

Guide to Permitting and Zoning

Manistee County



2012



Created and Produced by:
**Northwest Michigan Council of Governments, Alliance for Economic Success
and
Manistee County Planning 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 Manistee 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 (www.nwm.org/planning/regional-planning/regional-planning-staff.html).

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/

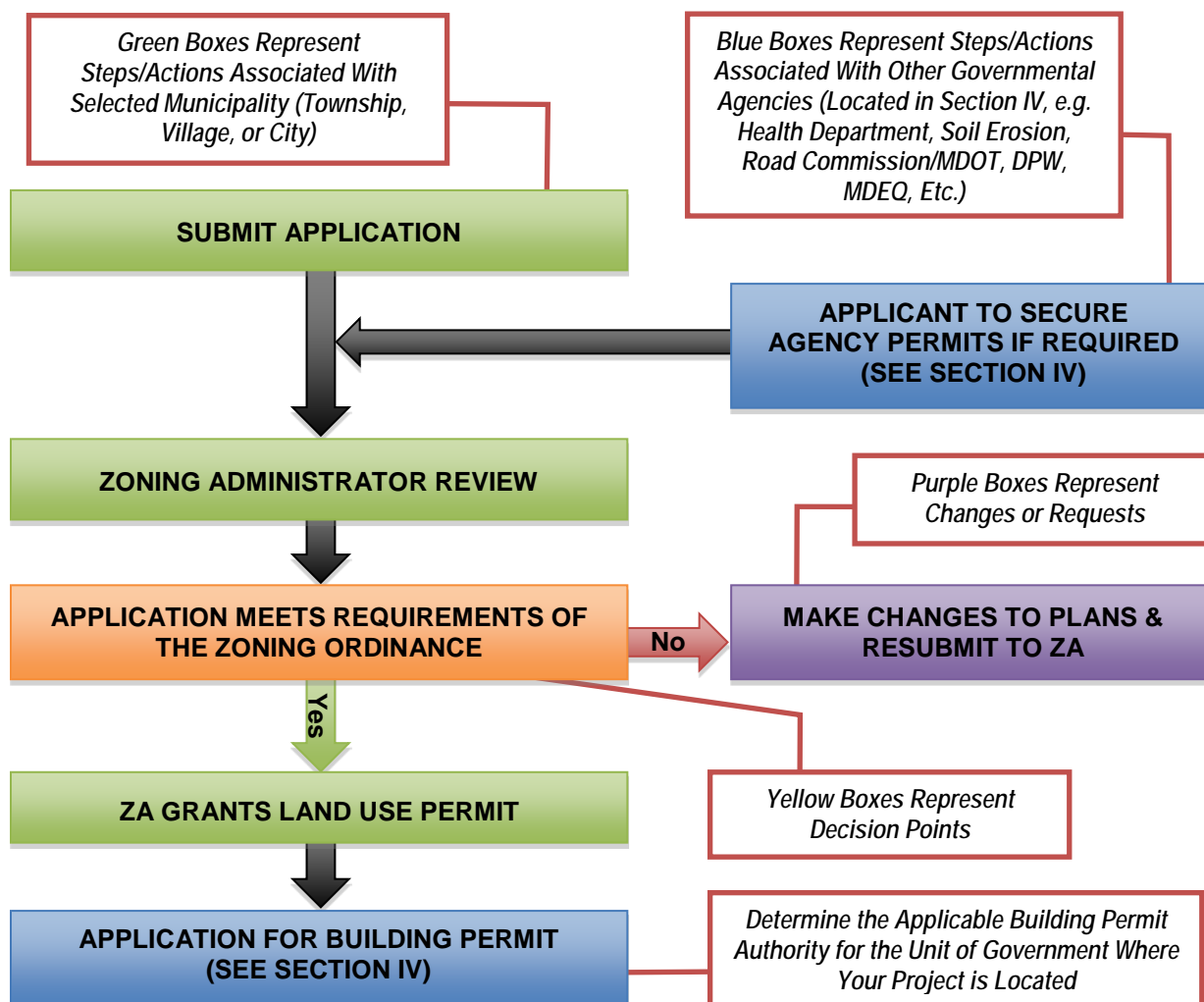
New Designs for Growth – A Citizen’s Guide to Planning & Zoning in Northwest Michigan

www.nwm.org/citizensguide-planning

How to Use This Guide

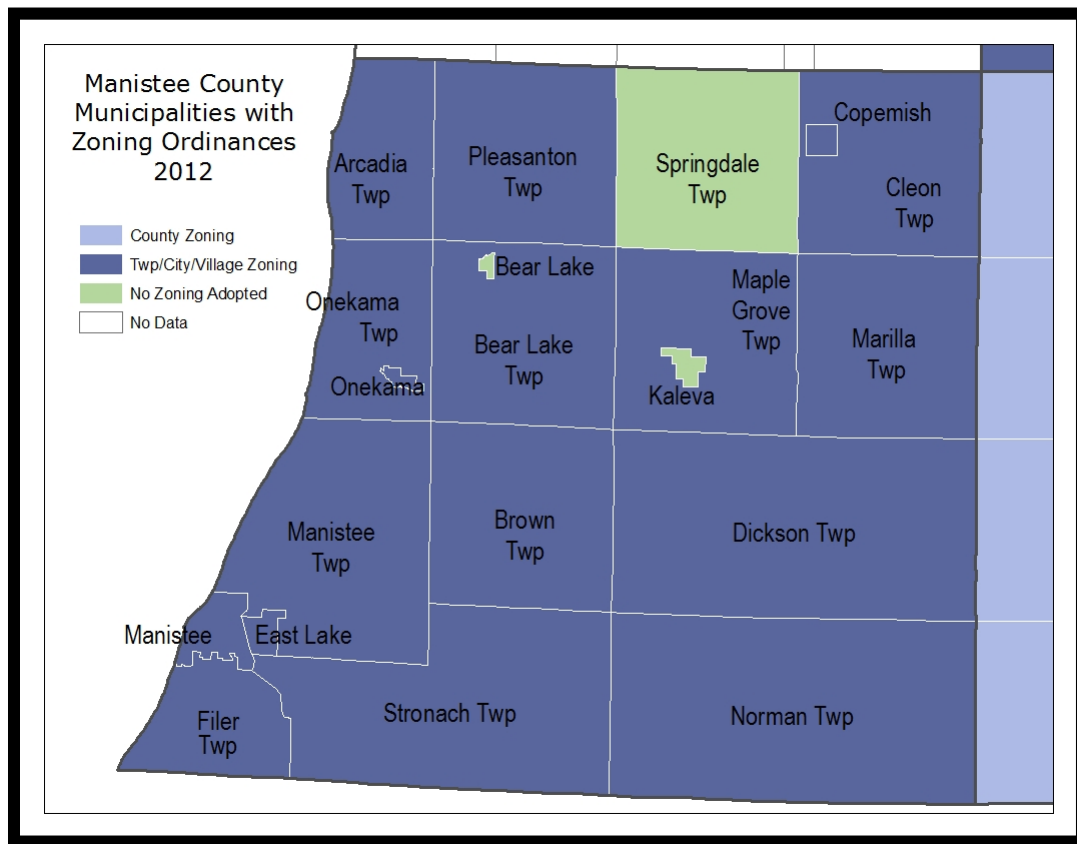
Flowchart Legend

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.

Manistee County Governmental Units



As you can see from the zoning map shown above, there are 3 incorporated villages, 1 city, and 13 townships that are zoned with 2 incorporated villages and a township that are not zoned in Manistee County. County, city, village, and township websites containing government contacts, zoning ordinances, master plans and more can be found at: www.newdesignsforgrowth.com/pages/smartgrowthresources/northwestlowermichiganmunicipalplanningresources/.

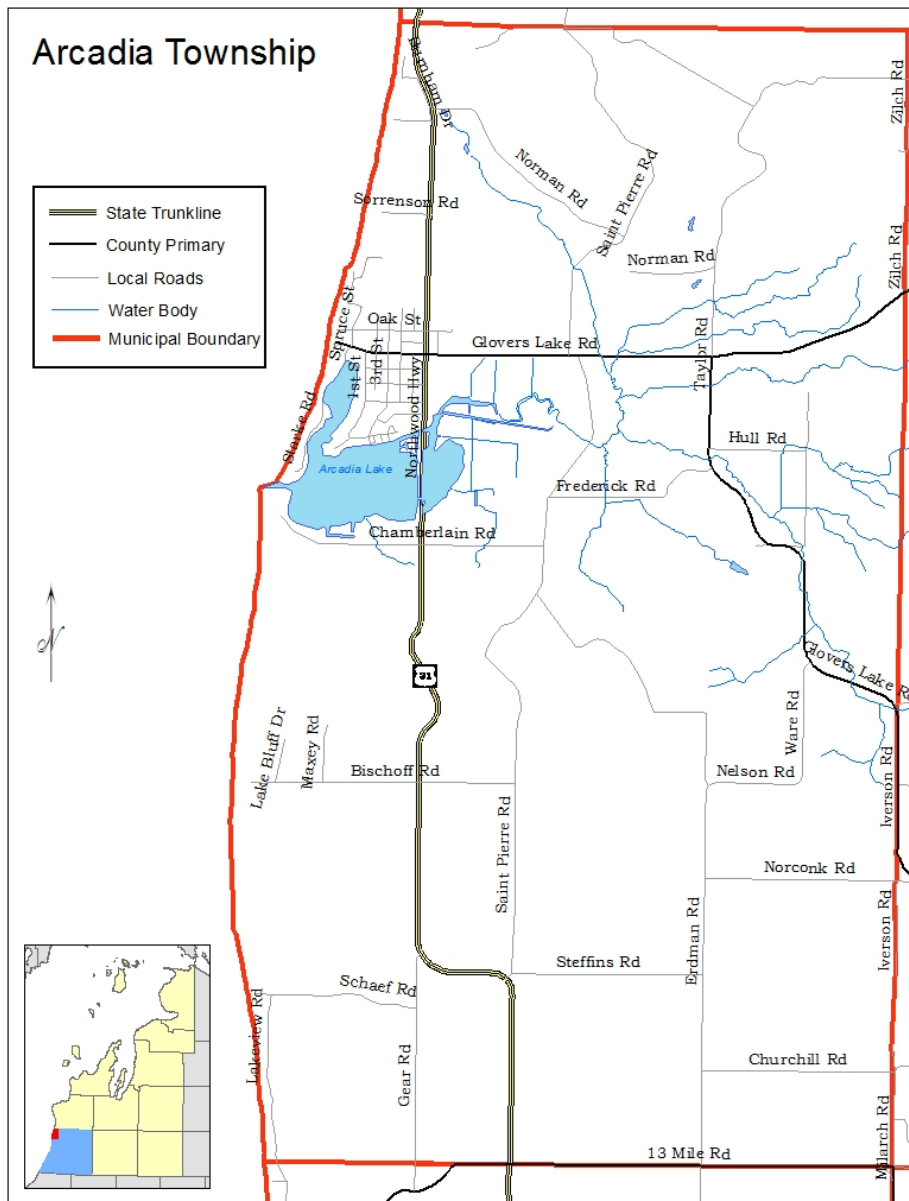
SECTION II – Township Permitting & Zoning Process

Arcadia Township

Township Office	3422 Lake Street Arcadia, Michigan 49613 231.889.4463 phone 231.889.5488 fax
Office Hours	N/A
Website	www.arcadiatwpmi.org
Township Board Meeting	Second Thursday, 7:00 p.m. for 30 minute coffee time, meeting begins at 7:30 p.m., located at the Arcadia Township Hall.
Planning Commission Meeting	First Wednesday of the month, at 7:00 p.m.
Supervisor	Tom Wass (Term expires November 20, 2012) 231.889.9935 phone tacklebusterfl@aol.com Office Hours: N/A
Zoning Administrator	Tamara Buswinka 989.714.4417 phone tamarabuswinka@charter.net Office Hours: Tuesdays from 9:00 a.m. to 1:30 p.m.
Assessor	Bruce Brown 888.714.9288 phone
Documents	Zoning Ordinance arcadiatwpmi.experthandwritingnow.com/township-information/zoning-ordinances.html Land Use Permit Application arcadiatwpmi.experthandwritingnow.com/wp-content/uploads/2011/02/Zoning-Land-Use-Application-2010.pdf Parcel Division Application arcadiatwpmi.experthandwritingnow.com/wp-content/uploads/2011/02/arcadia-parcel-division-app.pdf Fee Schedule http://www.arcadiatwpmi.org/wp-content/uploads/2011/06/Fee-Schedule.docx

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.

Arcadia Township Map

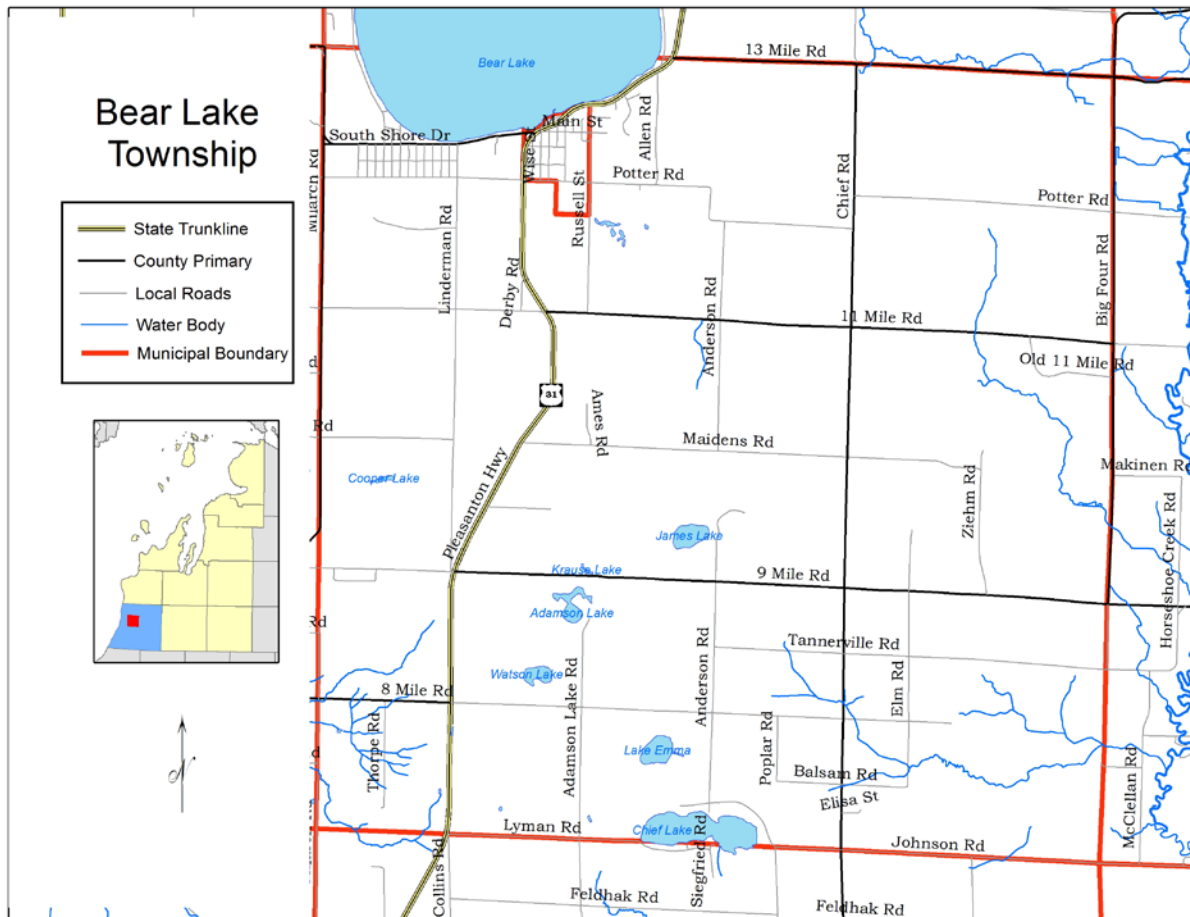


Bear Lake Township

Township Office	7771 Lake Street PO Box 187 Bear Lake, Michigan 49614 231.864.3620 phone 231.864.3999 fax
Office Hours	By appointment
Website	NA
Township Board Meeting	Third Tuesday of the month, at 7:30 p.m., at the Bear Lake Township Hall
Planning Commission Meeting	Meets Quarterly
Supervisor	Vern Best 231.383.3402 phone Office Hours: By appointment
Zoning Administrator	Vern Bowling 231.889.3403 phone Office Hours: By appointment
Assessor	Ginny Martz 231.690.4531 phone
Documents	Printed copies of the zoning ordinance and other land use documents are available by contacting the township offices.

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Bear Lake Township Map

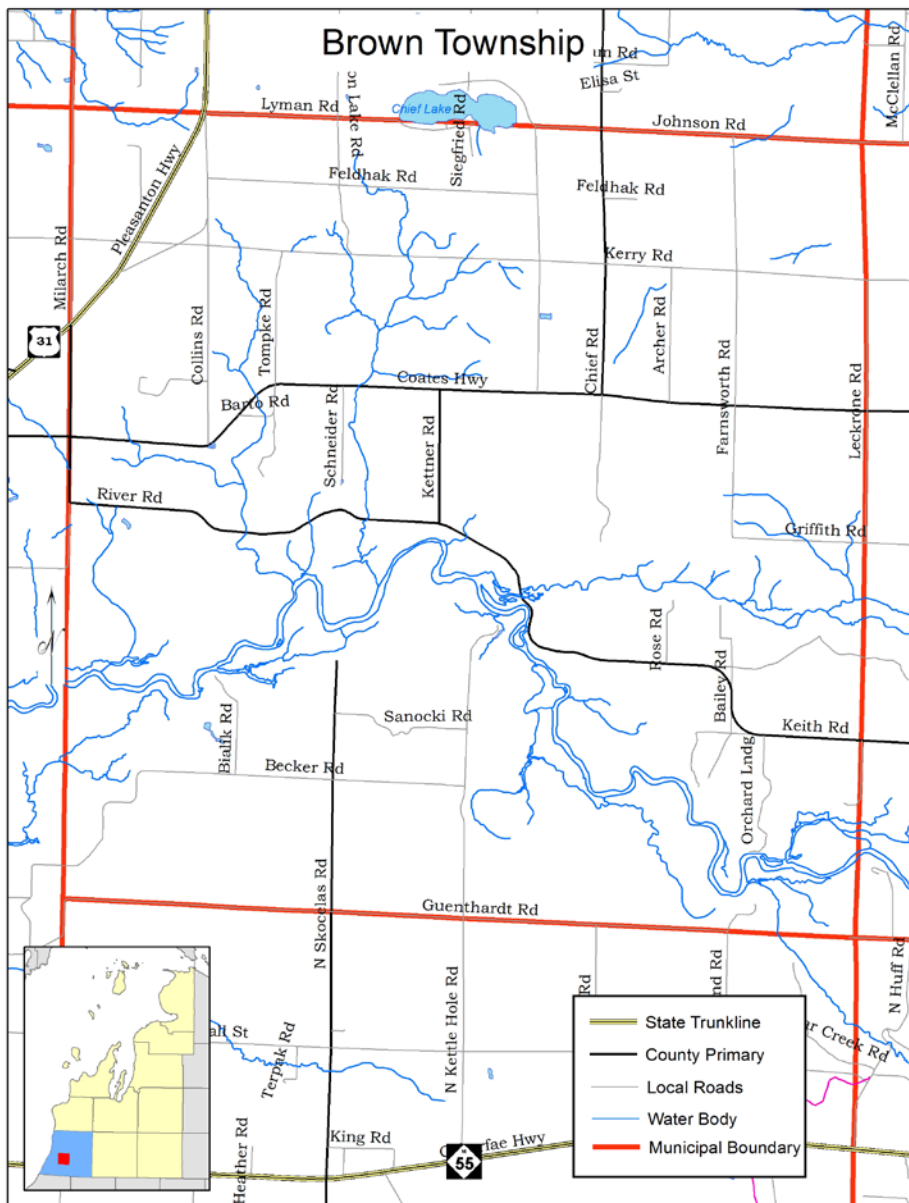


Brown Township

Township Office	8233 Coates Hwy Manistee, Michigan 49660 231.723.4481 phone 231.723.4481 fax
Office Hours	By appointment
Website	NA
Township Board Meeting	Second Wednesday of the month, at 7:30 p.m., at the Brown Township Hall
Planning Commission Meeting	Second Monday of the month, at 7:30 p.m., at the Brown Township Hall
Supervisor	Ford Wagar 231.889.4327 phone Office Hours: By appointment
Zoning Administrator	Paul Adamski (Interim) 231.510.7887 phone Office Hours: By appointment
Assessor	Connie Anderson 231.843.4367 phone
Documents	Printed copies of the zoning ordinance and other land use documents are available by contacting the township offices.

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Brown Township Map

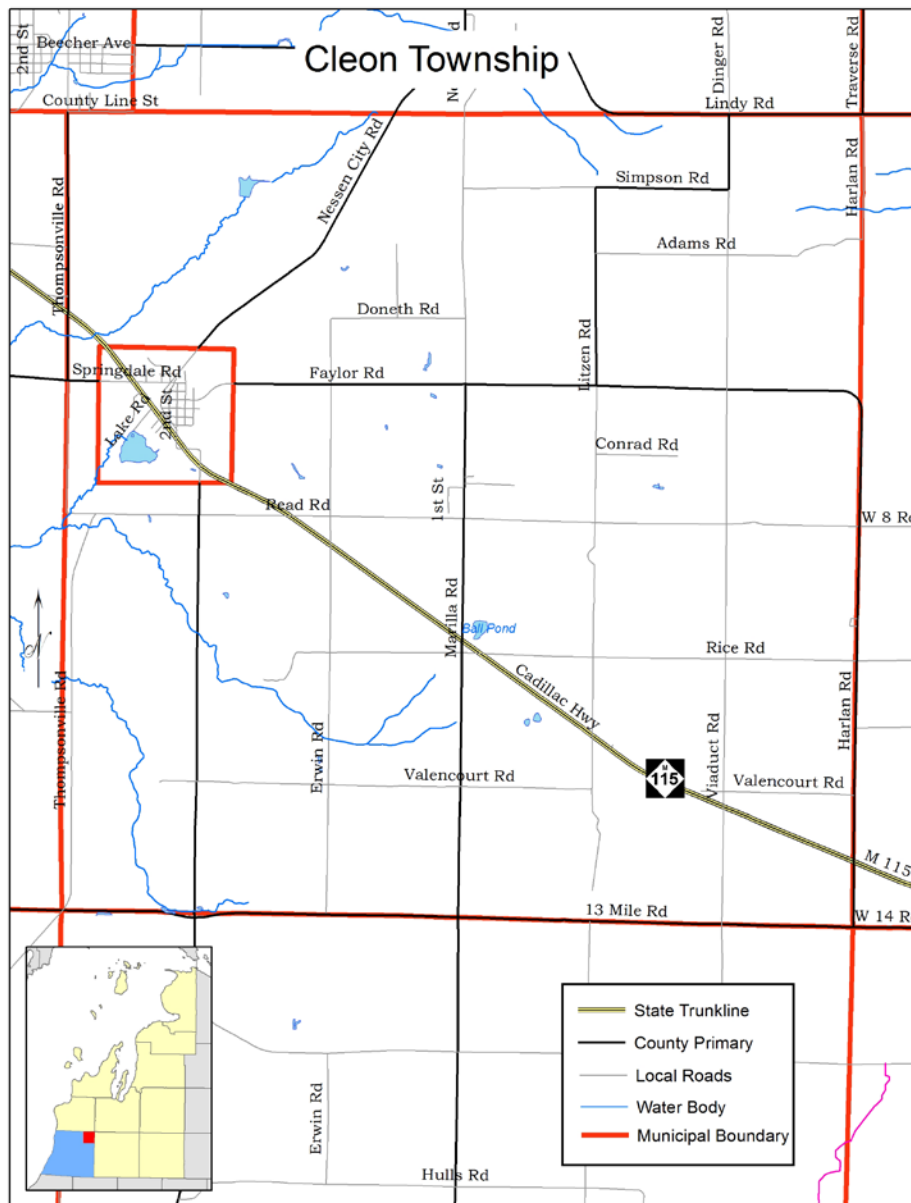


Cleon Township

Township Office	16505 Imhoff Drive Copemish, Michigan 49625 231.378.2616 phone 231.378.2262 fax cleontownship@acegroup.cc
Office Hours	Clerk – Wednesday 4:00 p.m. to 6:00 p.m.
Website	NA
Township Board Meeting	Second Wednesday of the month, at 7:00 p.m., at the Cleon Township Hall
Planning Commission Meeting	First Wednesday of the month, at 7:00 p.m., at the Cleon Township Hall
Supervisor	Jeff Stanton 231.378.2194 phone
Zoning Administrator	Barb Stanton (Interim) 231.357.1423 phone Office Hours: Thursday 9:00 a.m. to 11:00 a.m. or by phone
Assessor	Lee Wilson 231.590.1489 phone
Documents	Printed copies of the Zoning Ordinance, Land Use Permit Application, and Special Use Permit Application are available from the Township office.

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Cleon Township Map



Dickson Township

Township Office	14270 Brethren Blvd Brethren, Michigan 49619 231.477.5885 phone 231.477.5886 fax dickson@kaltelnet.net
Office Hours	Tuesday and Thursday 9:00 a.m. to 12:00 p.m.
Website	N/A
Township Board Meeting	Second Wednesday of the month, 7:00 p.m., at the Dickson Township Hall.
Planning Commission Meeting	Meets quarterly – Contact township office for schedule
Supervisor	Sharon Buning 231.477.5494 phone 231.477.5886 fax
Zoning Administrator	Joyce England 231.477.5885 phone dickson@kaltelnet.net
Assessor	David Meister 231.889.3308 phone 231.477.5886 fax onekamatwp@charterinternet.com
Documents	Printed copies of the Zoning Ordinance, Land Use Permit Application, and Special Use Permit Application are available from the Township office.

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Charter Township of Filer

Township Office	2505 Filer City Road Manistee, Michigan 49660 231.723.3138 phone 231.723.3191 fax filertownship@twphall.com
Office Hours	Monday, Tuesday, Wednesday, and Friday 8:00 a.m. to 4:30 p.m. (Closed for lunch 12:00 to 12:30 p.m.)
Website	www.filertownship.com/
Township Board Meeting	First Tuesday of the month, at 6:00 p.m., at the Charter Township of Filer Hall
Planning Commission Meeting	Third Tuesday of the month, at 7:00 p.m., at the Charter Township of Filer Hall
DDA Board Meeting	Second Wednesday of the month, at 6:00 p.m., at the Charter Township of Filer Hall
Supervisor	James Espvik (Term expires November 20, 2012) 231.723.3138 phone ext. 18 231.723.3191 fax filertownship@twphall.com
Zoning Administrator	Lynn Kooyers 231.723.3138 phone 231.723.3191 fax filertownship@twphall.com
Assessor	Bruce Brown 888-714.9288 phone 231.845.5731 fax filertownship@twphall.com
Documents	Zoning Ordinance www.filertownship.com/zoningordinance.html Master Plan www.filertownship.com/documents/7-27-09%20Amended%20Master%20Plan.pdf Zoning District Regulations Chart www.filertownship.com/documents/Zoning%20District%20Regulations%20Chart.pdf

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Charter Township of Filer (continued)

Forms & Applications

Land Use Permit Application

www.filertownship.com/documents/Zoning_Land_Use_Application.pdf

Special Use Permit Application

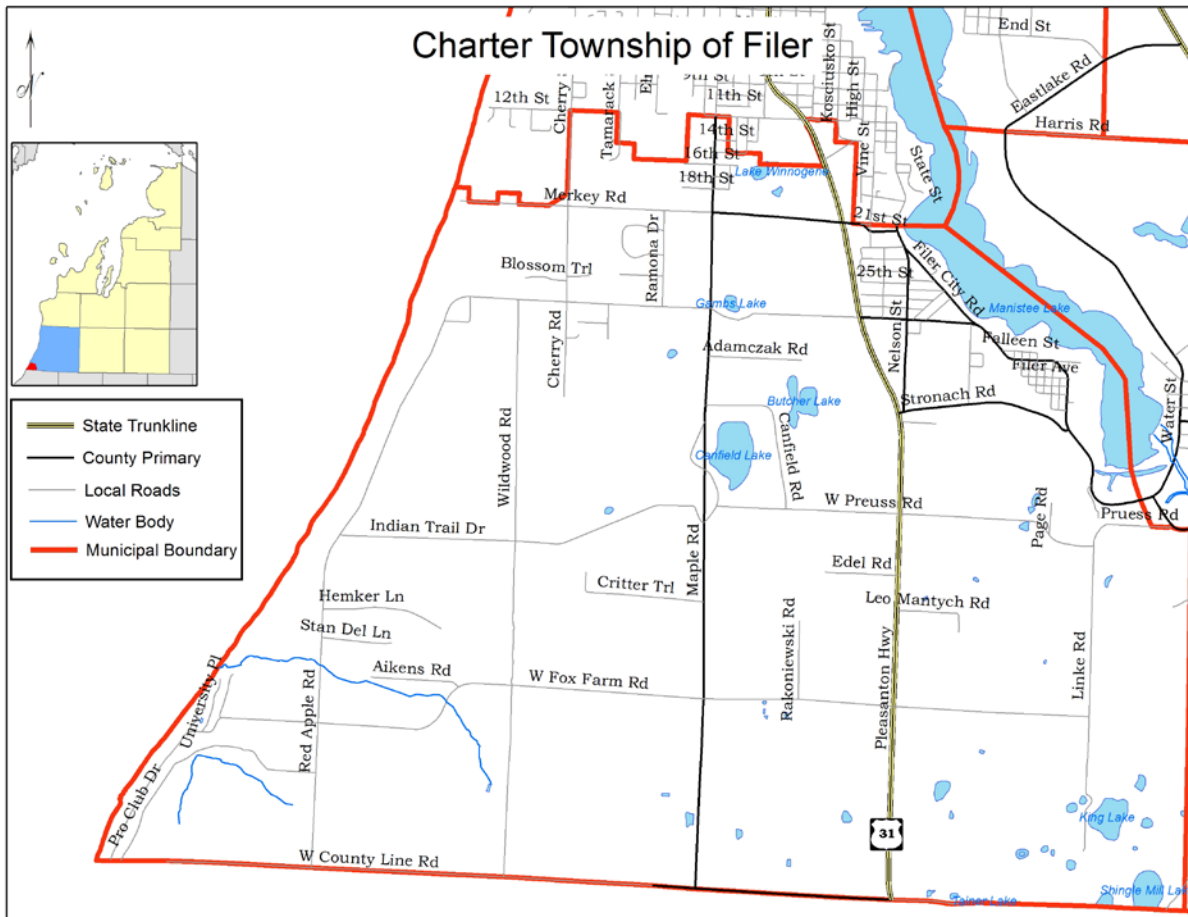
www.filertownship.com/documents/Filer%20Charter%20Township%20Special%20Use%20Permit.pdf

Other Forms and Applications

www.filertownship.com/formsandapps.html

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Charter Township of Filer Map

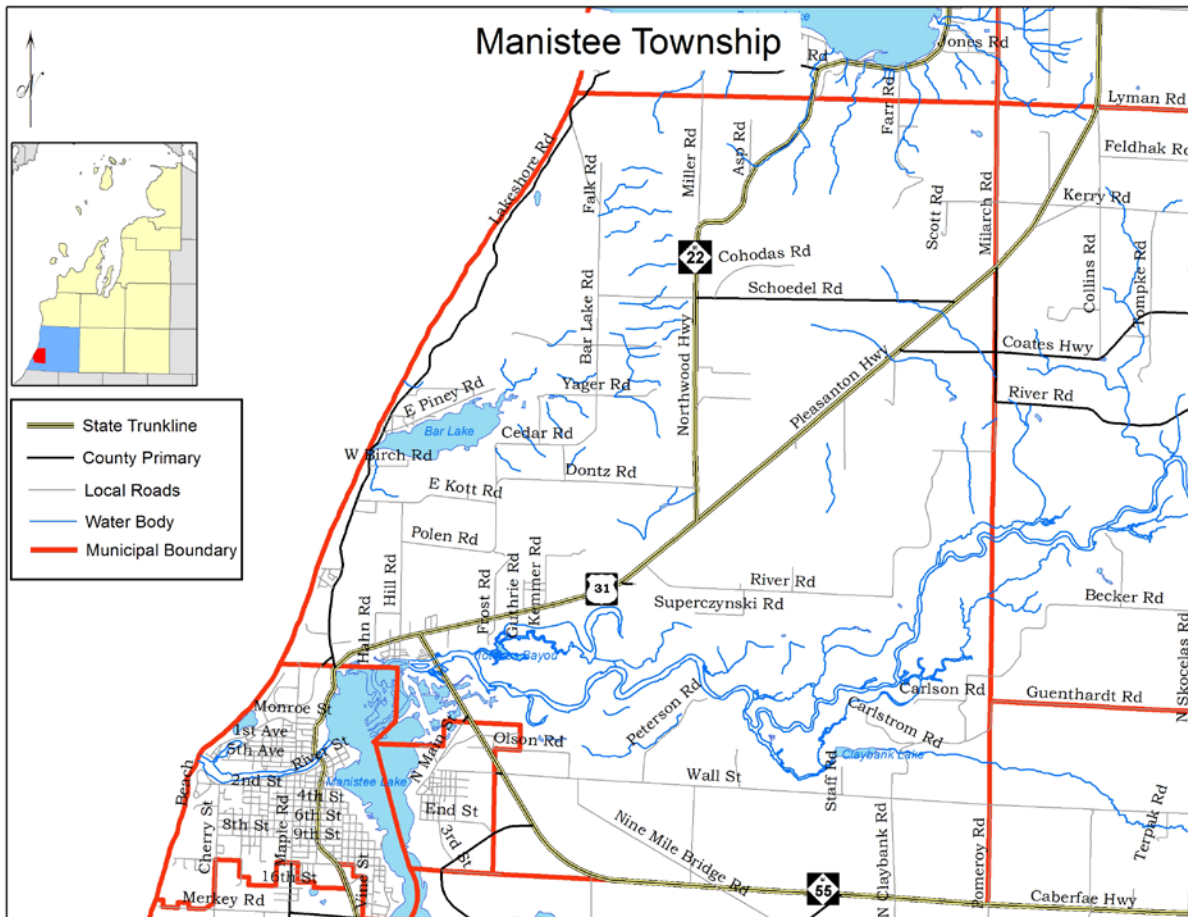


Manistee Township

Township Office	410 Holden Street Manistee, Michigan 49660 231.723.6507 phone 231.723.0696 fax manisteetwp@gmail.com
Office Hours	Monday through Thursday 9:00 a.m. to 12:00 p.m.
Website	www.manisteetownship.com/
Township Board Meeting	Second Thursday of the month, at 7:30 p.m., at the Manistee Township Hall
Planning Commission Meeting	First Thursday of the month, at 7:00 p.m., at the Manistee Township Hall
Supervisor	John Anderson 231.723.6507 phone, ext 11 Office Hours: By appointment
Zoning Administrator	Guy E Finout 231.723.6507 phone, ext. 12 Office Hours: Wednesday and Thursday 10:00 a.m. to 12:00 p.m.
Assessor	Connie Anderson 231.723.6507 phone, ext. 15
Documents	Zoning Ordinance www.manisteecounty.com/index.php?option=com_docman&task=docdownload&gid=1062&Itemid=322 Zoning Ordinance Table of Contents www.manisteecounty.com/index.php?option=com_docman&task=docdownload&gid=1063&Itemid=322 Zoning Map www.manisteecounty.com/index.php?option=com_docman&task=docdownload&gid=1105&Itemid=322 Land Use Permit Application www.manisteetownship.com/forms/landusepermit.pdf

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Manistee Township Map

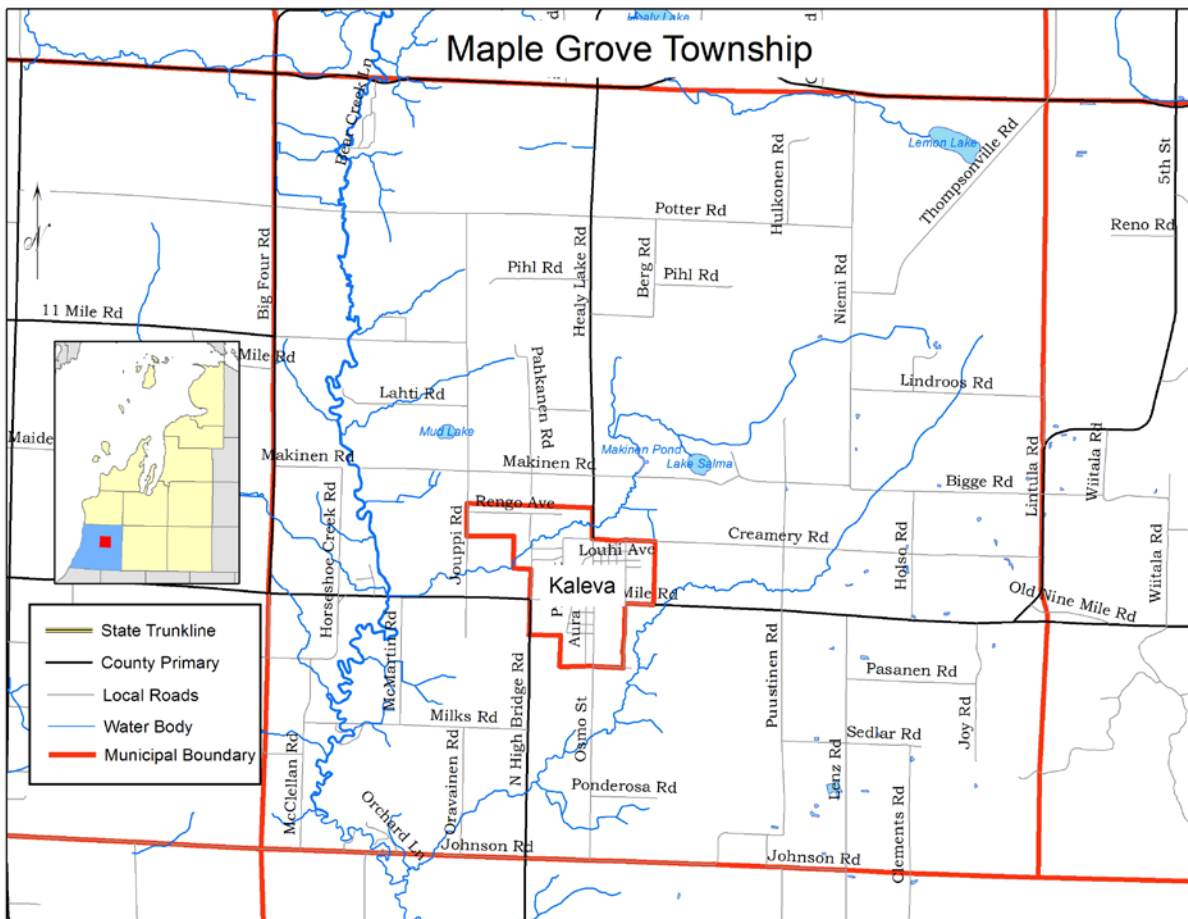


Maple Grove Township

Township Office	9213 Aura Street P.O. Box 48 Kaleva, Michigan 49645 231.362.3825 phone 231.362.2555 fax larsencathy49@hotmail.com
Office Hours	Tuesday, Wednesday, & Thursday, 10:00 a.m. to 2:00 p.m.
Website	N/A
Township Board Meeting	Second Monday of the month, at 7:00 p.m., at the Maple Grove Township Hall
Planning Commission Meeting	Second Wednesday of the month, at 6:00 p.m., at the Maple Grove Township Hall
Supervisor	H. Wayne Beldo 231.255.0063 phone 231.362.2555 fax wbeldo@westshoremcenter.org
Zoning Administrator	Denise Cummings 231.330.2422 phone 231.362.2555 fax roadkingdc@hotmail.com
Assessor	H. Wayne Beldo 231.255.0063 phone 231.362.2555 fax wbeldo@westshoremcenter.org
Documents	Printed copies of the Zoning Ordinance, Land Use Permit Application, and Special Use Permit Application are available from the Township office.

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Maple Grove Township Map

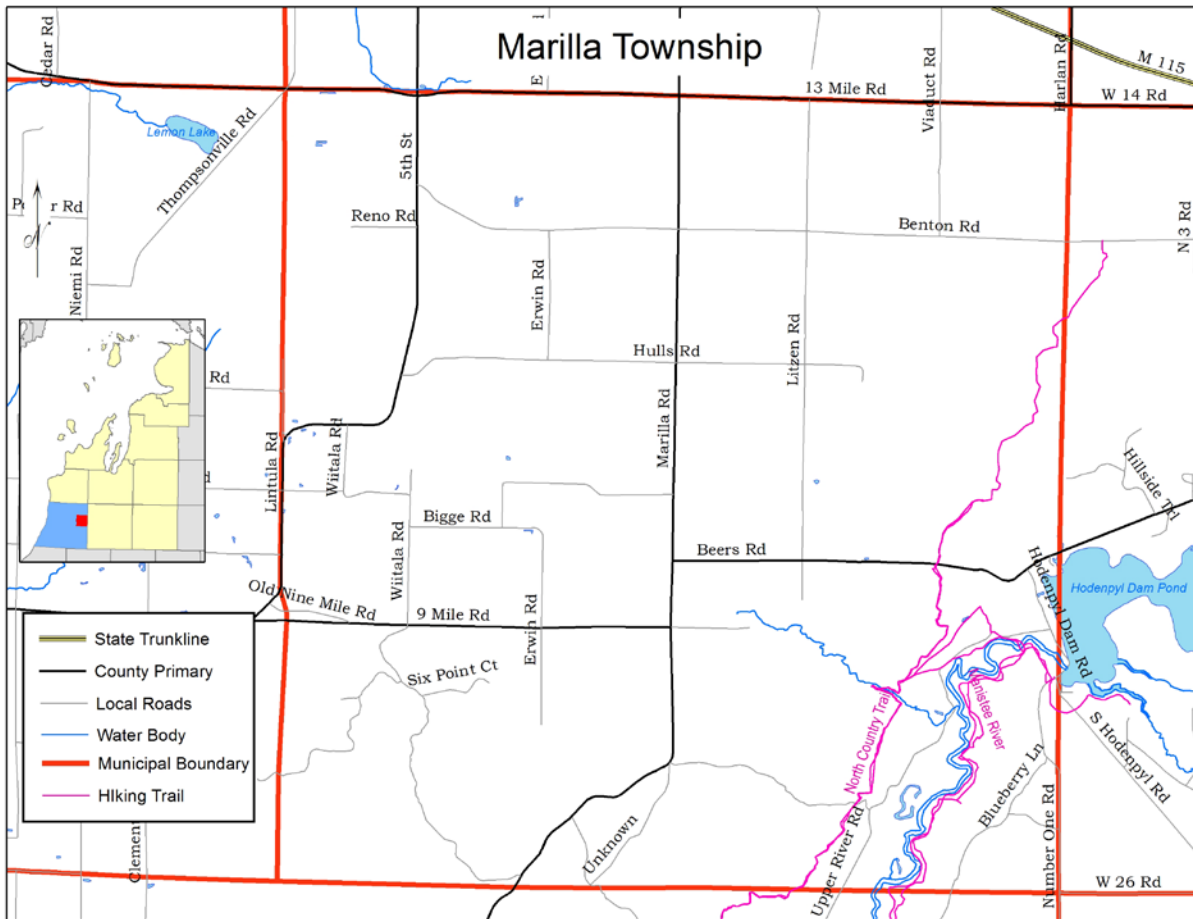


Marilla Township

Township Hall	9991 Marilla Road Copemish, Michigan 49625 231.362.3555 phone 231.378.2145 fax 231.378.2776 Cerk phone john_son_bj@yahoo.com
Office Hours	Tuesday, Wednesday, & Thursday, 10:00 a.m. to 2:00 p.m.
Website	N/A
Township Board Meeting	Second Thursday in February, April, June, August, October, and December, at 7:00 p.m., at the Marilla Township Hall
Planning Commission Meeting	Twice annually, or by special meeting as needed
Supervisor	Holly Buda 231.362.2264 phone Marillatwp@gmail.com
Zoning Administrator	Victor Ellis 231.378.2145 phone Office Hours: By appointment
Assessor	Julie Beardslee 231.723.5931 phone
Documents	Printed copies of the Zoning Ordinance, Land Use Permit Application, and Masterplan are available from Zoning Administrator

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Marilla Township Map



Norman Township

Township Office	1273 S. Seaman Rd. P.O. Box 143 Wellston, Michigan 49689-0143 231.848.4564 phone 231.848.7081 fax normanclerk@yahoo.com
Office Hours	Thursday and Friday 9:00 a.m. to 5:00 p.m., Saturday 9:00 a.m. to 12:00 a.m.
Website	www.normantownship.org/
Township Board Meeting	Second Tuesday of the month, at 7:30 p.m., at the Norman Township Hall
Planning Commission Meeting	First Thursday of the month, at 7:00 p.m., at the Norman Township Hall
Supervisor	Kevin Schuessler 231.848.4175 phone kdschuessler@gmail.com
Zoning Administrator	Bob Hall 231.848.4564 phone norzoning@kaltelnet.net Office Hours: Thursday and Friday from 9:00 a.m. to 5:00 p.m. (or by appointment)
Assessor	David Meister 231.690.4531 phone cwas75@yahoo.com
Documents	Zoning Ordinance www.normantownship.org/wp-content/uploads/2011/01/ZoningOrdinances.pdf Master Plan www.normantownship.org/wp-content/uploads/2011/01/MasterPlan.pdf

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Norman Township (continued)

Forms & Applications

Land Use Permit Application

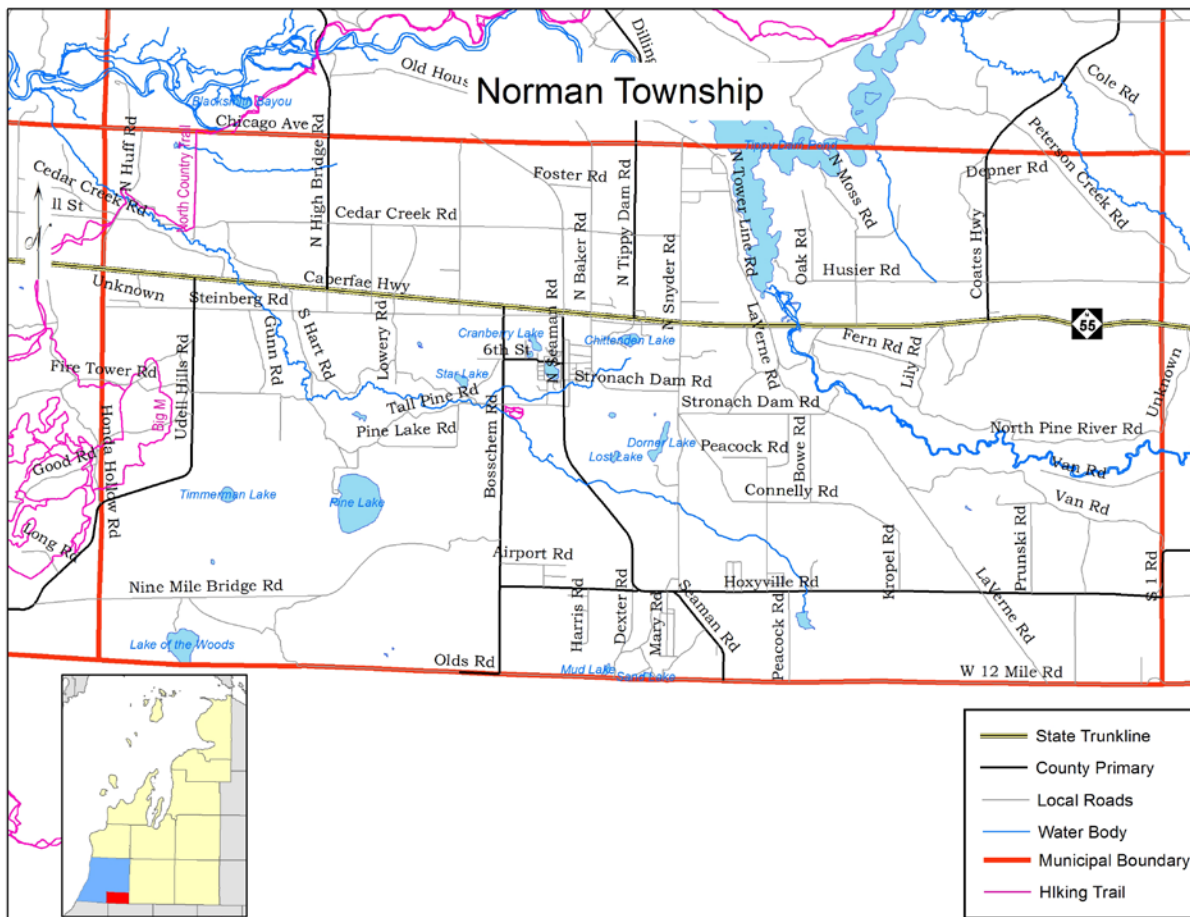
www.normantownship.org/wp-content/uploads/2011/01/LandUsePermit.pdf

Special Use Permit Application

www.normantownship.org/wp-content/uploads/2011/01/SpecialUsePermit.pdf

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Norman Township Map



Onekama Township

Township Office	5435 Main Street PO Box 458 Onekama, Michigan 49675 231.889.3308 phone 231.889.5587 Fax onekamatwp@charterinternet.com
Office Hours	Monday, Tuesday, and Wednesday 9:00 a.m. to 2:00 p.m.
Website	www.onekama.info/?page_id=216
Township Board Meeting	First Tuesday of the month, at 9:00 a.m.
Planning Commission Meeting	Third Thursday of the month, at 7:00 p.m.,
Supervisor	David Meister 231.889.3308 phone assessors@onekamatwp.org
Zoning Administrator	Kristine Philpot 231.889.3308 phone zoning@onekamatwp.org Office Hours: Monday and Wednesday 9:00 a.m. to 2:00 p.m.
Assessor	Ginny Martz 231.889.3308 Phone assessors@onekamatwp.org
Documents	Zoning Ordinance www.onekama.info/wp-content/uploads/2011/02/ONEKAMA_TOWNSHIP_ZONING_ORD_2008.pdf Zoning Map www.onekama.info/wp-content/uploads/2011/02/OnekamaZoningMap.jpg Masterplan www.bria2.com/blog/index.php/onekama/HOME Building Permit Process Overview www.onekama.info/wp-content/uploads/2011/02/building-onekama.pdf

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Onkama Township (continued)

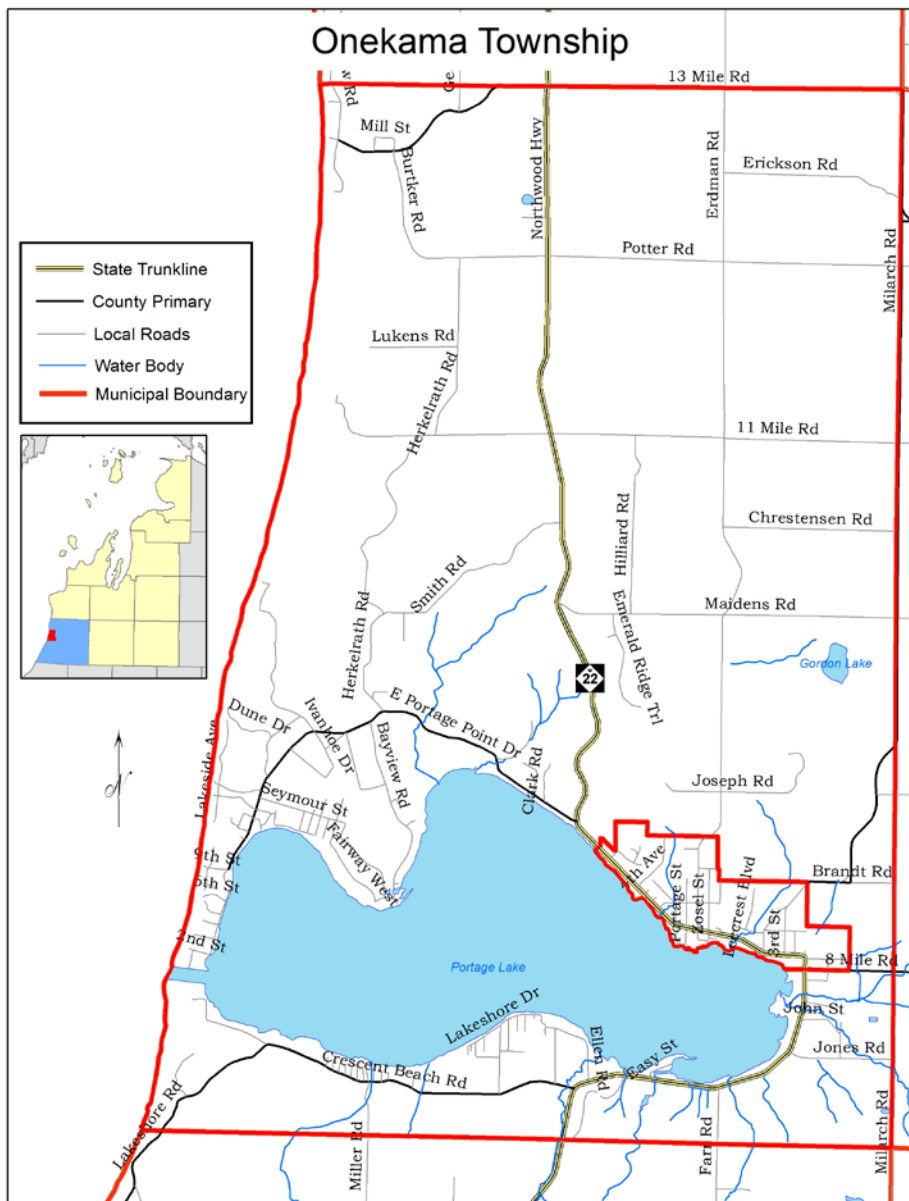
Forms & Applications

Parcel Division Application

[www.onkama.info/wp-content/uploads/2011/02/
ParcelDivisionForm.pdf](http://www.onkama.info/wp-content/uploads/2011/02/ParcelDivisionForm.pdf)

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Onkama Township Map

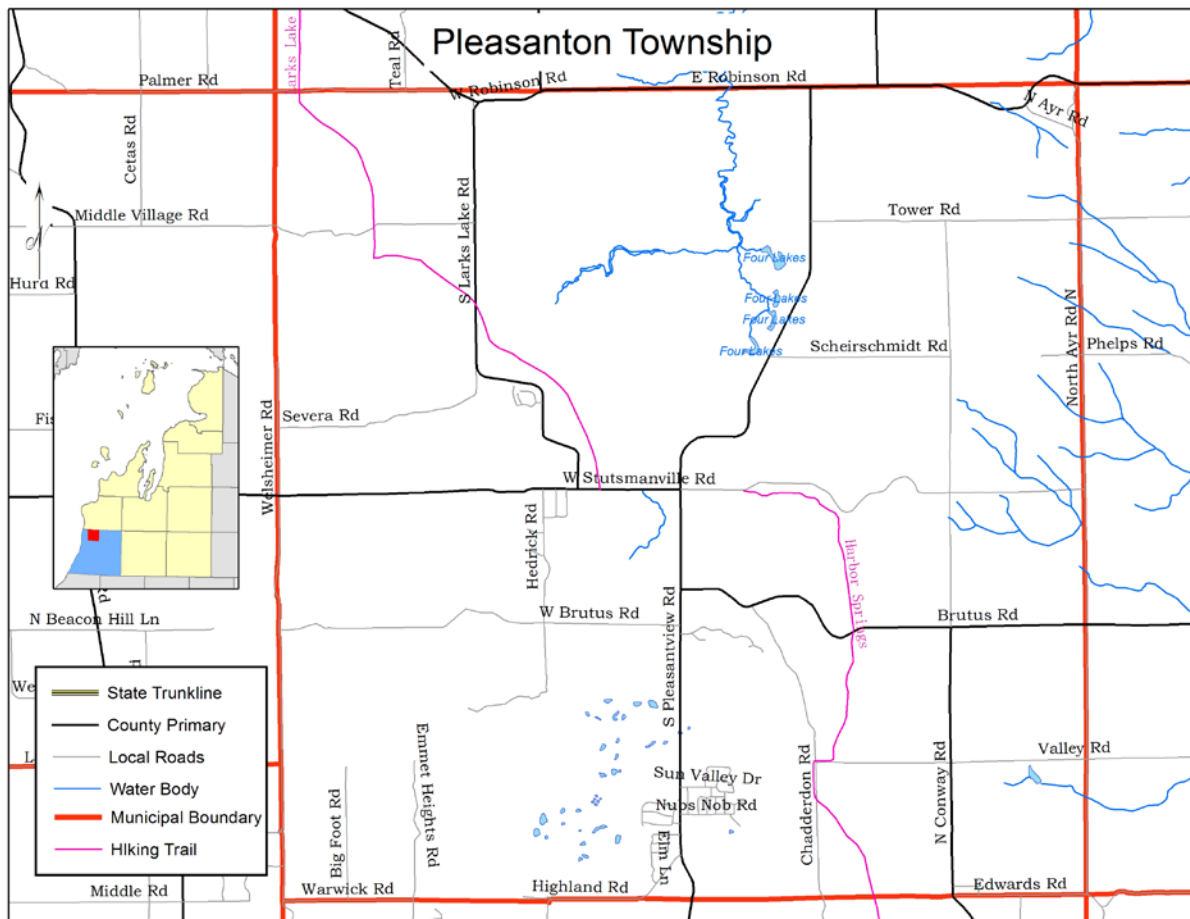


Pleasanton Township

Township Office	8958 Lumley Rd. PO Box 145 Bear Lake, Michigan 49614 231.864.2584 phone 231.864.2584 fax
Office Hours	By Appointment
Website	www.pleasantontownship.org
Township Board Meeting	Second Monday of the month, at 7:00 p.m., at the Pleasanton Township Hall
Planning Commission Meeting	First Monday of the month, at 7:00 p.m., at the Pleasanton Township Hall
Supervisor	Carol Merrill 231.864.2587 phone cmerrill@pleasantontownship.org
Zoning Administrator	Rochelle Rollenhagen 231.864.1010 phone rrollenhagen@gmail.com
Assessor	Carol Merrill 231.864.2587 phone cmerrill@pleasantontownship.org
Documents	Zoning Ordinance www.pleasantontownship.org/Zoning.html Zoning Map www.pleasantontownship.org/zoning_files/zoningmap.gif Special Use Permit Application www.pleasantontownship.org/zoning_files/application.pdf

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Pleasanton Township Map



Springdale Township

Township Office	14992 Glovers Lake Road Bear Lake, Michigan 49614 231.378.4742 phone
Office Hours	By Appointment
Website	www.springdaletownship.org
Township Board Meeting	Second Monday of the month, at 7:30 p.m., at the Springdale Township Hall
Supervisor	Marilyn Green 231.864.3414 phone
Assessor	Marvin Blackford 231.275.7528 phone
Building Inspector	Steve Haugen 231.882.9673 phone
Plumbing & Mechanical Inspector	Aldo Davis 231.882.9673 phone 231.651.9367 mobile
Electrical Inspector	Jack Eaton 231.882.9673 phone
Notes:	Please contact the Benzie County Building Safety & Code Enforcement Department to pick up or drop off paperwork: Benzie County Government Center 448 Court Place Beulah, MI 49617 231.882.9673 phone
Special Zoning Note:	Springdale Township has not adopted a zoning ordinance. However, zoning is in effect in the Betsie River Natural River District. Zoning is by authority conferred on the natural resources commission by section 13 of Act No. 231 of the Public Acts of 1970, being S281.773 of the Michigan Compiled Laws.

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Springdale Township (continued)

Documents

Betsie River Natural River Zoning

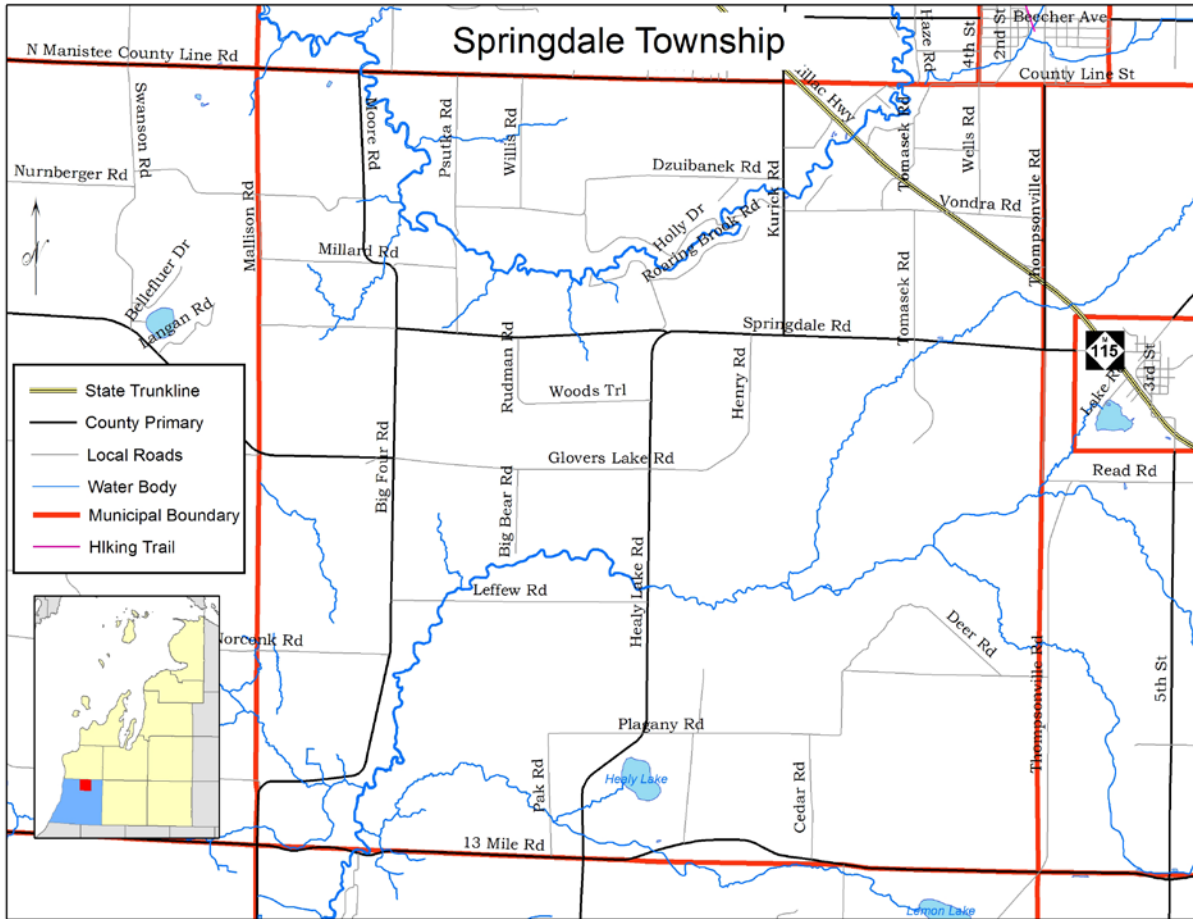
www.michigan.gov/documents/dnr/Betsie_River_rules_327454_7.pdf

Betsie River Plan

www.michigan.gov/documents/Betsie_River_Plan_23126_7.pdf

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Springdale Township Map

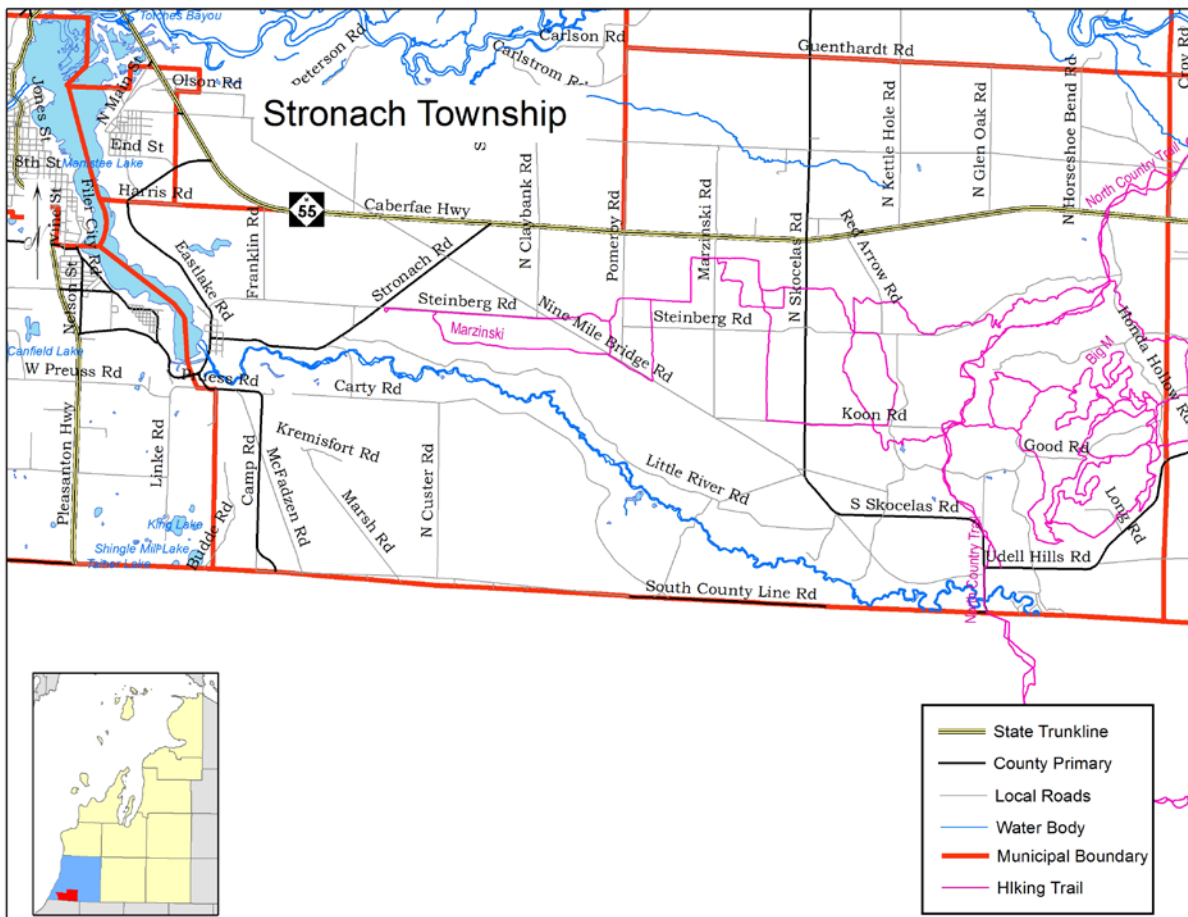


Stronach Township

Township Office	2471 Main Street PO Box 356 Manistee, Michigan 49660 231.723.7983 phone 231.723.7983 fax stronachclerk@yahoo.com
Office Hours	By Appointment
Website	www.networksnorthwest.org/profiles/stronach-township/
Township Board Meeting	Second Wednesday of the month, at 7:00 p.m.
Planning Commission Meeting	Fourth Tuesday of the month, at 6:30 p.m.
Supervisor	Walt Froncek 231.723.4012 phone
Zoning Administrator	Larry Thompson 231.590.9967 phone (Please no weekend calls or calls after 4:00 p.m. on weekdays)
Assessor	Stanley Armstrong 231.845.7801 phone
Building Inspector	Joseph A.A. Helminski 2027 Twelfth Street Manistee, MI 49660 231.723.6575 phone
Documents	Printed copies of the zoning ordinance and other land use documents are available by contacting the township offices.

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Stronach Township Map



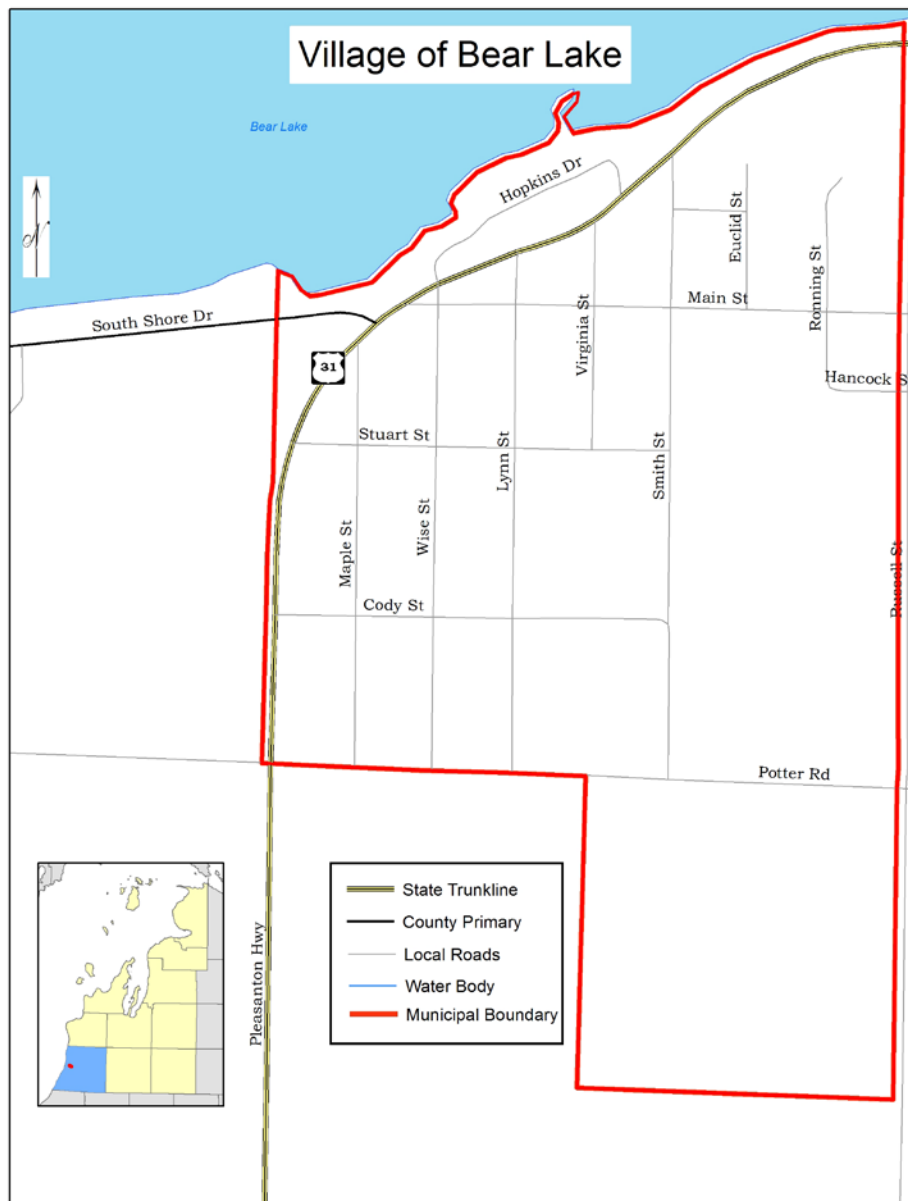
SECTION III – Village & City Permitting & Zoning Process

Village of Bear Lake

Village Office	7727 Lake Street P. O. Box 175 Bear Lake, Michigan 49614 231.864.4300 phone 231.864.4300 fax bearlakeclerk@gmail.com
Office Hours	By appointment
Website	www.bearlakemichigan.org/
Village Council Meeting	Third Wednesday of the month, at 7:30 p.m., at the Bear Lake Village Hall
President	Glen Moore 231.864.3962 phone
Zoning Administrator	N/A
Notes:	<p>The Village of Bear Lake does not have a zoning ordinance in effect.</p> <p>Bear Lake Village Ordinance number 2006.01 approved the establishment of The Bear Lake Community Joint Planning Commission. The goal of this effort is to adopt a joint zoning ordinance. Additional information can be found at the following webpage. www.partnershipsforchange.cc/bearlake/documents.asp</p> <p>Additionally, Bear Lake Village has joined the Lakes to Land Regional Initiative. For additional information about this initiative see the following webpage. www.lakestoland.org/bear-lake-village/</p>

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Village of Bear Lake Map

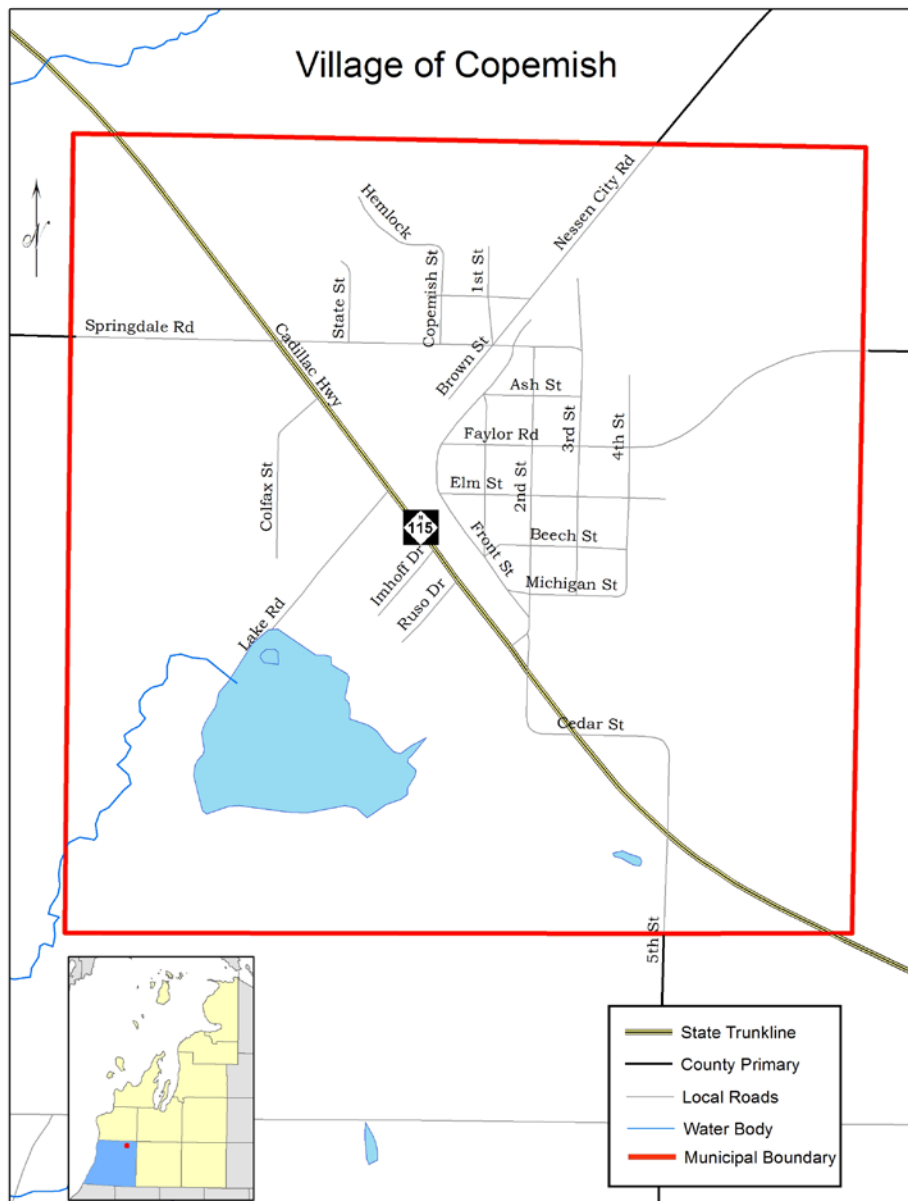


Village of Copemish

Village Office	16798 First Street PO Box 207 Copemish, Michigan 49625 231.378.4652 phone administrator@copemishvillage.org
Office Hours	By appointment
Website	copemishvillage.org/
Planning Commission Meeting	On Hiatus (pending replacement of Planning Commission empty seats)
Village President	Karon Nieuwenhuis 231.970.1081 phone
Zoning Administrator	Elaine Gibbs 231.631.3965 phone gibbsela@gmail.com
Notes:	Please contact the Zoning Administrator for all Projects and Permit Applications.

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Village of Copemish Map

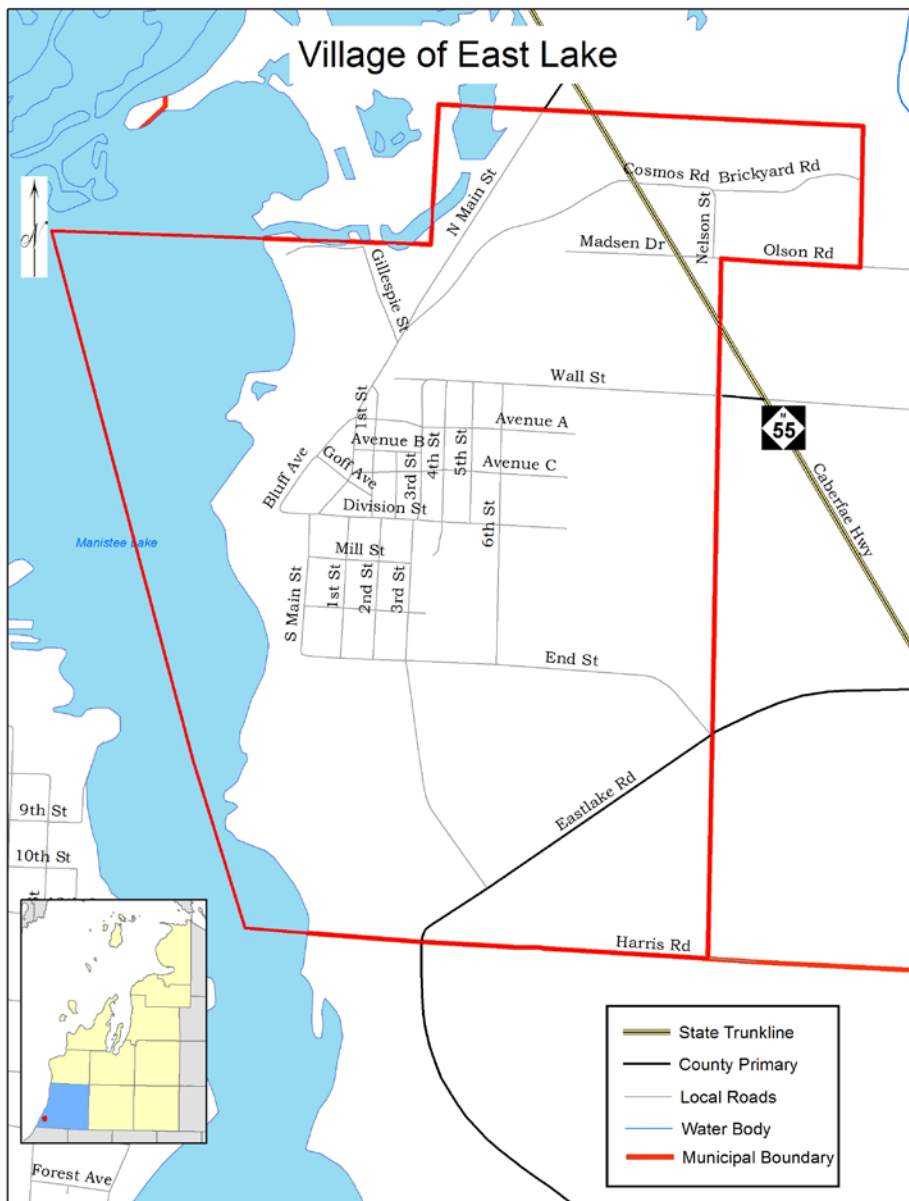


Village of Eastlake

Village Office	175 Main Street P.O. Box 129 Eastlake, Michigan 49626 231.723.9558 phone 231.723.9596 fax eastlakevillage@eastlakevillage.biz
Office Hours	Monday & Tuesday from 9:00 a.m. – 3:00 p.m. Wednesday & Thursday from 10:00 a.m. – 1:00 p.m.
Website	N/A
Village Council Meeting	Second Wednesday of the month, at 7:00 p.m., at Eastlake Village Hall
Planning Commission Meeting	Second Wednesday of the month, at 5:30 p.m., at Eastlake Village Hall
Village President	Dan Janicki 231.723.6839 phone
Zoning Administrator	Guy E Finout 231.723.6507 phone, ext. 12 Office Hours: Wednesday and Thursday 10:00 a.m. to 12:00 p.m. (held at the Manistee Township Hall at 410 Holden Street, Manistee, Michigan 49660)
Documents	Printed copies of the Zoning Ordinance and Land Use Permit Application are available at the Eastlake Village Hall
Notes:	The Village of Eastlake adopted a new Master Plan in January of 2012

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Village of Eastlake Map

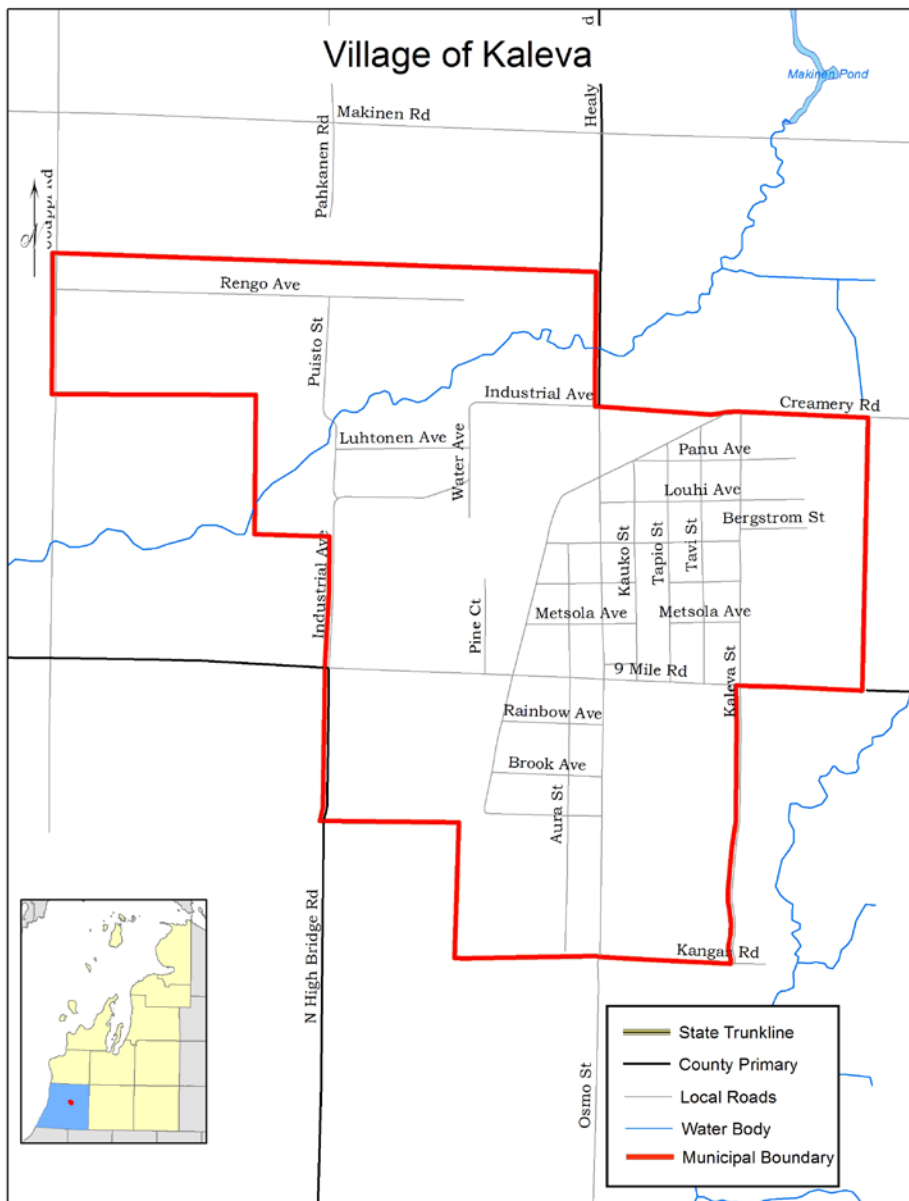


Village of Kaleva

Village Office	9219 Aura Street Kaleva, Michigan 49645 231.362.3366 phone 231-362.3368 fax
Office Hours	Tuesday and Thursday 9:00 a.m. to 12:00 p.m.
Website	N/A
Village Council Meeting	Third Monday of the month, at 7:00 p.m., at the Village of Kaleva offices
Village President	Dan Holtz 231.362.3366 phone
Zoning Administrator	Joyce England 231.362.3366 phone Office Hours: First and Third Thursday of the month, 12:00 p.m. to 3:00 p.m. dnalgne1491@yahoo.com
Documents	Printed copies of the Zoning Ordinance, Land Use Permit Application, and Special Use Permit Application are available from the Township office.
Notes:	Village of Kaleva Planning Commission is in the process of drafting a new masterplan. Once this effort is complete it is anticipated that the zoning ordinance previously in effect for the Village will be enacted.

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Village of Kaleva Map

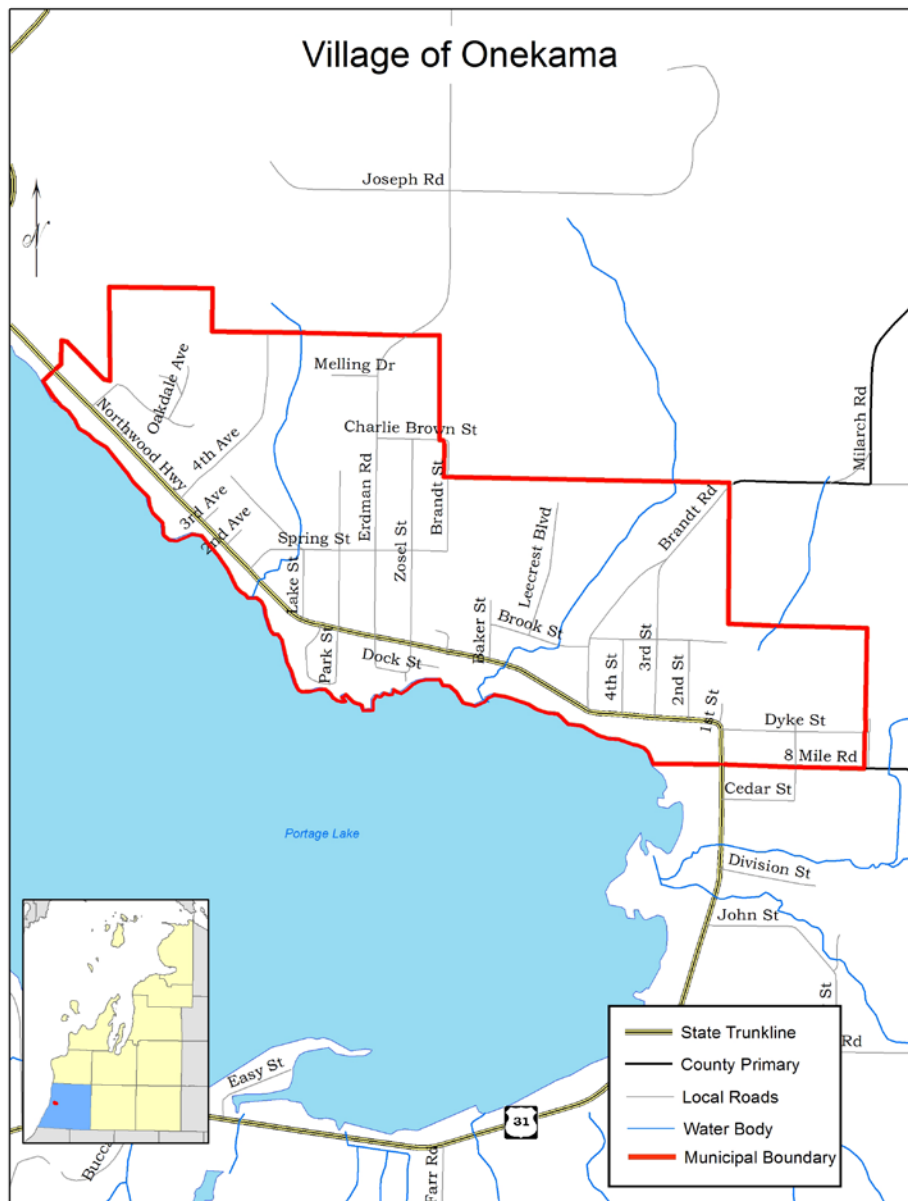


Village of Onekama

Village Office	5283 Main Street Onekama, Michigan 49675 231.889.3171 phone 231.889.3423 fax clerk@villageofonekama.org
Office Hours	Monday, Tuesday, and Wednesday 9:00 a.m. – 2:00 p.m.
Website	www.onekama.info/?page_id=213
Village Council Meeting	First Wednesday of the month, at 7:00 p.m., at the Farr Center
Planning Commission Meeting	
Village President	Bob Blackmore 231.889.3171 phone president@villageofonekama.org
Zoning Administrator	Dana Schindler 231.889.3171 phone zoning@villageofonekama.org
DPW Forman	
Documents	Code of Ordinances www.onekama.info/?page_id=585
Notes:	

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Village of Onekama Map



City of Manistee

City Office	70 Maple Street P.O. Box 358 Manistee, Michigan 49660 231.723.2558 phone 231.723.1546 fax
Office Hours	Monday through Friday 8:00 a.m. – 5:00 p.m.,
Website	www.manisteemi.gov/
City Council	Meets the first and Third Tuesday of the month, at 7:00 p.m., 3 rd Floor at the City Hall www.manisteemi.gov/index.aspx?nid=88
Planning Commission	Meets the first Thursday of the month, at 7:00 p.m., at the City Hall www.manisteemi.gov/index.aspx?nid=198
Brownfield Redevelopment Authority (BRA)	Meets the first Tuesday of the month, at 2:00 p.m., at the City Hall www.manisteemi.gov/index.aspx?NID=196
Historic District Commission	Meets the first Thursday of the month, at 7:00 p.m., at the City Hall www.manisteemi.gov/index.aspx?nid=198
Zoning Board of Appeals	Meets as needed www.manisteemi.gov/index.aspx?nid=207
City Manager	Mitchell D. Deisch 231.398.2801 phone mdeisch@manisteemi.gov
Community Development Director	Jon R. Rose 231.398.2805 phone jrose@manisteemi.gov
Planning & Zoning	Denise Blakeslee 231.398.2805 phone dblakeslee@manisteemi.gov
Building Inspector	Mark Niesen 231.398.2806 phone mniesen@manisteemi.gov Hours: Monday-Friday 8:00 a.m. to 9:00 a.m.

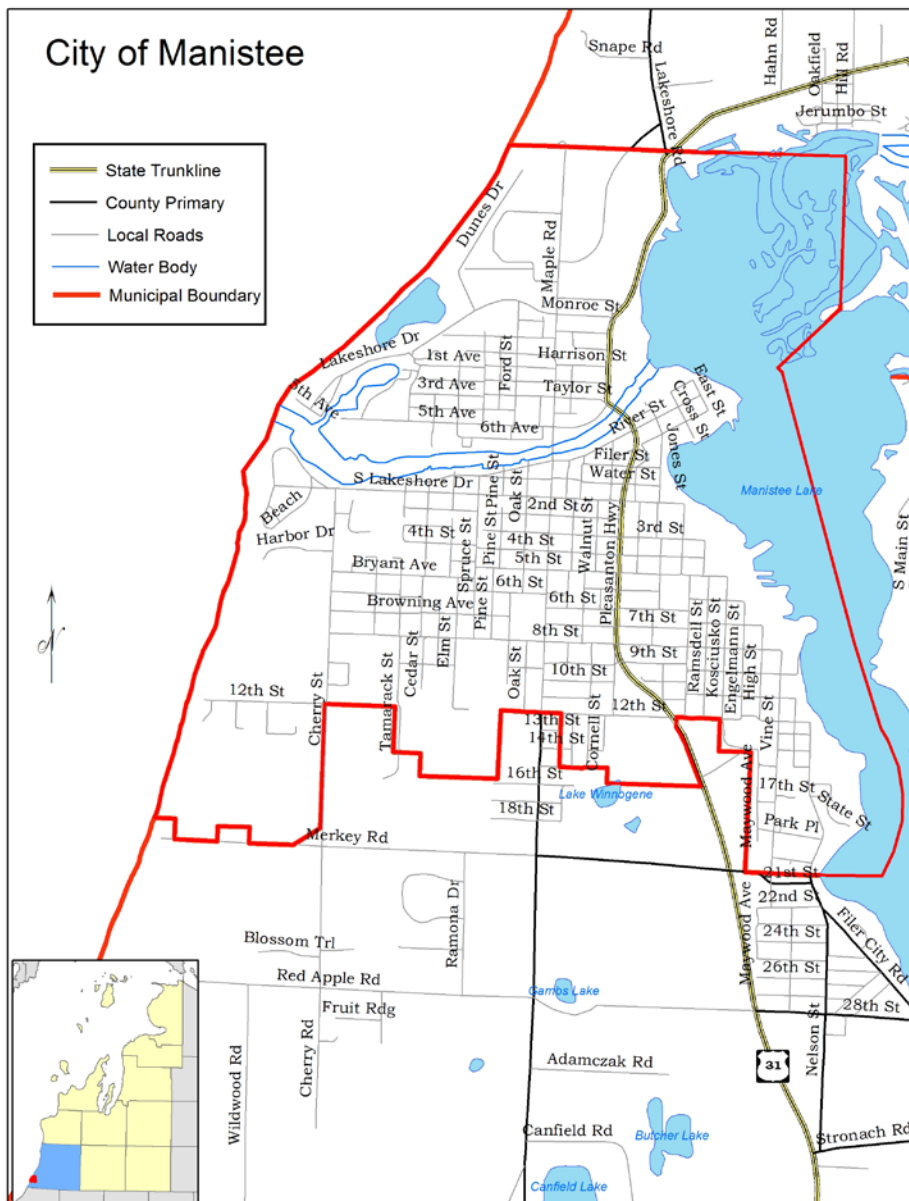
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City of Manistee (continued)

Department Of Public Works	280 Washington Street P.O. Box 358 Manistee, MI 49660 231.723.1803 fax
DPW Director	Jack Garber 231.723.7132 phone jgarber@manisteemi.gov
Documents	Developers Resource Guide www.manisteemi.gov/index.aspx?nid=325 Zoning Ordinance manisteemi.gov/index.aspx?NID=149 Master Plan manisteemi.gov/index.aspx?nid=292 Manistee Downtown Strategic Plan 2008 www.manisteemi.gov/DocumentView.aspx?DID=508
Forms & Applications	Online forms for following applications are available at the link below: Building Permit Applications Residential Land Use Applications (Basic Site Plan) Commercial Land Use Applications (Medium Site Plan) Special Use Permit Applications (Detailed Site Plan) Planned Unit Development Applications (Detailed Site Plan) Zoning Board of Appeals Requests www.manisteemi.gov/index.aspx?nid=39
Notes:	Developers are encouraged to meet with the Community Development Director at the preliminary stages of a project.

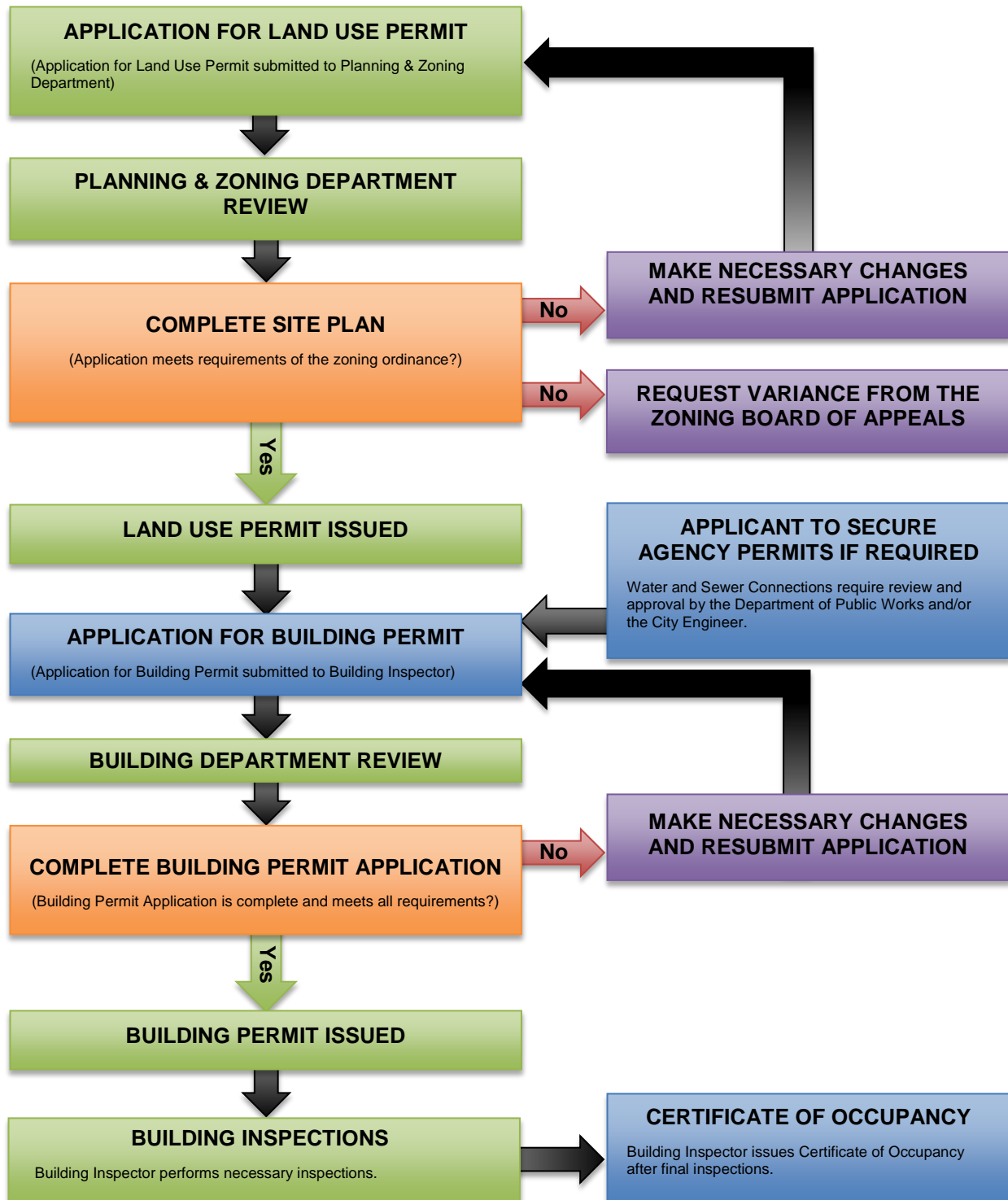
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City of Manistee Map



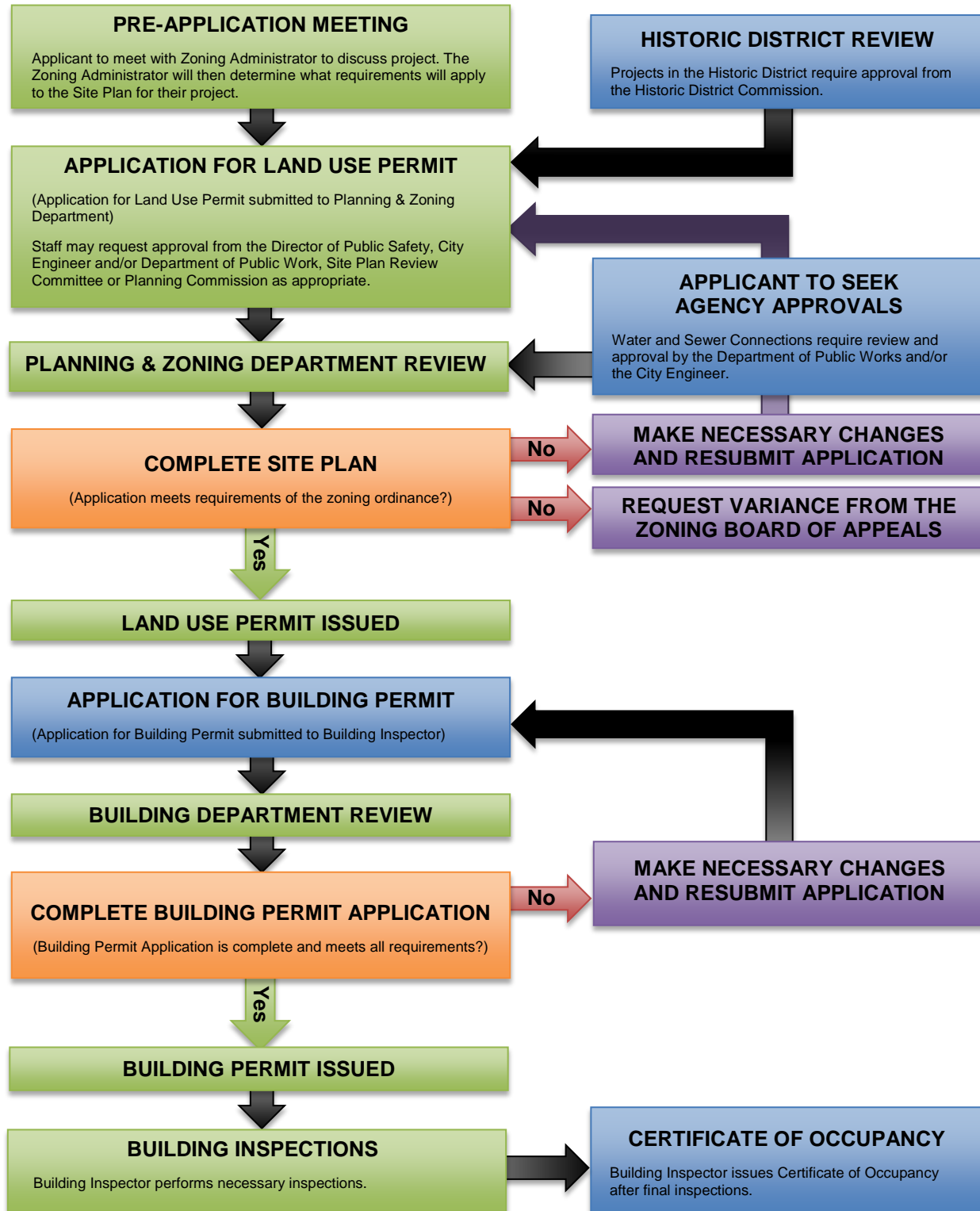
City of Manistee Land Use & Building Permits Review Flow Chart

For Residential Buildings (Basic Site Plan)



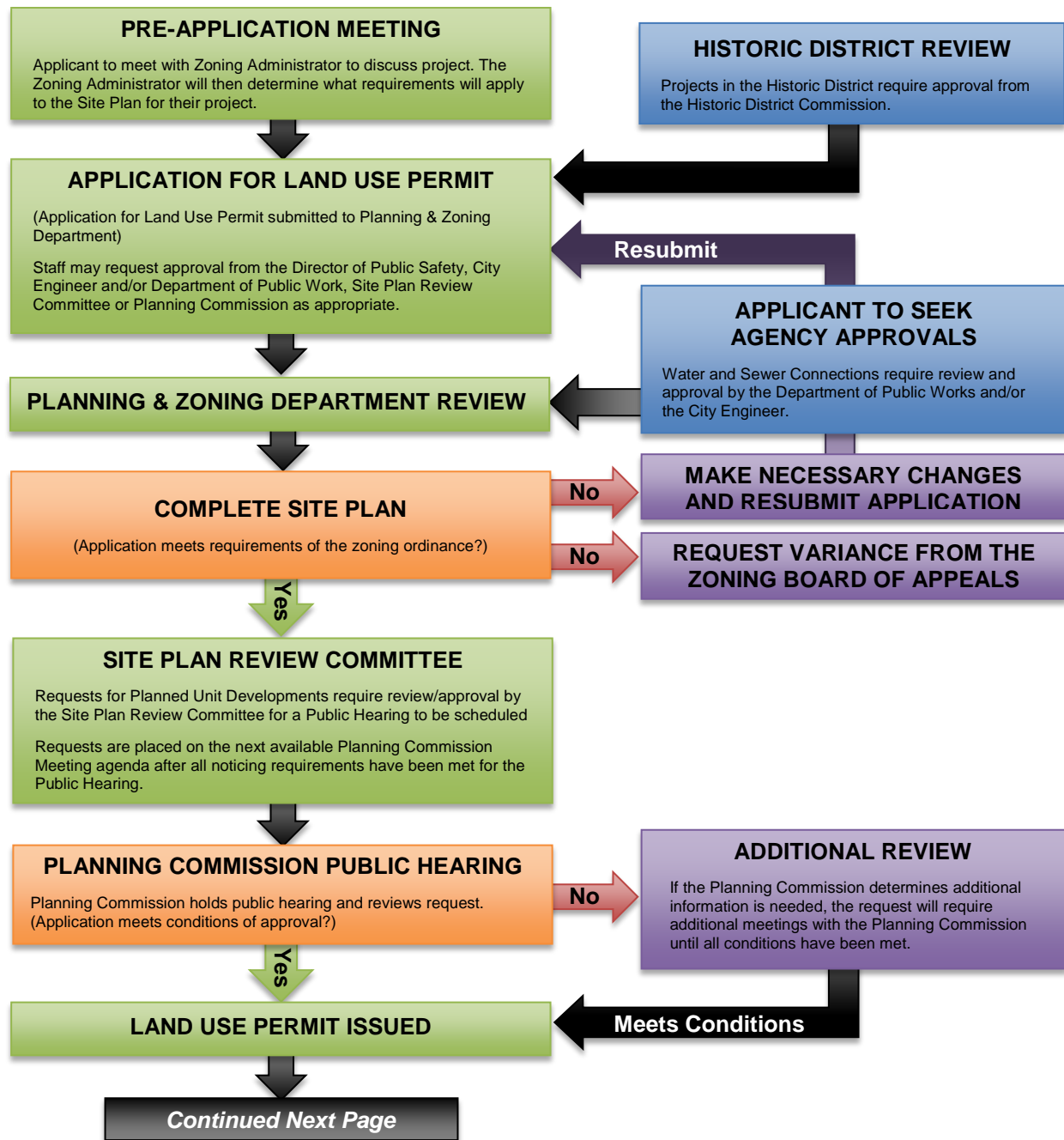
City of Manistee Land Use & Building Permits Review Flow Chart

For Commercial Buildings (Medium Site Plan)



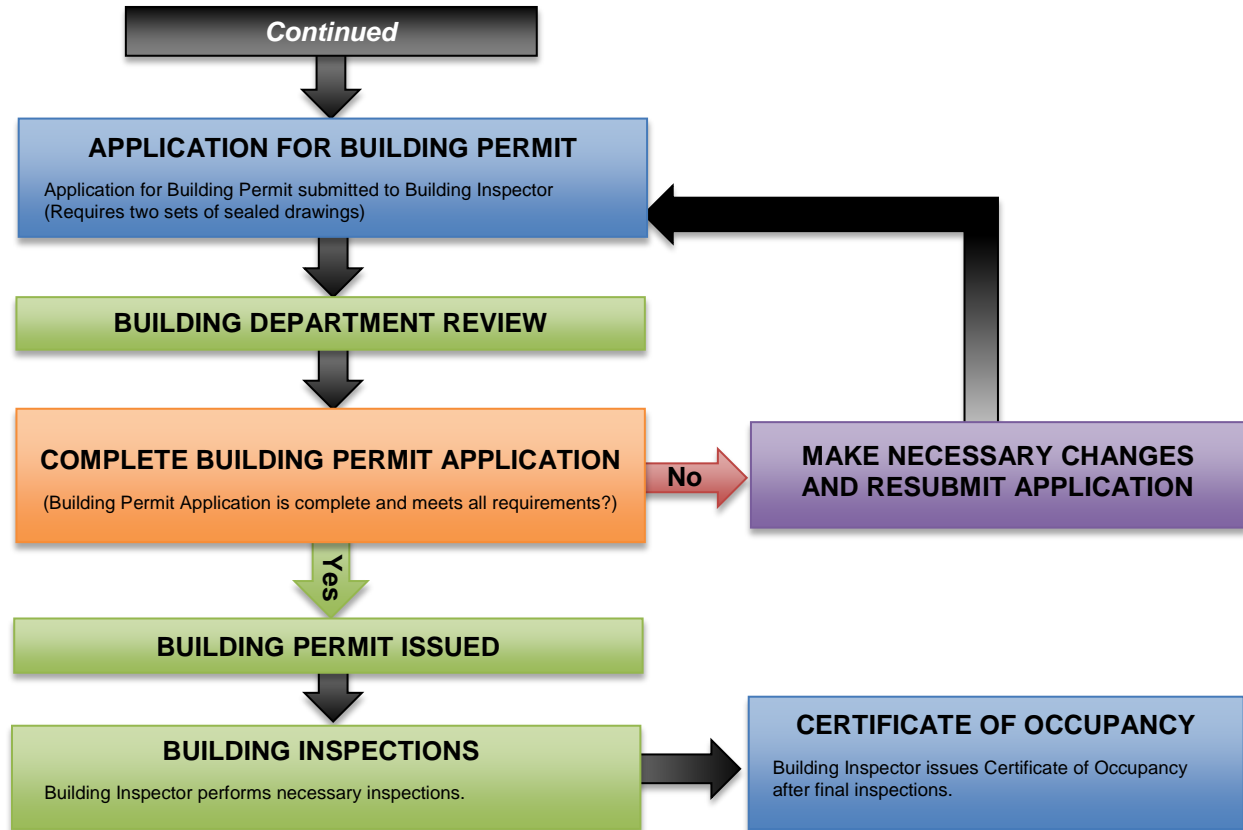
City of Manistee Land Use & Building Permits Review Flow Chart

For Special Land Use Permits and Planned Unit Development Permits (Detailed Site Plan)



City of Manistee Land Use & Building Permits Review Flow Chart

For Special Land Use Permits and Planned Unit Development Permits (Detailed 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.

SECTION IV – Manistee County Governmental Agencies

Manistee County Register of Deeds

Mailing Address	415 Third Street Manistee, Michigan 49660 231.723.2146 phone 231.398.3544 fax
Office Hours	Monday through Friday 8:30 a.m. – 5:00 p.m.
Register of Deeds	Penny Pepera

Duties performed by office:

- The duties are prescribed by state law: Official recording and/or filing office of all legal documents affecting Real Property. Examples include such documents as warranty quit-claim, mineral, administrator, tax and sheriff's deeds, mortgages, assignments of mortgages, discharge of mortgages, patents, oil and gas leases, subdivisions (plats) and restrictions, rights-of-way, financing statements, various liens including municipal, state and federal tax liens, records Circuit Court orders. Probate orders and wills where real estate is concerned and numerous other instruments.
- Other numerous detailed processes include: recording Certificates of Survey and indexes of same, recording all surveys which establish corners, time and date stamping registration numbers, microfilming instruments, processing film daily certifying to name and maintenance a proper index, reception books and abiding by a uniform statutory fee and system set by the legislature. The Register of Deeds may also collect the Michigan Transfer Tax.
- All fees charged for recording and/or filing are set by state law then turned over to the General Fund of the County.

Services performed for the public:

- The office assists the public with research on all Instruments. The Register of Deeds actually becomes the custodian of many volumes of records dating back into the 1800's. Credit bureaus, banks, abstract companies and other lending agencies throughout the State as well as individuals who check on the recording and filing of the many papers pertaining to their businesses utilize the records in this office, even proof of ownership is established according to the records in this office.
- The Register of Deeds is Chairman of the County Plat Board, which approves all new subdivisions within the County.

(Source: Manistee County)

County Surveyor

Mailing Address 12066 7th Street
Bear Lake, Michigan 49614
231.723.1198 phone ext 13 (Abonmarche Consultants)

County Surveyor Patrick Bentley
Office Hours: 8:00 a.m. to 5:00 p.m. Monday-Friday

Duties performed by office:

- Perform surveys at request of county agencies
- Keep public record book, field notes
- Keep federal notes, records of Plats
- Maintain and perpetuate section corners and quarter corners markings

Services performed for the public:

- Help with access to public survey records, by appointment only.
- Also serves as Chairman of the Remonumentation program.
- Making field checks on remonumented government corners.

(Source: Manistee County)

Planning Department

Office	415 Third Street Manistee, Michigan 49660 231.723.6041 phone 231.723.1718 fax planning@manisteecountymi.gov
Office Hours	Monday through Friday 8:30 a.m. – 5:00 p.m.
County Planner	Rob Carson
Documents	Master Plan www.manisteecounty.com/index.php?option=com_content&view=article&id=75&Itemid=126 Address Request Form www.manisteecounty.com/index.php?option=com_docman&task=docdownload&gid=940&Itemid=186 Planning Commission Ordinance www.manisteecounty.com/index.php?option=com_docman&task=docdownload&gid=320 Planning Commission Rules of Procedures (Bylaws) www.manisteecounty.com/index.php?option=com_docman&task=docdownload&gid=321

From the Planning Department:

Some responsibilities of the Planning Department:

Under the supervision, direction and policies of a seven-member Manistee County Planning Commission (PA 33 of 2008)

- Compile data, maps, reports for preparing and updating Manistee County plans and policies on land use, economic development, environment, infrastructure and capital improvement
- Provide technical assistance to municipalities within the County and other County agencies
- Administer the address ordinance and the county Remonumentation Program
- Staff for the Solid Waste Management Act Planning Council and the Brownfield Redevelopment Authority
- Attend to public relations for the Planning Commission and provide training seminars
- Issue new addresses
- Provide information on zoning ordinances, subdivision and site condominium projects, dividing land, addresses, census, county statistics, grants, planning, etc.
- To present information, in a timely fashion and in a useful format, to assist people both in and out of government to make better decisions.

Brownfield Redevelopment Authority

Chair

Vern Best

Authority Meeting

Third Wednesday of every other month, at 7:00 p.m., in the Manistee Board of Commissioners Room, 415 Third Street, Manistee, MI

2012 meeting dates:

2-15-2012

4-18-2012

6-20-2012

8-15-2012

10-17-2012

12-19-2012

Building Permits

Building permits in Manistee County are issued by the State of Michigan, except in Stronach Township and Springdale Township where they are handled by the township. Electrical, plumbing and mechanical permits for all townships except Springdale Township are also issued by the state.

The state website is found at michigan.gov/dleg

Electrical Inspector	Doug King 231.269.3698 phone (except Springdale Township)
Mechanical Inspector	Matt Schneider 231.779.5887 phone (except Springdale Township)
Plumbing Inspector	Kole Myers 989.539.7731 phone (except Springdale Township)
Building Inspector	John Patterson, State Building Inspector 231.276.7975 phone (for all of the County except: Cleon, Dickson, Norman, Maple Grove, Marilla, Springdale, & Stronach Townships, City of Manistee, Village of Copemish & Village of Kaleva)
Building Inspector	Chuck Erickson, State Building Inspector 231.369.3002 phone (for Dickson, Norman, Cleon, Marilla, & Maple Grove Townships, Village of Copemish & Village of Kaleva)

Applications for these permits are also available in the Manistee County Planning Department

Soil Erosion

Soil Erosion Inspector

Murray Stall
231.723.6041 phone
231.723.1718 fax

Office Hours

Monday and Friday Only, 8:30 a.m. – 9:30 a.m.

Documents

Soil Erosion Application

www.manisteecounty.com/media/soilapp.pdf

Soil Erosion Control Plan Requirements

www.manisteecounty.com/media/soilreq.pdf

Soil Erosion Sample Site Plan

www.manisteecounty.com/media/soilsampplan.pdf

Soil Erosion Permit Fee Schedule

www.manisteecounty.com/index.php?option=com_docman&task=doc_download&gid=112

Drain Commissioner

Mailing Address	13191 Chicago Avenue Wellston, Michigan 49689 231.398.3507 phone 231.723.1718 fax
Drain Commissioner	Mark DiBenedetto markd@manisteecountymi.gov
Office Hours	Wednesdays Only, 8:30 a.m. – 12:00 p.m.

Duties performed by office:

- Location, construction, creating easements of right of ways for new county drains.
- Inspection of existing county drains.
- Cleaning, widening, deepening, straightening and extending county drains.
- Establishment of drainage districts.
- Abandonment and vacation of county drains.
- Review of proposed subdivisions.

Services performed for the public:

- Responding to inquiries and complaints from public concerning water drainage.
- Issue county drain permit for any activity in any drain; main stream or its branches, tributaries, of a creek or river; any watercourse; ditch; sanitary or storm sewers.
- Inspection of proposed landfills in wetlands before permit is granted.
- Assist landowners who propose to establish a drainage district.
- Inspection of proposed vacation of roads, streets and alleys before permission is granted.
- Inspection of proposed water crossings by pipelines before permit is granted.
- Work with Department of Agriculture on Inter-County drains.
- Work with D.N.R. and D.E.Q. per drains in and through wetlands.

(Source: Manistee County)

Emergency Management

Mailing Address	1525 E. Parkdale Avenue Manistee, Michigan 49660-1606 231.723.9970 phone 231.723.1498 fax
Coordinator	Lt. Ken Falk falkk@manisteesheriff.org
Office Hours	Monday through Friday, 8:00 a.m. – 4:00 p.m.

Duties performed by office:

- Develop an emergency plan for Manistee County, including the City of Manistee, five villages and fourteen townships.
- Keep the plan and the related annexes current and in an approved status with the State Emergency Management Division.
- Continually seek funding beneficial for "emergency planning" through State and Federal sources, grants, programs or special appropriations.
- Program annual budgets for the county to obtain reimbursements for office administrative expenses or specific programs.
- Pursue any other assignments designated by the Chairman of the Board or the Committee overseeing Emergency Management.
- Training of county employers, employees and other agency department heads through annual pre-planned exercises.

Services performed for the public:

- Emergency planning handout materials for home or work and travel.
- Emergency information that may affect our area. i.e., weather, various hazardous materials, fires, etc.
- Public appearances dealing with subjects in emergency planning.
- News releases through the media on matters relative to public safety.
- Constant association and planning with emergency response agencies to improve services to the citizens of Manistee County.
- Title III Local Emergency Planning Committee contact person for the public and State Emergency Planning Commission.

(Source: Manistee County)

District Health Department #10

Manistee County Office 385 Third Street
 Manistee, Michigan 49660
 231.723.3595 phone
 231.723.1477 fax

Website www.dhd10.org/

Hours Monday through Friday, 8:00 a.m. – 4:30 p.m.

Forms www.dhd10.org/forms

Sanitary Code

A new Sanitary Code, effective January 21, 2008, provides updated provisions for preventing disease related to contamination of private water supplies, wastewater and sewage disposal systems, public beaches, public health nuisances, and body art and tanning facilities.

Water Supply

The water supply program consists of four parts: site evaluation, construction permit, final inspection, and evaluation. All water wells are governed by the Michigan Groundwater Quality Control Law, Part 127 of Act 368 of the Public Acts of 1978.

Act 368, part 127 establishes construction materials, construction standards, and water quality requirements. Construction permits, issued by District Health Department #10 stipulates the location of new wells, construction standards, depth, and isolation distances. Final inspections assure wells are constructed according to their permits. In addition, sampling requirements ensure compliance with water quality standards. Evaluations of existing water wells are conducted at the request of the property owner or their agent to determine the condition of the well and its water quality, normally prior to the sale of the property. Consultation on the construction and water quality of wells are provided at any time. The program covers all residential and commercial water supplies.

On-Site Sewage Disposal

The on-site sewage disposal program consists of four basic parts: site evaluation, construction permit, final inspection, and evaluation. Site evaluations determine the ability of the soil to accept wastewater by a determination of the soil type, seasonal high water table, lot size and topography. A construction permit is issued based on all of these factors as well as the size of the structure (number of bedrooms) and the potential water usage. The construction permit will include the size of the septic tank, the size and type of the secondary treatment system (drain field), the specific location of the septic system and any fill or additional equipment, such as a lift pump, which may be required. Once the septic system is installed, but before it is covered, a final inspection is conducted to assure that the system is installed in compliance with the permit.

Evaluations of existing septic systems are conducted at the request of the property owner or their agent to determine its condition. Consultations are provided for on-site sewage disposal systems during all

phases of the program. The sanitary codes for the District govern on-site sewage disposal systems for one and two family residential dwellings as well as for small commercial establishments. Sewage systems for commercial establishments with flows exceeding 10,000 gallons per day are covered by the Michigan Criteria for Subsurface Sewage Disposal and are permitted by the Michigan Department of Environmental Quality.

Subdivisions and Site Condominiums

The subdivision and site condominium program involves the approval of parcels for on-site sewage disposal and water supplies, before the development is started. The criteria for the approval are based on rules established under state code.

(Source: District Health Department #10)

Road Commission

Office	8946 Chippewa Highway Bear Lake, Michigan 49614 231.889.0000 phone 231.889.0011 fax jkerickson@charter.net
Office Hours	Monday through Friday; 7:00 a.m. – 3:30 p.m.
Website	www.manisteecrc.org/
Manager	Gerald Peterson petersonjerry@charter.net
Road Superintendent	Bill Diesing
Forms:	www.manisteecrc.org/forms.html