowing and brush cutting.</li><li>• Gravel road grading.</li><li>• Roadside ditch and drain maintenance.</li></ul>