

Guide to Permitting and Zoning

Wexford County



2012



Let Our Resources Work For You.



Created and Produced by:
Northwest Michigan Council of Governments, Cadillac Area Chamber of Commerce,
and
Wexford County Planning & Zoning

In Cooperation With:



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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 Wexford 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 inviting lakes and streams, 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

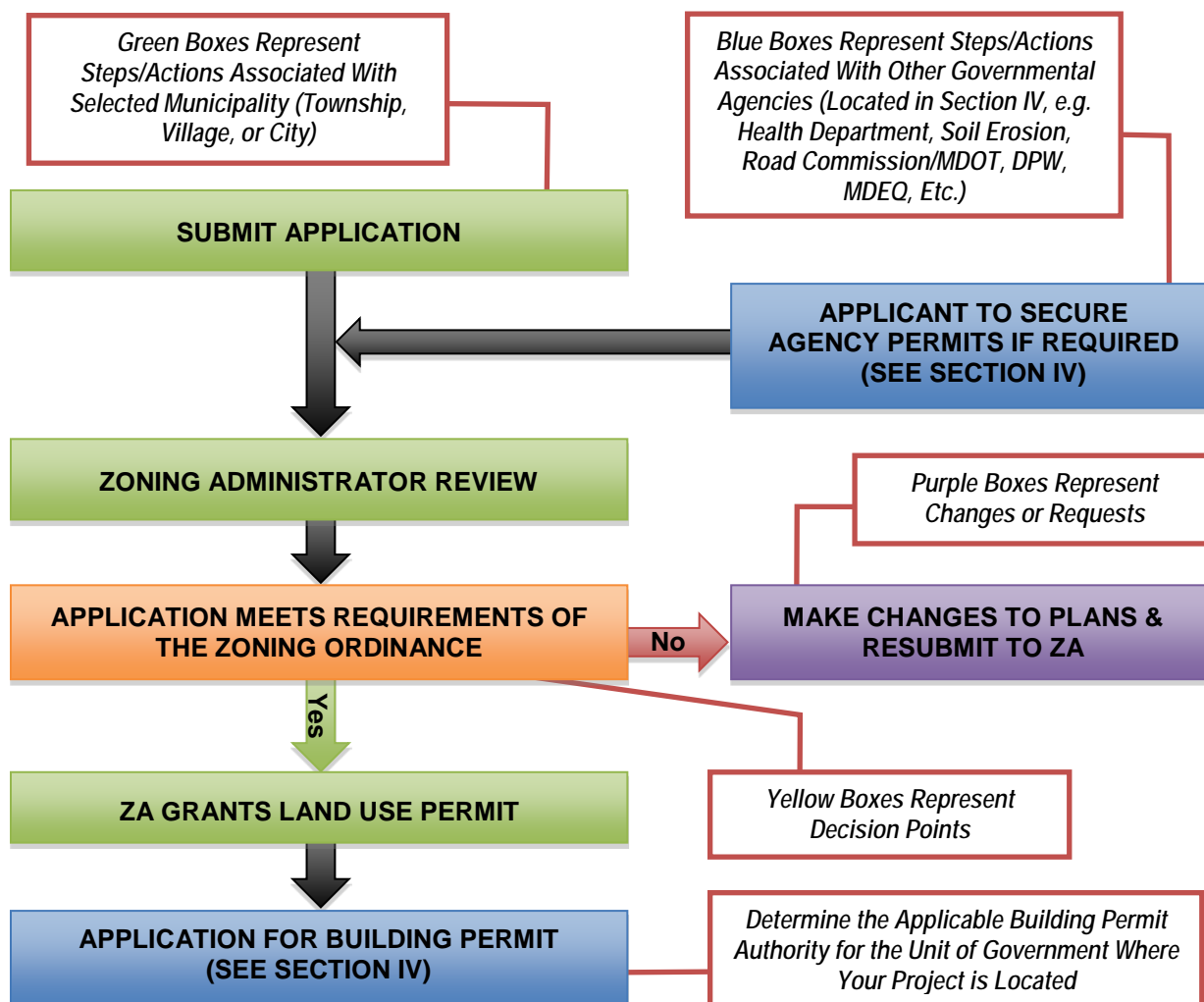
www.nwm.org/citizensguide-planning



How to Use This Guide

Flowchart Legend

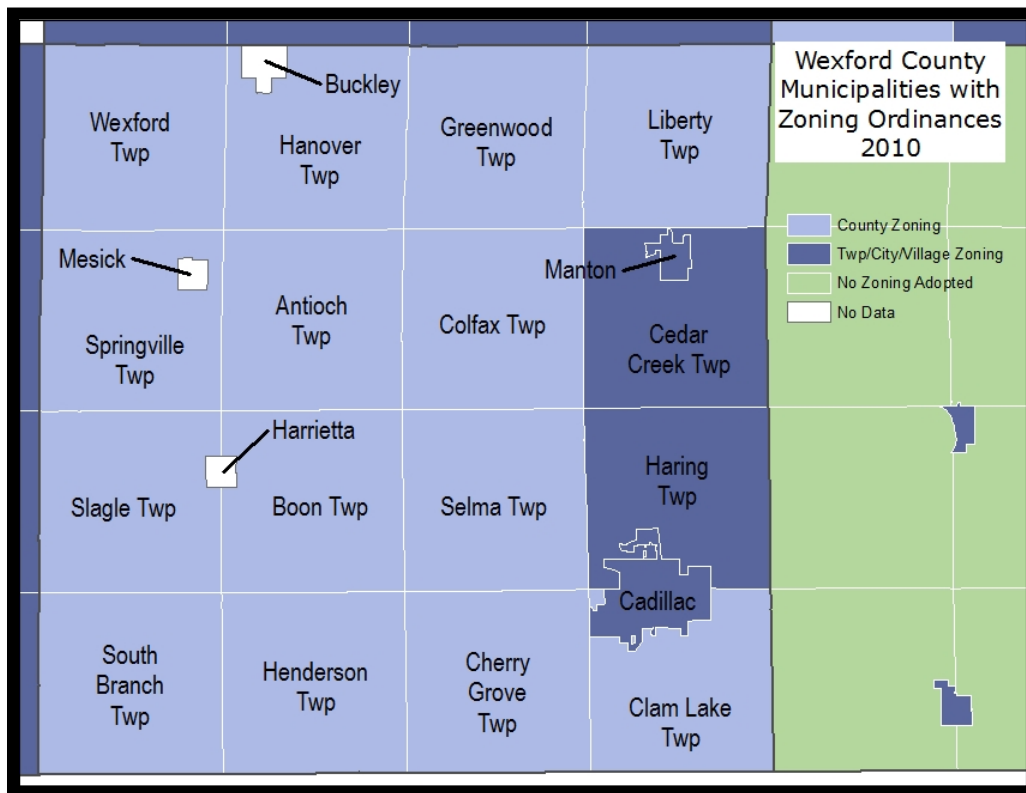
The flowchart legend is provided to understand the color coding of flowcharts that may be contained under a specific unit of government’s listing in this guide. It also provides generic examples of the types of steps that may be contained in various land use permit processes. However, it is not intended 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.



Wexford County Governmental Units



As you can see from the zoning map shown above, there are 3 incorporated villages, 16 townships, and 2 cities that are zoned in Wexford County. County, village and township websites containing government contacts, zoning ordinances, master plans and more can be found at: www.newdesignsforgrowth.com/pages/smartgrowthresources/northwestlowermichiganmunicipalplanningresources/.



Wexford County Special Information

The Wexford County Zoning Department

The Wexford County Zoning Department issues zoning permits for all unincorporated areas of the county (areas outside the boundaries of cities or villages) except for Haring and Cedar Creek Townships.

Wexford County Building Department

The Wexford County Building Department issues construction code permits (building, electrical, mechanical, and plumbing permits) for all areas of Wexford County except for the following:

- Cedar Creek Township: Issues their own building permits.
- City of Manton: Issues all their own permits.



SECTION II – Township Permitting & Zoning Process



Antioch Township

Township Office	4490 North 19 Road Mesick, Michigan 49668 231.885.2398 phone
Office Hours	N/A
Website	N/A
Township Board Meeting	Quarterly, first Thursday of the month, 7:00 p.m., at the Township Hall, 4490 North 19 Road.
Supervisor	Thomas H. Williams 4481 West 16½ Road Mesick, Michigan 49668 231.885.1182 phone Office Hours: N/A
Clerk	James Priddle 5763 North 23 Road Mesick, Michigan 49668 231.878.5425 phone
Notes:	The Wexford County Zoning Department is responsible for all land use permits for the Township (see page 57 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.



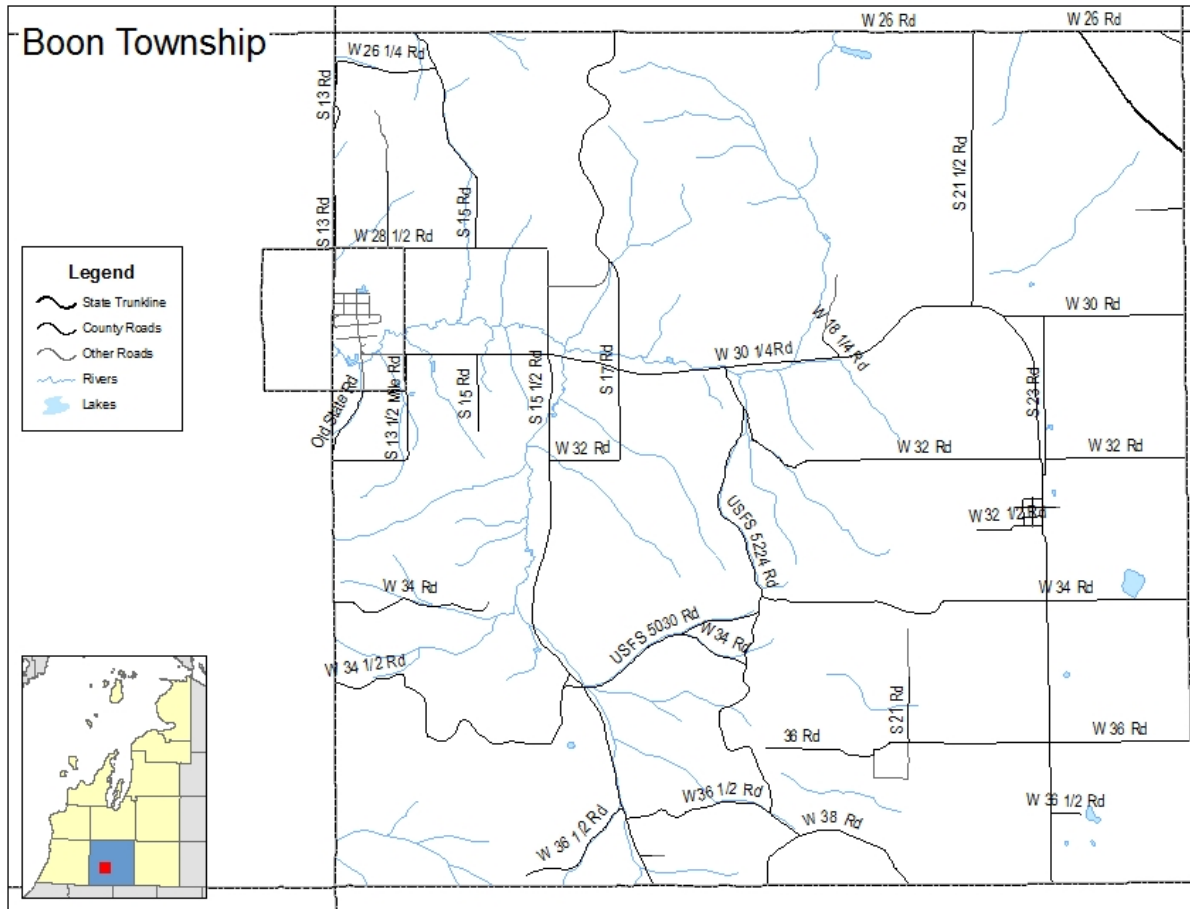
Boon Township

Township Office	PO Box 95 204 South Myrtle Street Boon, Michigan 49618 231.775.8012
Office Hours	N/A
Website	N/A
Township Board Meeting	Second Wednesday of each month, 7:30 p.m., at the Township Hall, 204 South Myrtle Street.
Supervisor	Lloyd Hoffert (Term Expires November 2012) PO Box 95 Boon, Michigan 49618 231.389.2916 phone Office Hours: N/A
Clerk	Alice Finnerty PO Box 95 Boon, Michigan 49618 231.775.8455 phone Office Hours: N/A
Notes:	The Wexford County Zoning Department is responsible for all land use permits for the Township (see page 57 for additional information)

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Boon Township Map



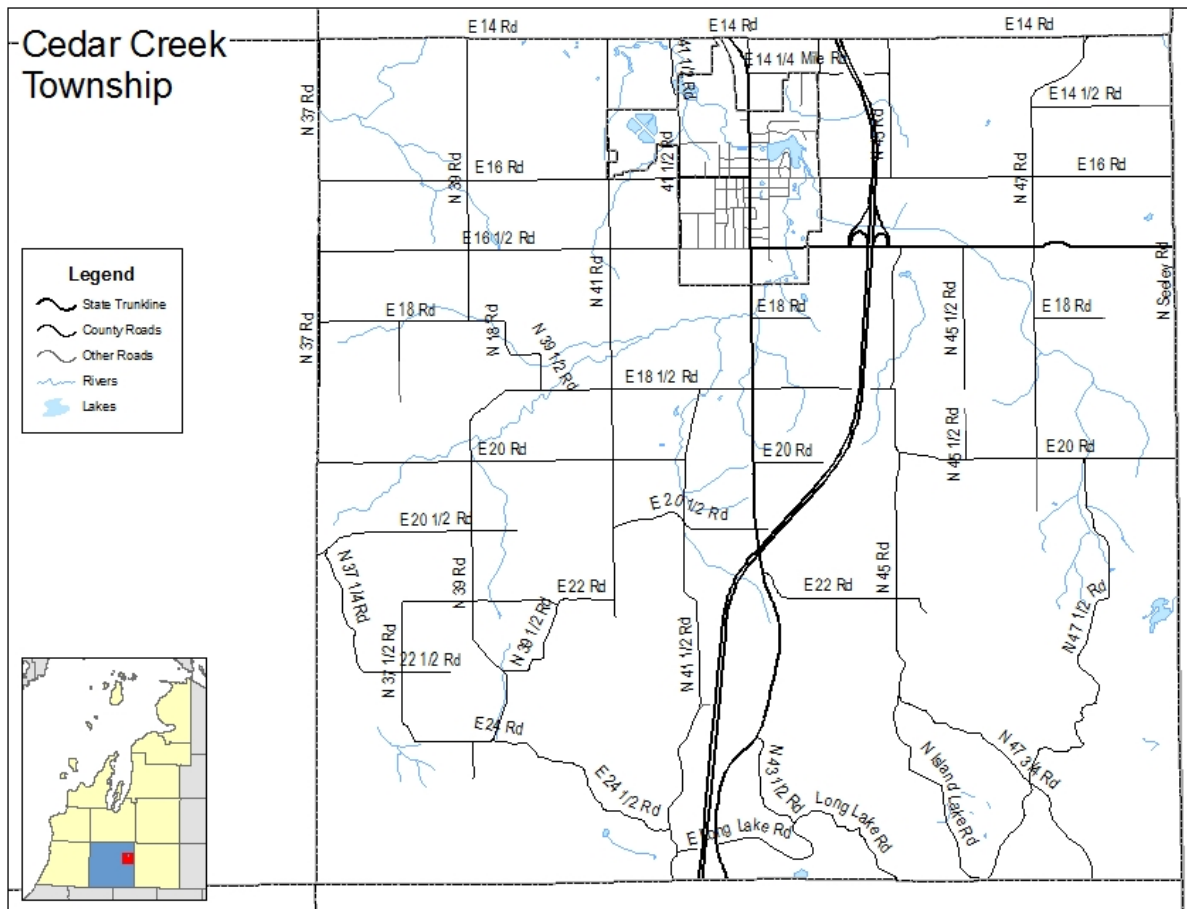
Cedar Creek Township

Township Office	2530 North 41½ Road PO Box 276 Manton, Michigan 49663 231.824.3621 phone
Office Hours	N/A
Website	N/A
Township Board Meeting	First Tuesday of each month, 6:30 p.m., at the Township Hall, 2530 North 41½ Road.
Supervisor	Larry L. Rogers 1901 North 39 Road Manton, Michigan 49663 231.846.1400 phone Office Hours: Not listed
Clerk	Valerie A. Johnson 5836 North 45 Road Manton, Michigan 49663 231.824.3689 Office Hours: Not listed
Zoning Administrator	Barbara Youngert 2619 North 41 Road Manton, Michigan 49663 231.824.9172 phone Office Hours: Not listed
Documents	Zoning Ordinance (available by hardcopy)
Notes:	Applicants are encouraged to talk to the zoning administrator prior to submitting a land use application. Cedar Creek Township currently does not any programs or policies to incentivize development. However, the Township Board is evaluating the creation of an economic development committee.

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Cedar Creek Township Map



Charter Township of Haring

Township Office	515 Bell Avenue Cadillac, Michigan 49601 231.775.8822 phone
Office Hours	Monday through Friday 9:00 a.m. to 1:00 p.m.
Website	www.twpofharing.org/
Township Board Meeting	Second Monday of each month, 6:00 p.m., at the Township Hall, 515 Bell Avenue.
Planning Commission Meeting	Second Tuesday of each month, 6:00 p.m., at the Township Hall, 515 Bell Avenue.
Supervisor	Robert Scarbrough 515 Bell Avenue Cadillac, Michigan 49601 231.775.8822 phone 231.775.0986 fax Office Hours: No listing
Clerk	Kirk Soule 515 Bell Avenue Cadillac, Michigan 49601 231.775.8822 phone 231.775.0986 fax
Zoning Administrator	Mike Green 515 Bell Avenue Cadillac, Michigan 49601 231.775.8822 phone 231.920.2029 phone 231.775.8830 fax zoning@twpofharing.org Office Hours: Tuesday & Thursday 9:00 a.m. to 3:00 p.m. or by appointment

(continued)



Charter Township of Haring (continued)

Documents

Zoning Ordinance available at the following webpage:

www.twpofharing.org/Planning&Zoning.aspx

Forms & Applications

Land Use Application, Site Plan Review Application, Land Division Application, Special Use Application, Zoning Board Of Appeals (ZBA) Application, Zoning Amendment Application, and Zoning Permit Application as well as the permit fee schedule are available at the following webpage:

www.twpofharing.org/Planning&Zoning.aspx

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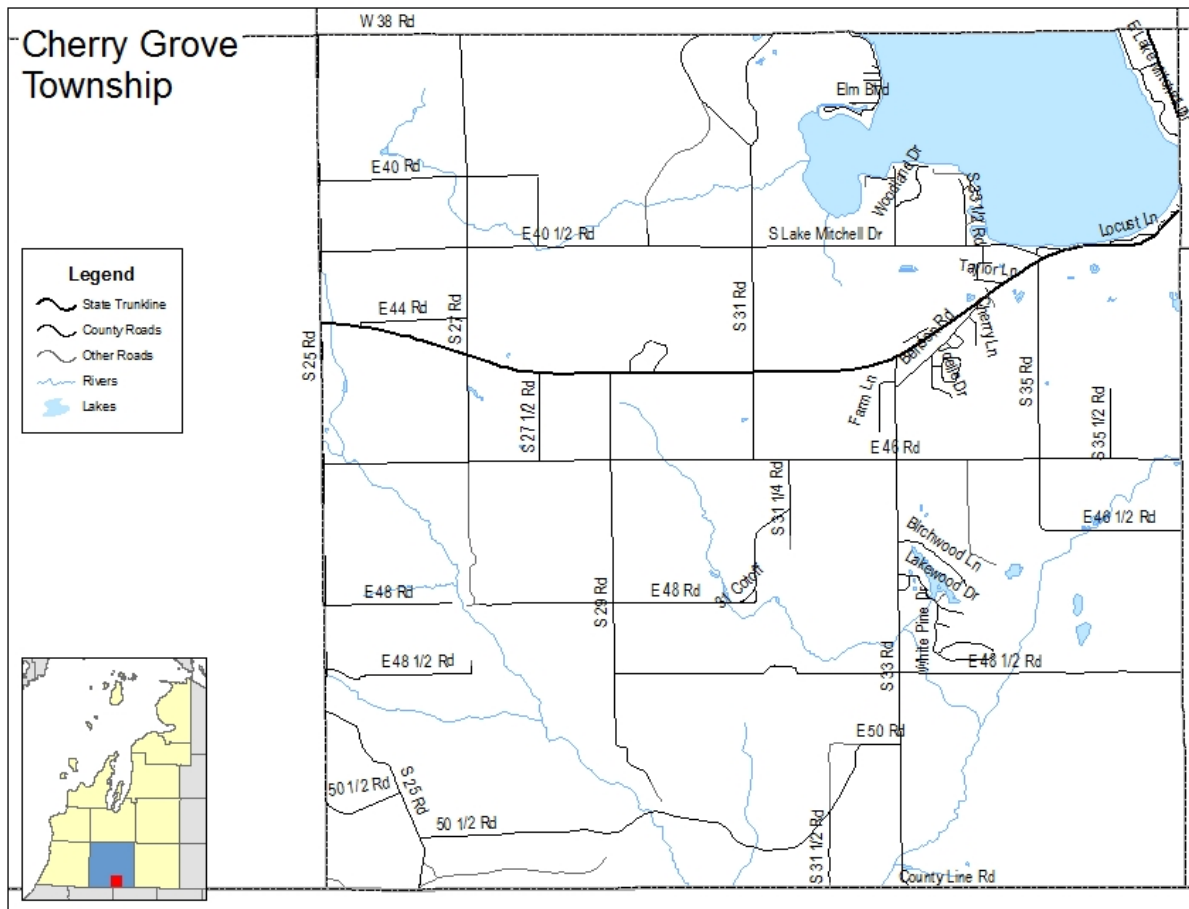
Cherry Grove Township

Township Office	4830 East M-55 Cadillac, Michigan 49601 231.775.1138 phone
Office Hours	N/A
Website	www.cherrygrovetwp.org/
Township Board Meeting	Second Wednesday of each month, 7:00 p.m., at the Township Hall, 4830 East M-55
Supervisor	Ronald Vaughan 607 White Pine Drive Cadillac Michigan 49601 231.775.1138 phone supervisor@cherrygrovetwp.org Office Hours: Not listed
Clerk	James Barton (Term Expires November 2012) 421 Wedgewood Drive Cadillac, Michigan 49601 clerk@cherrygrovetwp.org 231.775.0958 phone
Notes:	The Wexford County Zoning Department is responsible for all land use permits for the Township (see page 57 for additional information)

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Cherry Grove Township Map



Clam Lake Township

Township Office	8809 East M-115 Cadillac, Michigan 49601 231.775.5401 phone 231.779.1225 fax
Office Hours	Monday through Friday 9:00 a.m. to 5:00 p.m.
Website	www.clamlaketownship.org/
Township Board Meeting	Third Tuesday of each month, 7:30 p.m., at the Township Hall, 8809 East M-115.
Supervisor	Dale Rosser 231.775.5401 phone dhrosser@charter.net Office Hours: No listing
Clerk	Delores Peterson 10550 South 43 Road Cadillac Michigan 49601 231.775.7070 phone delores.peterson493@gmail.com
Documents	Zoning Ordinance (available on line and by hardcopy) Downtown Development Authority Master Plan www.clamlaketownship.org/master-plan.html
Notes:	The Wexford County Zoning Department is responsible for all land use permits for the Township (see page 57 for additional information)

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Colfax Township

Township Office	4964 North 31 Road Manton, Michigan 49663
Office Hours	N/A
Website	N/A
Township Board Meeting	Second Tuesday of each month, 7:00 p.m., at the Township Hall, 4964 North 31 Road.
Supervisor	Dallas Wood 5680 North 25 ½ Road Manton, Michigan 49663 231.824.3336 phone Office Hours: No listing
Clerk	Rebecca Stoddard 3283 East 24 Road Cadillac, Michigan 49601 231.775.6540 phone
Notes:	The Wexford County Zoning Department is responsible for all land use permits for the Township (see page 57 for additional information)

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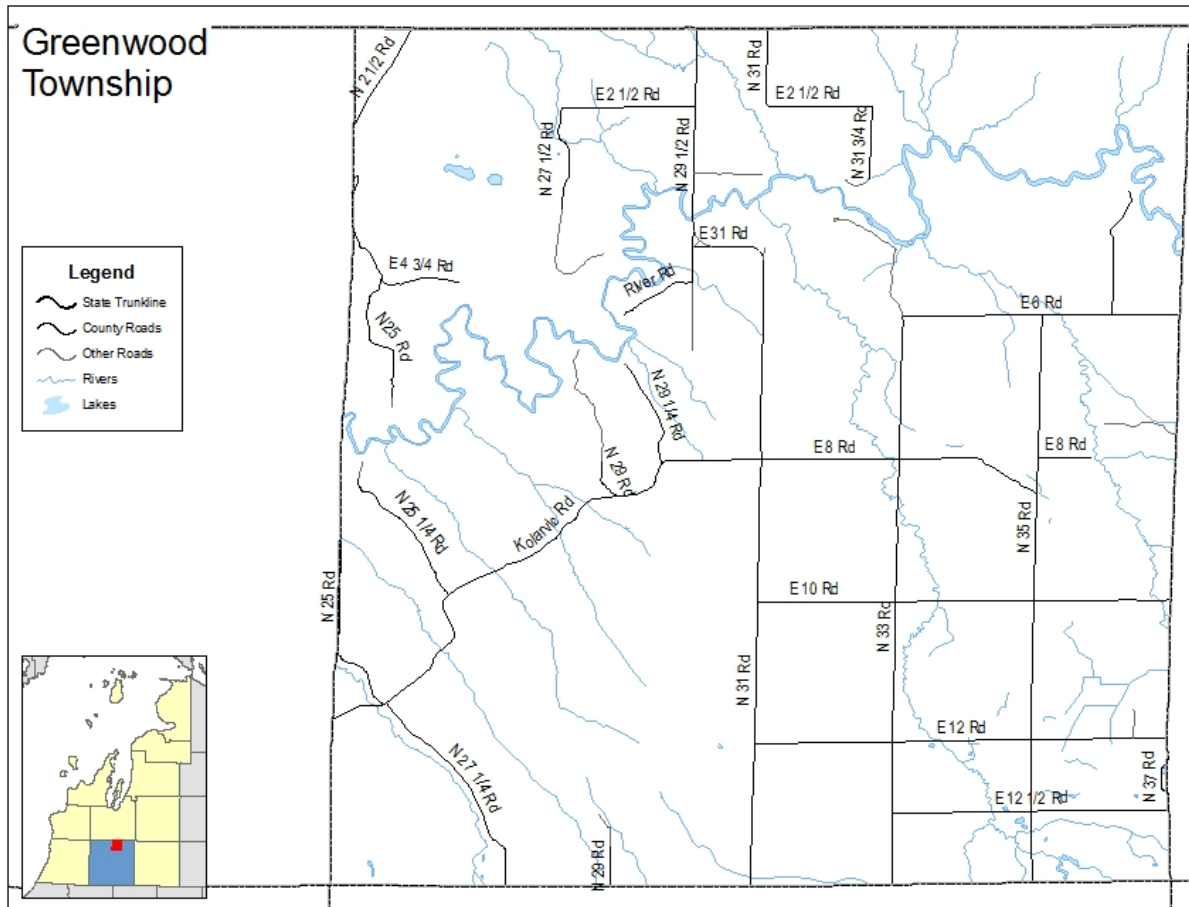
Greenwood Township

Township Office	6761 North 35 Road Manton, Michigan 49663
Office Hours	N/A
Website	N/A
Township Board Meeting	First Tuesday of each month, 7:00 p.m., at the Township Hall, 6761 North 35 Road
Supervisor	Rex Swinehart (Term Expires November 2012) 8340 North 33 Road Manton, Michigan 49663 231.824.9525 phone Office Hours: No listing
Clerk	Michelle Bigelow 8202 North 33 Road Manton, Michigan 49663 231.824.9103 phone
Notes:	The Wexford County Zoning Department is responsible for all land use permits for the Township (see page 57 for additional information)

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Greenwood Township Map



Hanover Township

Township Office	203 North 2nd Street Buckley, Michigan 49620 231.269.3404 phone
Office Hours	N/A
Website	N/A
Township Board Meeting	Second Monday of each month, 7:00 p.m., at the Township Hall, 203 North 2nd Street
Supervisor	Peter Hansen 206 West St PO Box 145 Buckley, Michigan 49620 231.269.3885 phone Office Hours: No listing
Clerk	Terri Schichtel 4910 Squal Trail Buckley, Michigan 49620 231.269.3630 phone
Notes:	The Wexford County Zoning Department is responsible for all land use permits for the Township (see page 57 for additional information)

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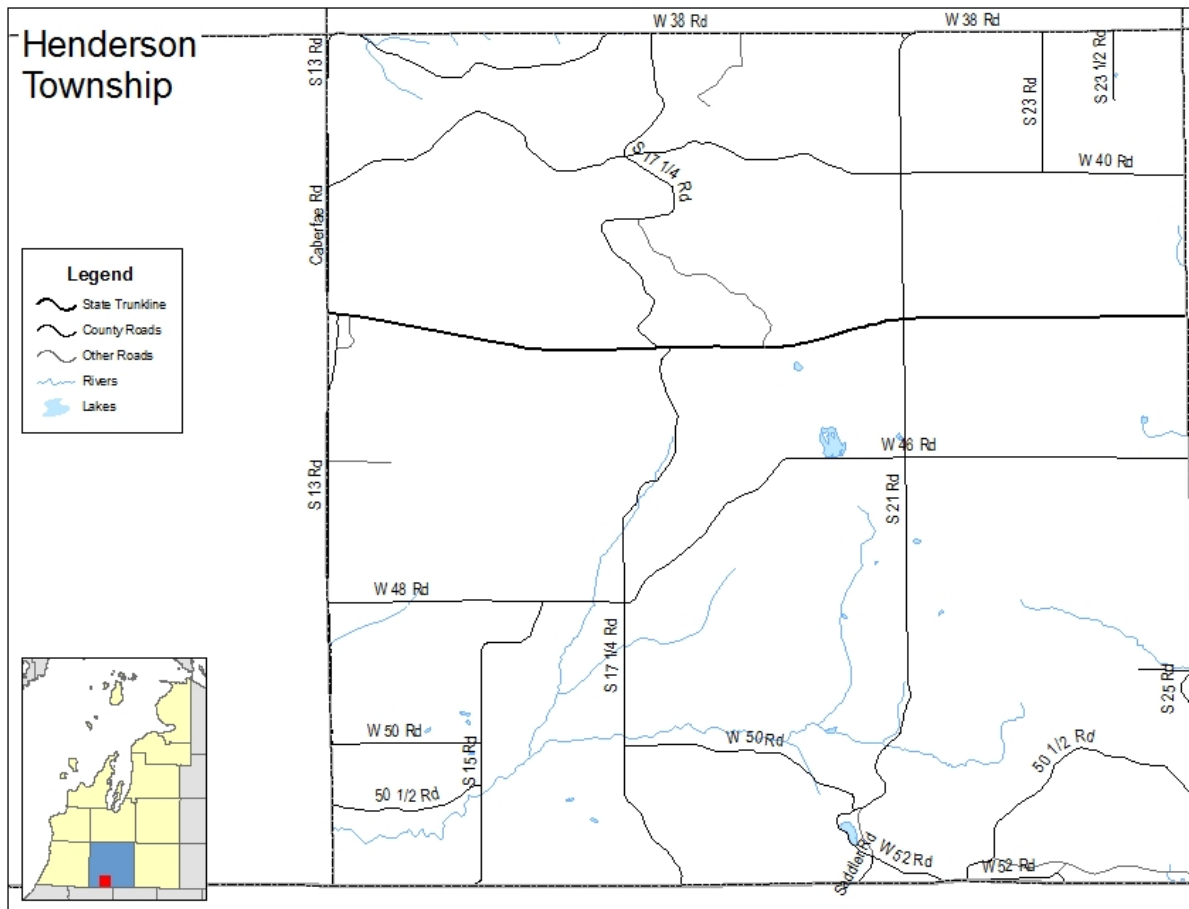
Henderson Township

Township Office	2076 West 46 Road Cadillac, Michigan 49601
Office Hours	N/A
Website	N/A
Township Board Meeting	Third Thursday of the first month of the quarter, 7:30 p.m., at the Township Hall, 2076 West 46 Road
Supervisor	Gerald Sours 9522 South 21 Road Cadillac, Michigan 49601 231.862.3466 phone Office Hours: No listing
Clerk	Karen Mackenroth 10128 S 17 Road Cadillac, Michigan 49601 231.862.3721 phone
Notes:	The Wexford County Zoning Department is responsible for all land use permits for the Township (see page 57 for additional information)

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Henderson Township Map



Liberty Township

Township Office	7478 North 41 Road Manton, Michigan 49663 231.824.3603 phone
Office Hours	N/A
Website	N/A
Township Board Meeting	First Tuesday of the month, 7:30 p.m., at the Township Hall, 7478 North 41 Road
Supervisor	Lloyd Butcher (Term Expires November 2012) 6380 North 41 Road Manton, Michigan 49663 231.824.6642 phone Office Hours: No listing
Clerk	Marjorie Bogart 7580 East 12 Road Manton, Michigan 49663 231.824.3633 phone
Notes:	The Wexford County Zoning Department is responsible for all land use permits for the Township (see page 57 for additional information)

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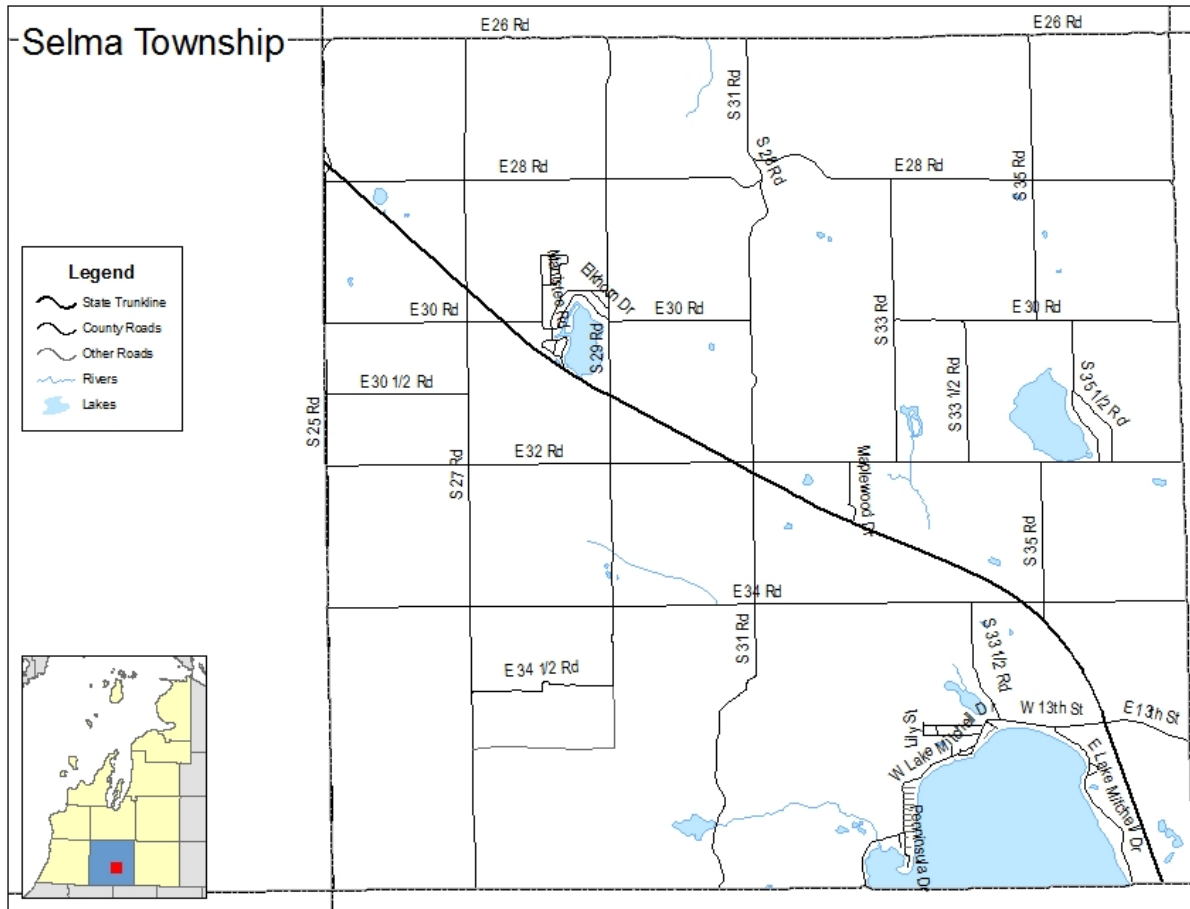
Selma Township

Township Office	4101 South 35 Road Cadillac, Michigan 49601 231.775.5071 phone
Office Hours	N/A
Website	N/A
Township Board Meeting	Second Tuesday of the month, 7:00 p.m., at the Township Hall, 4101 South 35 Road
Supervisor	Terry Oliver 3280 Maplewood Drive Cadillac, Michigan 49601 231.878.7282 phone Office Hours: No listing
Clerk	Vicki Flory 5262 East 32 Road Cadillac, Michigan 49601 231.775.6890 phone
Notes:	The Wexford County Zoning Department is responsible for all land use permits for the Township (see page 57 for additional information)

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Selma Township Map



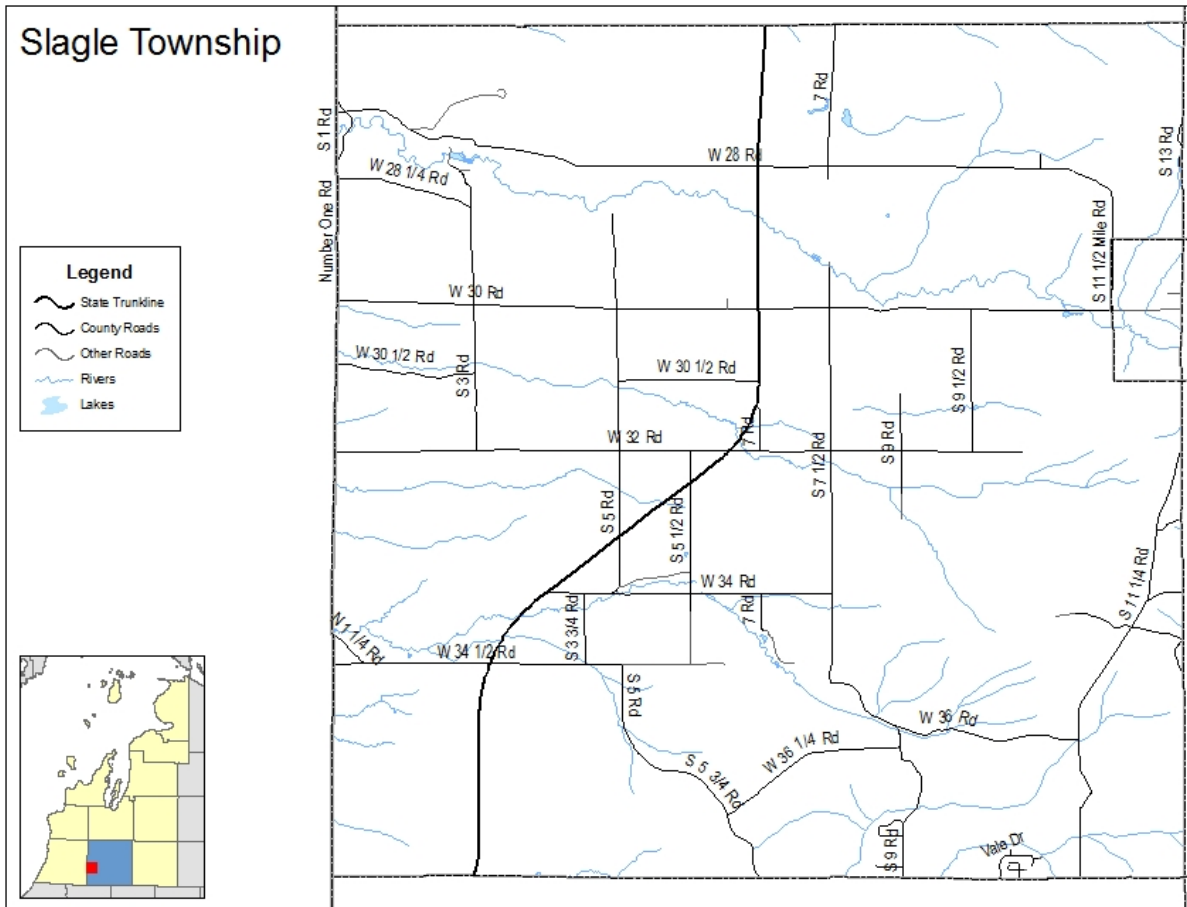
Slagle Township

Township Office	2971 South 7 Road Harrietta, Michigan 49638
Office Hours	N/A
Website	N/A
Township Board Meeting	Second Monday of the month, 7:30 p.m., at the Township Hall, 2971 South 7 Road
Supervisor	Leo Porter 3102 South 9 Road Harrietta, Michigan 49638 231.389.2294 phone Office Hours: No listing
Clerk	Arvid Mannor (Term Expires November 2012) 2782 South 7½ Road Harrietta, Michigan 49638 231.389.2297 phone
Notes:	The Wexford County Zoning Department is responsible for all land use permits for the Township (see page 57 for additional information)

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Slagle Township Map



South Branch Township

Township Office	10510 West M-55 Hoxeyville, Michigan 49641 231.862.3600 phone
Office Hours	N/A
Website	N/A
Township Board Meeting	Second Tuesday of the month, 7:00 p.m., at the Township Hall, 10510 West M-55
Supervisor	Michael Reilly 306 Henderson Court Cadillac, Michigan 49601 231.862.3388 phone Office Hours: No listing
Clerk	Julie Cieslak 7257 West 48 Road Cadillac, Michigan 49601 231.862.3671 phone
Notes:	The Wexford County Zoning Department is responsible for all land use permits for the Township (see page 57 for additional information)

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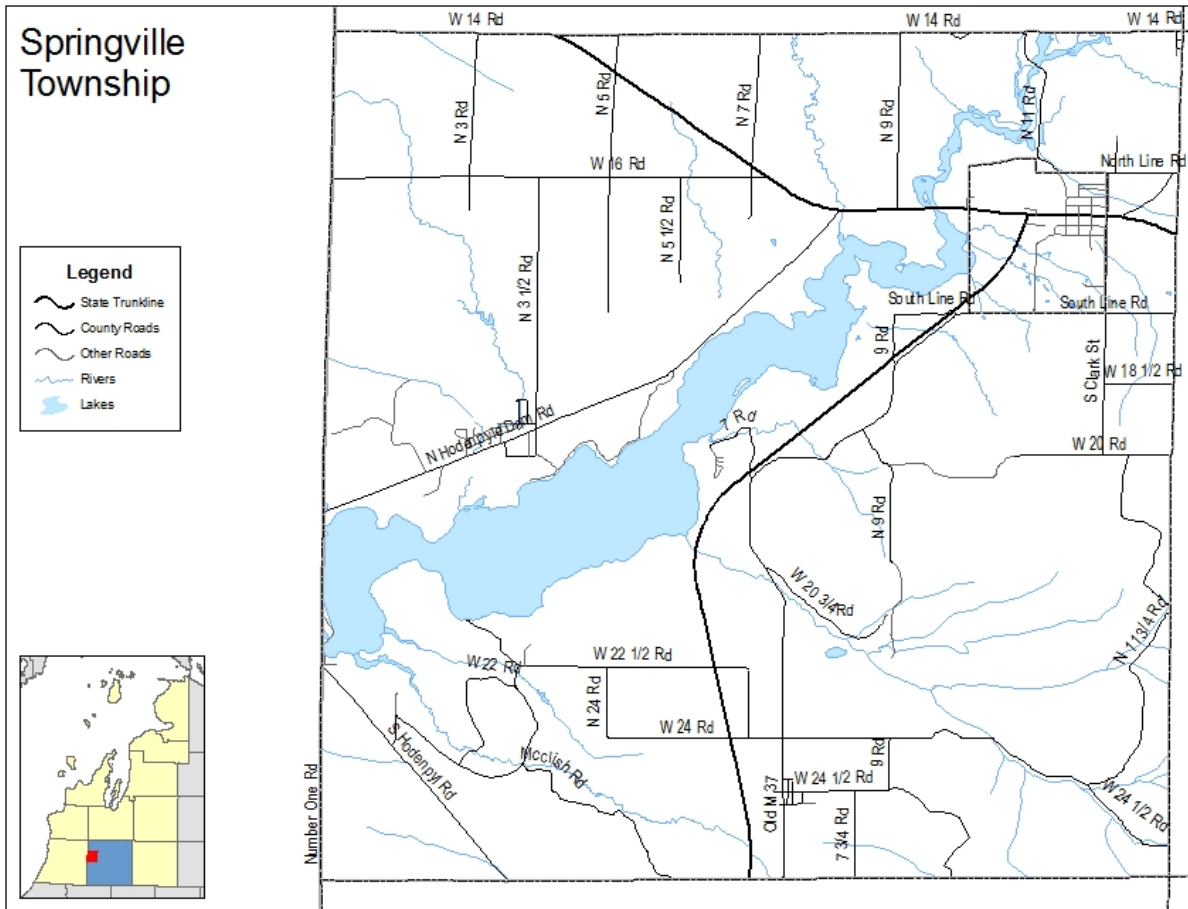
Springville Township

Township Office	Fire Barn 4785 North M-37 Mesick, Michigan 49668 231.885.2729 phone
Office Hours	N/A
Website	N/A
Township Board Meeting	Third Monday of the month, 7:00 p.m., at the Township Hall, 4785 North M-37 (No December Meeting)
Supervisor	Clyde R. Kastl 9831 West M-115 Mesick, Michigan 49668 231.885.2295 phone Office Hours: No listing
Clerk	Sharon Ream 3466 North M-37 PO Box 413 Mesick, Michigan 49668 231.885.1392 phone
Notes:	The Wexford County Zoning Department is responsible for all land use permits for the Township (see page 57 for additional information)

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Springville Township Map



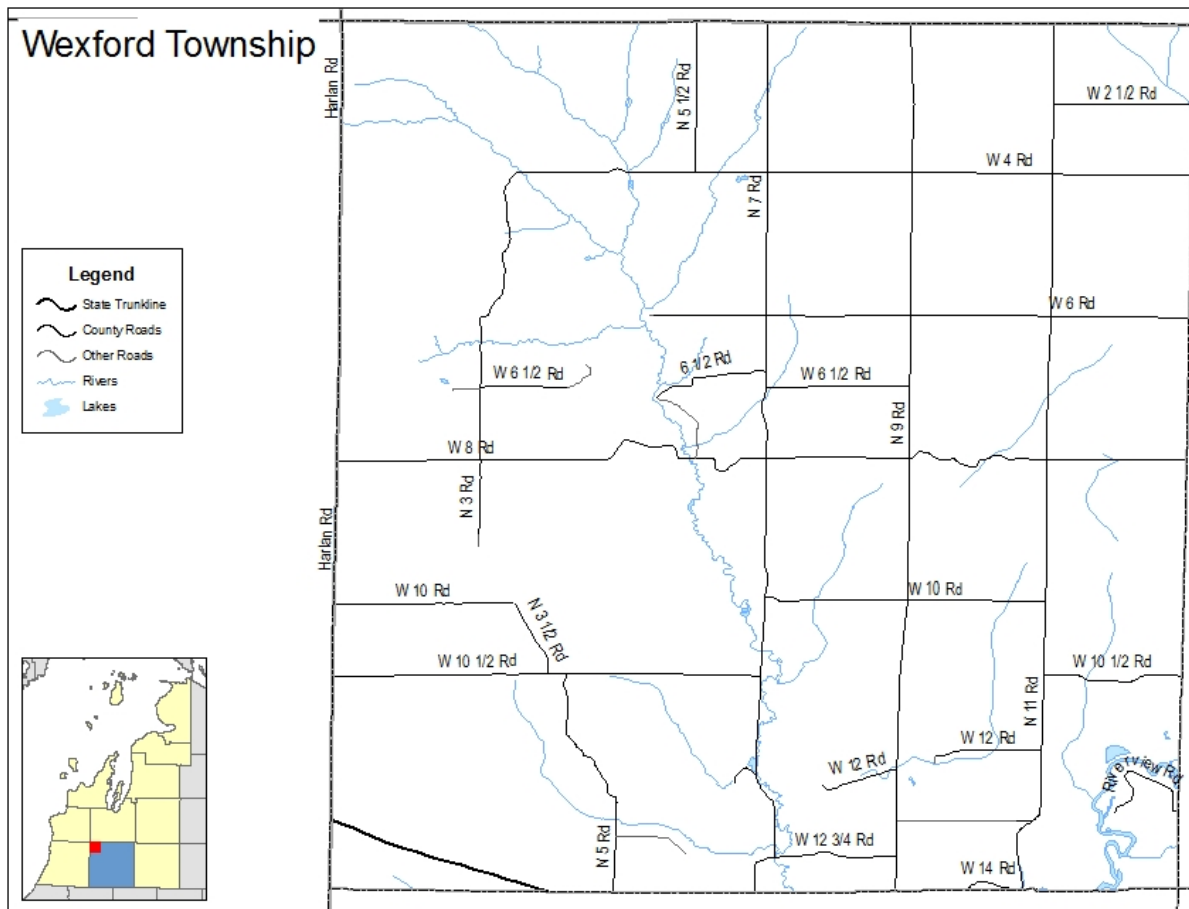
Wexford Township

Township Office	8970 North 7 Road Mesick, Michigan 49668 231.885.2339 phone
Office Hours	N/A
Website	N/A
Township Board Meeting	First Wednesday of the month, 7:30 p.m. (summer) 7:00 p.m. (winter), at the Township Hall, 8970 North 7 Road
Supervisor	David Williams 8751 West 12 3/4 Road Mesick, Michigan 49668 231.885.1530 phone Office Hours: No listing
Clerk	Teresa Hankins 6941 West 6 Road Mesick, Michigan 49668 231.269.3293 phone
Notes:	The Wexford County Zoning Department is responsible for all land use permits for the Township (see page 57 for additional information)

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Wexford Township Map



SECTION III – Village and City Permitting & Zoning Process



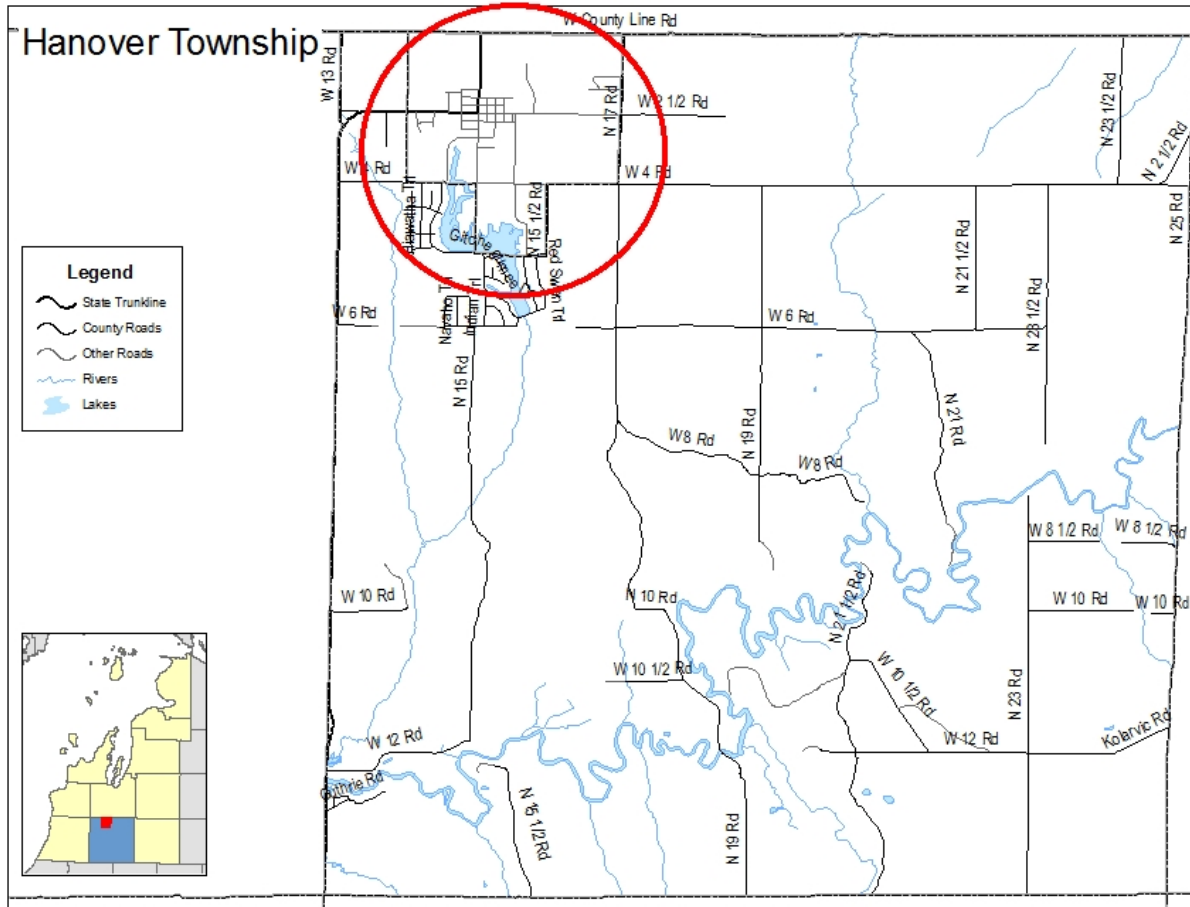
Village of Buckley

Village Office	106 Industrial Drive Buckley, Michigan 49620 231.269.3700 phone
Office Hours	N/A
Website	villageofbuckley.squarespace.com
Village Council Meeting	Second Wednesday of each month
Planning Commission Meeting	
President	Dennis Kuhn 504 East North Street Buckley, Michigan 49620 231.269.3555 phone
Secretary	Jacque Cade 231.269.3790 phone
Clerk	Dennis Kuhn II 600 Forest Land PO Box 73 Buckley, Michigan 49620 231.269.3953 phone
Zoning Administrator	Dennis Kuhn
Documents	Zoning Ordinance villageofbuckley.squarespace.com/storage/Zoning%20ordinance.pdf Land Use Forms and Applications: Contact Jacque Cade

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Village of Buckley Map



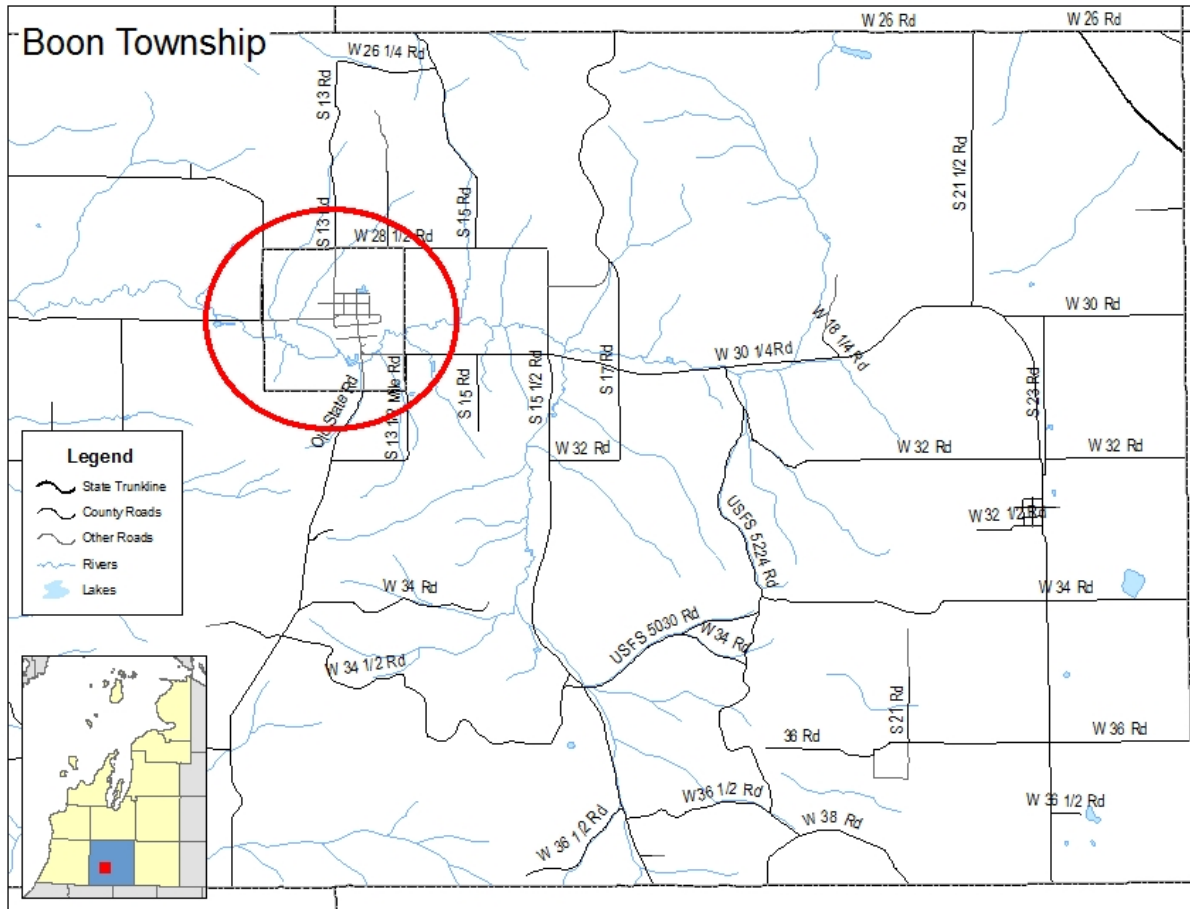
Village of Harrietta

Village Office	122 Davis Street Harrietta, Michigan 49638
Office Hours	Not available
Village Council Meeting	First Wednesday of each month, 7:30 p.m.
President	Kevin Crisp (Term expires 2012) PO Box 40 Harrietta, Michigan 49638 231.872.0018 phone
Clerk	Tara Hall PO Box 40 Harrietta, Michigan 49638 231.775.3901 phone
Zoning Administrator	
Documents	Zoning Ordinance (available by hardcopy)

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Village of Harrietta Map



Village of Mesick

Village Office	119 East Mesick Avenue Mesick, Michigan 49668 231.885.1646 phone (DPW line – leave message for clerk)
Office Hours	By appointment
Website	N/A
Village Council Meeting	Second Wednesday of each month, 7:00 p.m. at the Village office, 119 East Mesick, Avenue
Master Planning Committee	Second Tuesday of each month, 7:00 p.m. at the Village office, 119 East Mesick, Avenue
Planning Commission Meeting	First Wednesday of the month, 7:00 p.m. at the Village office, 119 East Mesick, Avenue
Village President	Bruce Howell 300 Mesick, Avenue. PO Box 96 Mesick, Michigan 49668 231.885.2363 phone (h) 231.885.1342 phone (w)
Village Clerk	Deborah E. Stanton 426 Mesick, Avenue PO Box 604 Mesick, Michigan 49668 231.885.2357 phone (h) 231.885.2896 fax
Zoning Administrator	Contact Deborah Stanton
Documents	Zoning Ordinance (available by hardcopy)
Notes:	Applicants are urged to contact the village zoning officials to better understand permit obstacles that may exist for the planned application.

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City of Cadillac

City Office	200 North Lake Street Cadillac, Michigan 49601 231.775.0181 phone 231.775.8755 fax
Office Hours	Monday – Friday, 9:00 a.m. – 5:00 p.m.
Website	www.cadillac-mi.net
Facebook Page	www.facebook.com/cityofcadillac
City Council Meeting	First and third Monday of each month, 7:00 p.m., at the Municipal Complex Council Chambers at 200 North Lake Street, Cadillac
Planning Commission Meeting	Fourth Monday of the month, 7:00 pm, at the Municipal Complex Council Chambers at 200 North Lake Street, Cadillac
Zoning Board of Appeals Meeting	Third Thursday of the month, 5:30 pm, at the Municipal Complex Council Chambers at 200 North Lake Street, Cadillac
DDA Meeting	Last Wednesday of each month, 7:30 a.m. at the Municipal Complex Conference Room at 200 North Lake Street, Cadillac
Courthouse Hill Historic District Commission Meeting	Second Monday of each month, 5:00 p.m. at the Municipal Complex Conference Room at 200 North Lake Street, Cadillac
Mayor	William Barnett 231.775.0304 phone wbarnett@cadillac-mi.net
City Clerk	Christine Benson 231.775.0181 (ext. 111) phone cbenson@cadillac-mi.net
City Manager	Marcus Peccia 231.775.0181 (ext. 119) phone citymanager@cadillac-mi.net
Community Development Director	Jerry Adams 231.775.0181 (ext. 101) phone planning@cadillac-mi.net Office Hours: Monday through Friday from 9:00 a.m. to 5:00 p.m.
City Engineer	Bruce DeWitt 231.775.0181 (ext. 104) phone engineer@cadillac-mi.net

(continued)



City of Cadillac (continued)

Zoning Administrators	<p>Jerry Adams 231.775.0181 (ext. 101) phone planning@cadillac-mi.net Office Hours: Monday through Friday from 9:00 a.m. to 5:00 p.m.</p> <p>Brian Schweigl 231.775.0181 (ext. 102) phone bschweigl@cadillac-mi.net Office Hours: Monday through Friday from 9:00 a.m. to 5:00 p.m.</p>
Documents	<p>Zoning Ordinance (available on line, office hardcopy, and library) library.municode.com/ Zoning Application www.cadillac-mi.net/DocumentView.aspx?DID=191</p>
Forms & Applications	<p>www.cadillac-mi.net/index.aspx?NID=155</p>
Building Permitting	<p>The Wexford County Building Department is responsible for the issuance and inspection requirements of building permits within the City of Cadillac (see page 57 for additional information).</p>
Rental Unit Permitting	<p>All residential rental units, when rented for more than three months out of any calendar year, must be registered with the City of Cadillac. Rental certificates are issued following inspection by the city. Certificates are good for three years. Permitting is handled administratively by Cindy Cornell.</p>
Rental Permit Administrative Assistant	<p>Cindy Cornell 231.775.0181 (ext. 105) phone permits@cadillac-mi.net</p>

(continued)



City of Cadillac (continued)

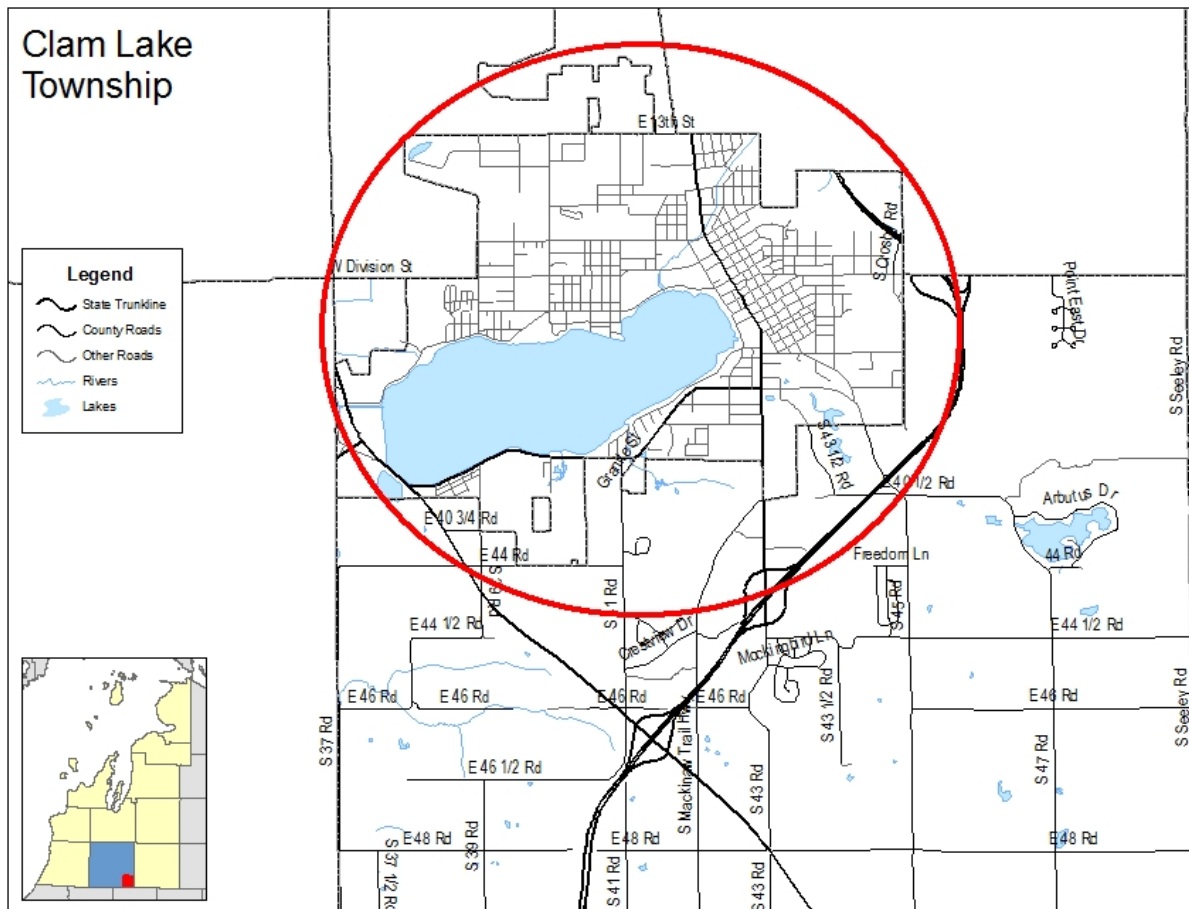
Notes:

The city is in the process of developing a document that summarizes the zoning and permitting process. Applicants are encouraged to talk to city staff during the planning of their projects to help to avoid delays and impediments during the permit process. Projects that require variances and public hearings could experience delays during permitting. Cadillac currently incentivizes development by residential density increases through the use of planned unit developments, relaxation of setbacks on pre-existing lots, and parking requirement reductions. The Cadillac City Council created a Brownfield Redevelopment Authority in 1996 to promote the revitalization of environmentally distressed areas in the city.

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 Cadillac Map



City of Manton

Village Office	306 West Main Street PO Box 100 Manton, Michigan 49663 231.824.3572 phone info@mantonmichigan.org
Office Hours	Monday – Friday, 8:30 a.m. – 4:30 p.m.
Website	www.mantonmichigan.org/government.html
City Commissioner Meeting	Second Monday of each month at the VFW Hall at 603 State Street, Manton
Planning Commission Meeting	Fourth Tuesday of each month at the VFW Hall at 603 State Street, Manton
Mayor	Adam Hagstrom PO Box 100 306 West Main Street Manton, Michigan 49663 231.824.3572 phone
City Clerk	Teresa Loving PO Box 100 306 West Main Street Manton, Michigan 49663 231.824.3572 phone
City Superintendent/DPW	Bryan Vincent PO Box 100 306 West Main Street Manton, Michigan 49663 231.824.3572 phone
Zoning Administrator	Mac Erickson 231.824.3572 phone
Documents	Zoning Ordinance (available on line and by hardcopy) www.municode.com/library/MI/Manton

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.



SECTION IV – Wexford County Governmental Agencies



Wexford County Departments & Government Agencies

Register of Deeds

Lorie Sorensen
437 East Division Street
PO Box 303
Cadillac, Michigan 49601
231.779.9455 phone
231.779.5352 fax
register@wexfordcounty.org
Office Hours: Monday - Friday, from 8:30 a.m. to 5:00 p.m.

In 1835, the first Constitution of the State of Michigan was adopted by the Congress of the United States, which established the Register of Deeds as the official recording office for all legal instruments pertaining to the transfer and encumbrances of properties in each county. Examples of real property are such documents as warranty deeds, quit claim deeds, administrator deeds, tax and sheriff deeds, also mortgages and any assignment or discharge thereof, land patents, leases, liens, (state, federal, mechanics, etc.), probate orders, agreements, land contracts, and numerous other instruments which effect real estate including certified surveys, plats and government corners. Wexford County's records date back to 1864. Wexford County's records are available online (mi.uslandrecords.com/milr/).

(Source: Wexford County)

Equalization

Joe Porterfield - Director
437 East Division Street
Cadillac, Michigan 49601
231.779.9470 phone
231.779.9529 fax
equalization@wexfordcounty.org
Office Hours: Monday - Friday, from 8:30 a.m. to 5:00 p.m.

The Equalization Department maintains the tax and assessment rolls for the townships. The department also performs GIS ("Geographic Information Systems") mapping for the County and other agencies within the county.

(Source: Wexford County)



Wexford County Building & Zoning Department

Office	401 North Lake Street Cadillac, Michigan 49601 231.779.9465 phone 231.779.9110 fax
Office Hours	Monday - Thursday, from 8:30 a.m. to 5:00 p.m. (closed 12:00 p.m. to 1:00 p.m.)
Website	www.wexfordcounty.org/Services/BuildingZoning
Building Official/SESC Officer	Robert Scarbrough 231.779.9465 phone building@wexfordcounty.org
Zoning Administrator	Michael Green 231.779.9501 phone zoning@wexfordcounty.org
Services Provided:	<ul style="list-style-type: none"> • Issue Building, Plumbing, Mechanical, and Electrical Permits • Conduct inspections for compliance with the 2006 Michigan Plumbing, Building, Electrical and Mechanical Codes • Administer and enforce the Soil Erosion and Sedimentation Control program for Wexford County, pursuant to Part 91 of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended. • Issue zoning permits • Investigate zoning violations and citizen complaints • Accept and process applications for the Zoning Board of Appeals • Accept and process special land use permits, re-zone requests, and zoning amendments for the Planning Commission • Update the County's Master Plan and Recreation Plan
Our Coverage Area:	<ul style="list-style-type: none"> • The Wexford County Building Department issues construction code permits (building, electrical, mechanical, and plumbing permits) for all areas of Wexford County except for the following: <ul style="list-style-type: none"> ◦ Cedar Creek Township: Issues their own building permits. ◦ City of Manton: Issues all their own permits. • The Wexford County Zoning Department issues zoning permits for all unincorporated areas of the county (areas outside the boundaries of cities or villages) except for Haring and Cedar Creek Townships.

(continued)



Wexford County Building & Zoning Department (continued)

Documents

Zoning Ordinance (available on line and by hardcopy)

www.wexfordcounty.org/Portals/122/Building/WexfordCoZoningOrdinance5.pdf

Zoning Permit Application

www.wexfordcounty.org/Portals/122/Building/ZoningPermit_fillable.pdf

Special Use Permit Application

www.wexfordcounty.org/Portals/122/Building/SpecialUse_Application.pdf

Soil Erosion/Sedimentation Control Permit Application

www.wexfordcounty.org/Portals/122/Building/SESCPermitApplication.pdf

Building Permit Application

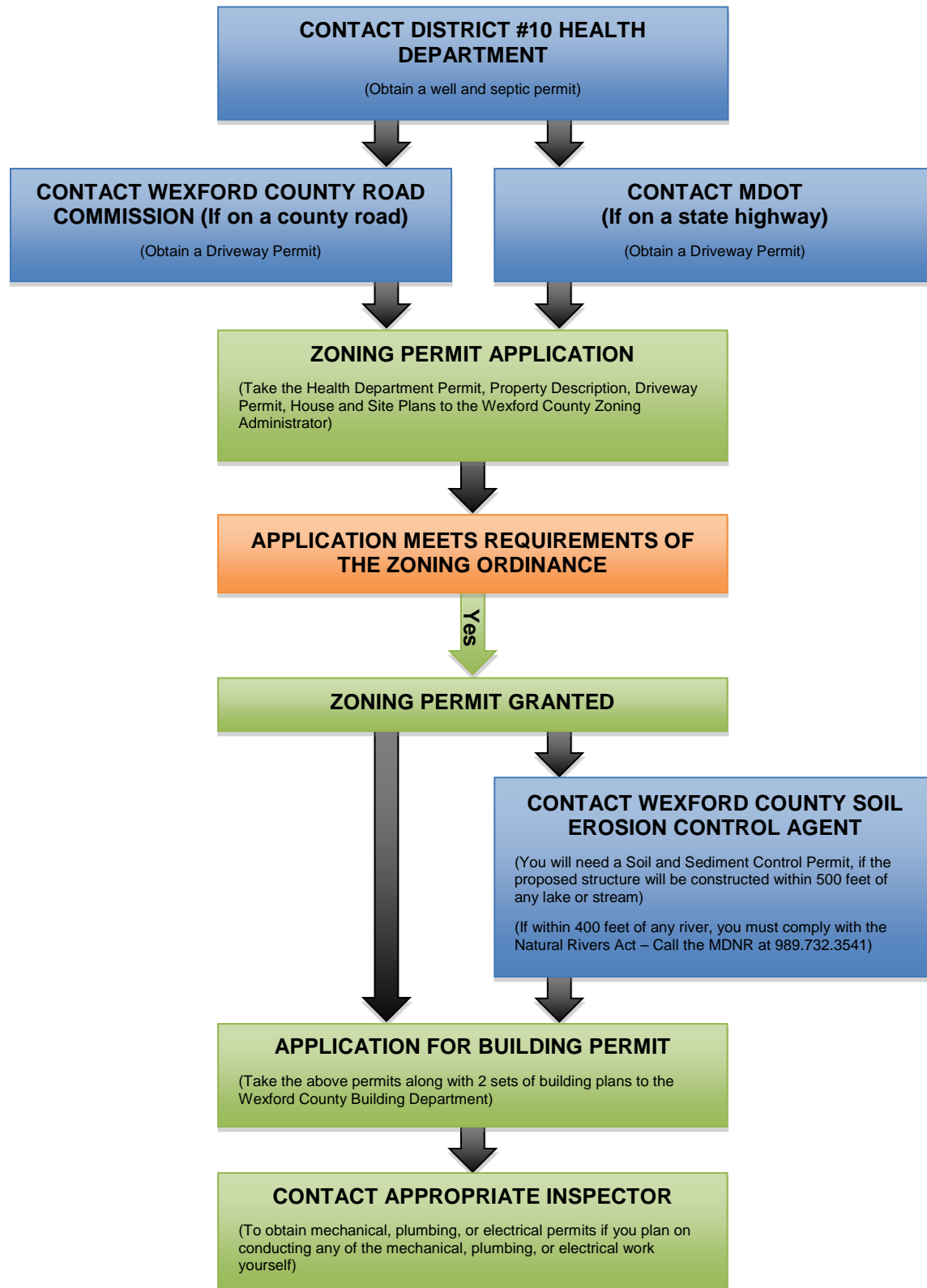
www.wexfordcounty.org/Portals/122/Building/permitapp_bldg.pdf

2004 Wexford County Master Plan

www.wexfordcounty.org/Portals/122/Building/Wexford County Plan v2004 03 18.PDF



Wexford County Permit Application Flowchart



Drain Commissioner

Office	401 North Lake Street Cadillac, Michigan 49601 231.779.9115 phone
Office Hours	Monday - Friday, from 8:30 a.m. to 5:00 p.m.
Website	www.wexfordcounty.org/Services/DrainCommission/tabid/4269/Default.aspx
Drain Commissioner	Michael Solomon draincom@wexfordcounty.org



Emergency Management Agency

Office MSP 71, 7711 US 131 South
P.O. Box 92
Cadillac, Michigan 49601
231.775.7602 phone
231.779.9541 fax
em@wexfordcounty.org

Website www.Wexford.cc/coEMS.asp

Director Sarah Benson
Office Hours: By Appointment

Formerly known as Civil Defense, Emergency Management personnel focus on planning for and guiding the response to low-probability, high-impact events. Working closely with local, state and federal partners, Emergency Management can assist the community throughout the stages of an emergency or disaster: Prevention, Preparedness, Response, Recovery, and Mitigation. (Source: Wexford County)



District Health Department #10

Wexford County Office

521 Cobbs Street
Cadillac, Michigan 49601
231.775.9942 phone
231.775.5372 fax

Website

www.dhd10.org/

Office Hours

Monday - Friday, from 8:30 a.m. to 4:30 p.m.

Forms

www.dhd10.org/forms



Wexford County Road Commission

Office	85 West Highway M-115 Boon, Michigan 49618 231.775.9731 phone 231.775.9732 fax admin@wexfordcrc.org
Website	www.wexfordcrc.org/
Office Hours	Monday – Thursday, from 7:00 a.m. to 4:30 p.m. (summer) Monday – Friday, from 7:00 a.m. to 3:30 p.m. (winter)
Board Chairman	Larry Rogers
Manager	Alan D. Cooper 231.775.9731 (ext. 3028) phone manager@wexfordcrc.org
County Highway Engineer	Karl Hanson, P.E. 231.775.9731 (ext. 3039) phone engineer@wexfordcrc.org
Permits and Applications	www.wexfordcrc.org/Permits%20&%20Forms.htm
Office for US-131BR, M-115, M-55 Within City of Cadillac	7915 US 131 Highway Cadillac, Michigan 49601 231.775.3487 phone 231.775.0301 fax www.michigan.gov/mdot/0,1607,7-151-9623-25475--,00.html

A permit from the Road Commission is required anytime work is performed in the County road right of way. When you apply for a permit you are helping the Road Commission maintain safety for both yourself and the traveling public. Most traffic accidents occur at intersections or where vehicles are entering or leaving the roadway. The Road Commission inspects each proposed drive location to assure that adequate sight distance is available, to determine what drainage improvements might be necessary, and to review the site for other potential safety problems before a permit is issued. Although there is a nominal charge for a residential driveway permit, there is no permit fee for most other minor work in road right of way, although we require that all contractors follow accepted traffic safety procedures and furnish adequate insurance coverage to protect both the homeowner and the public.

(Source: Wexford County Road Commission)



Conservation District

Office	The Wexford Conservation District 7192 East 34 Road (Boon Road) Cadillac, Michigan 49601 231.775.7681 (ext. 3) phone
Website	www.wexfordconservationdistrict.org/
Executive Director	Theresa F. Williams

