



**FRAMEWORK  
FOR OUR FUTURE**

A REGIONAL PROSPERITY PLAN  
for northwest lower michigan

# 2017 Guide to Permitting & Zoning

## Benzie County



**Networks  
Northwest**

Talent / Business / Community



**VENTURE  
NORTH**

Powered by TraverseCONNECT

Created and Produced by:  
**Networks Northwest, Traverse City Area Chamber of Commerce &  
Benzie County Planning Commission**

## Contents

<b>SECTION I – General Information</b>	<b>2</b>
Introduction & Purpose	3
Northwest Michigan Regional Prosperity Plan	4
How to Use This Guide	6
Benzie County Governmental Units	7
Benzie County Permitting & Zoning: Status Update	8
<b>SECTION II – Township Permitting &amp; Zoning Process</b>	<b>9</b>
Almira Township	10
Benzonia Township	12
Blaine Township	15
Colfax Township	17
Crystal Lake Township	19
Gilmore Township	21
Homestead Township	23
Inland Township	25
Joyfield Township	27
Lake Township	29
Platte Township	31
Weldon Township	33
<b>SECTION III – Village &amp; City Permitting &amp; Zoning Process</b>	<b>36</b>
Village of Benzonia	37
Village of Beulah	39
Village of Elberta	41
Village of Honor	43
Village of Lake Ann	45
Village of Thompsonville	47
City of Frankfort	49
<b>SECTION IV – Benzie County Governmental Agencies</b>	<b>51</b>
Benzie County Register of Deeds	52
Benzie County Surveyor	53
Benzie County Planning Commission	54
Building Safety & Construction Code Enforcement	55
Land Bank Authority	56
Brownfield Redevelopment Authority	56
Economic Development Information	56
Drain Commissioner	57
Emergency Management Agency	58
Benzie County Road Commission	59

**SECTION I – General Information**

## *Introduction & Purpose*

In the construction industry time is money and delays associated with permitting and approvals add to the cost of projects. The permitting and zoning process can be cumbersome, frustrating and time consuming for those not familiar with the road map and nuances of the processes for each municipality and governmental agency. The creation of the *Guide to Permitting and Zoning* (Guide) for Benzie County is the result and collaboration of stakeholders in Northwest Lower Michigan to assist individuals and businesses involved with construction and development projects.

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)

## Northwest Michigan Regional Prosperity Plan

For Northwest Michigan to be competitive in today’s economic climate, where innovation is key to growth and development, the region needs to provide fertile ground for economic activity to flourish. The presence of Talent, a skilled and knowledgeable workforce to support existing and new business; Vibrant Communities, offering a high quality of life and place to attract the talent needed to drive job creation and economic growth; and Business friendly community policies that provide a supportive regulatory structure and efficient, cost-effective services and infrastructure all work together to help create fertile ground.

*The Framework for Our Future: A Regional Prosperity Plan for Northwest Michigan is a regional resource for communities working to meet local goals. The Framework was developed, with participation from a broad range of community leaders, stakeholders, and the public, as part of Michigan’s Regional Prosperity Initiative. It includes a wealth of information and tools that all parts of the community – the public, community leaders, businesses, nonprofits, public agencies, and statewide stakeholders – can use to supplement their local deliberation, planning, and decision-making processes.*



# FRAMEWORK FOR OUR FUTURE

A REGIONAL PROSPERITY PLAN  
for northwest lower michigan

**Related Links:**

**Networks Northwest**

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

**Northwest Michigan Regional Prosperity Plan**

<http://nwm.org/rpp>

**New Designs for Growth Development Guidebook**

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

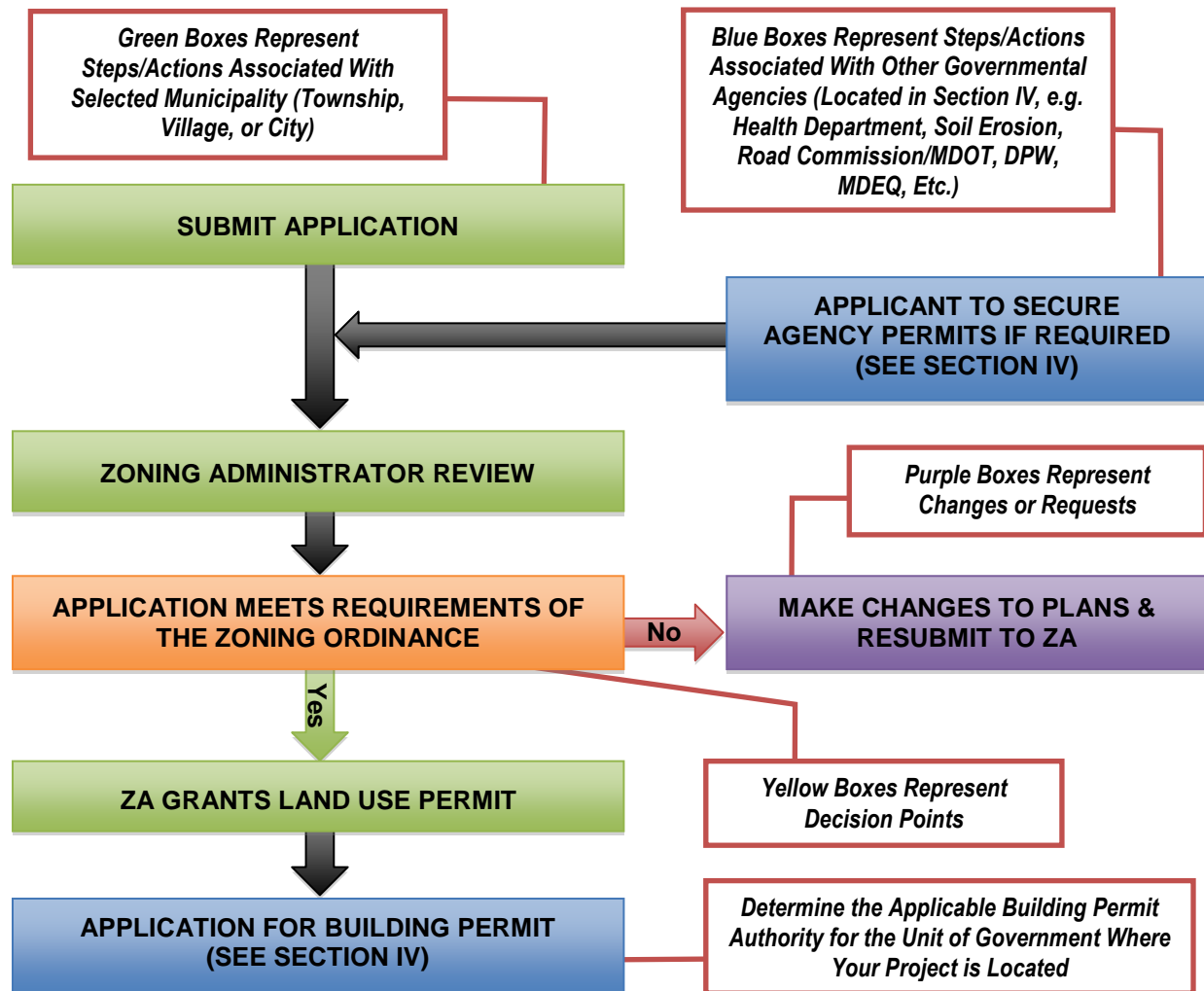
**New Designs for Growth – A Citizen’s Guide to Planning & Zoning in Northwest Michigan**

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

## How to Use This Guide

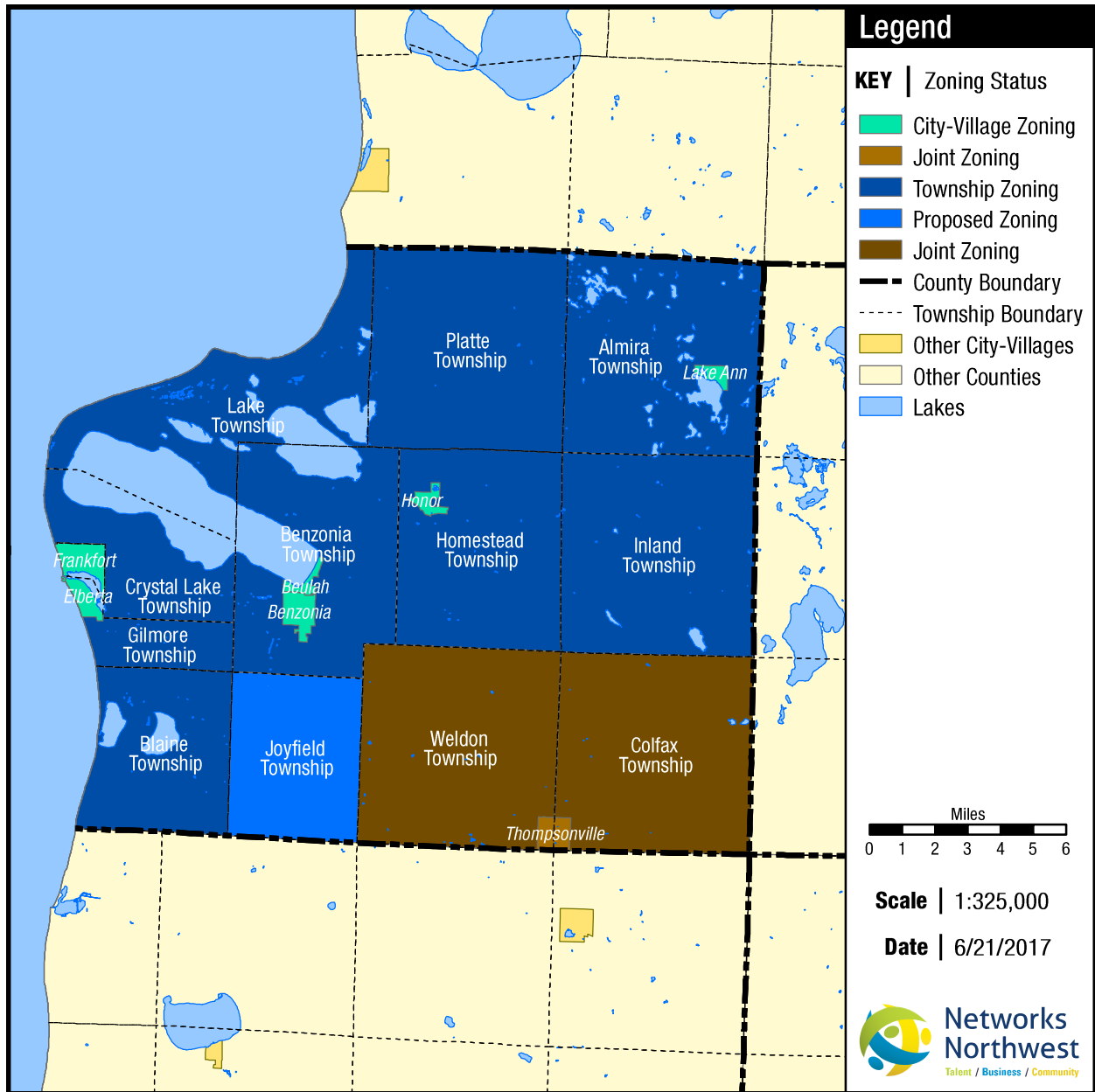
### Flowchart Legend

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.

### Benzie County Governmental Units



There are 6 incorporated villages, 11 townships, and 1 city in Benzie County that are zoned as of 6/1/2017.



## *Benzie County Permitting & Zoning: Status Update*

### Planning

There is a County-wide master plan, adopted in 2017, which serves as an overview and coordination document for planning within the County. Several jurisdictions have developed their own master plans. Additionally, master plans are currently being formulated jointly by several townships in the southern part of the County. The County master plan is currently being updated by the County Planning Commission.

Each community's plan provides information on its unique qualities which make it a desirable place for persons to live, work, recreate; and to describe the community's approved development path for residential, commercial, recreational, agricultural, industrial and other land uses for individuals and businesses to consider for investment.

### Zoning

Zoning administration and enforcement within Benzie County is performed at the local level (by the respective Townships, Villages and City of Frankfort). Joyfield Township has proposed a zoning ordinance, but as of 6/1/2017 as not adopted it. With the exception of Joyfield, the presentation of zoning approval is necessary to obtain building permits from the County Building and Code Enforcement Office.

The following is a summary of the current zoning status:

- Benzonia Township and Platte Township formed the West Benzie County Joint Planning Commission and adopted a joint zoning ordinance in July of 2012.
- Almira Township, Blaine Township, Crystal Lake Township, Gilmore Township and Lake Township all administrate and enforce their own individual ordinances.
- Colfax Township, Weldon Township, and the Village of Thompsonville have adopted a joint master plan and planning/zoning authority.
- Inland Township currently has a joint planning and zoning authority with Homestead Township.
- Joyfield Township has adopted a master plan and has proposed a zoning ordinance.
- The Villages of Benzonia, Beulah, Elberta, Honor, Lake Ann and Thompsonville, as well as the City of Frankfort, all have zoning ordinances and zoning administrators.

It is strongly recommended that the Zoning Administrators be contacted prior to the commencement of a new project.

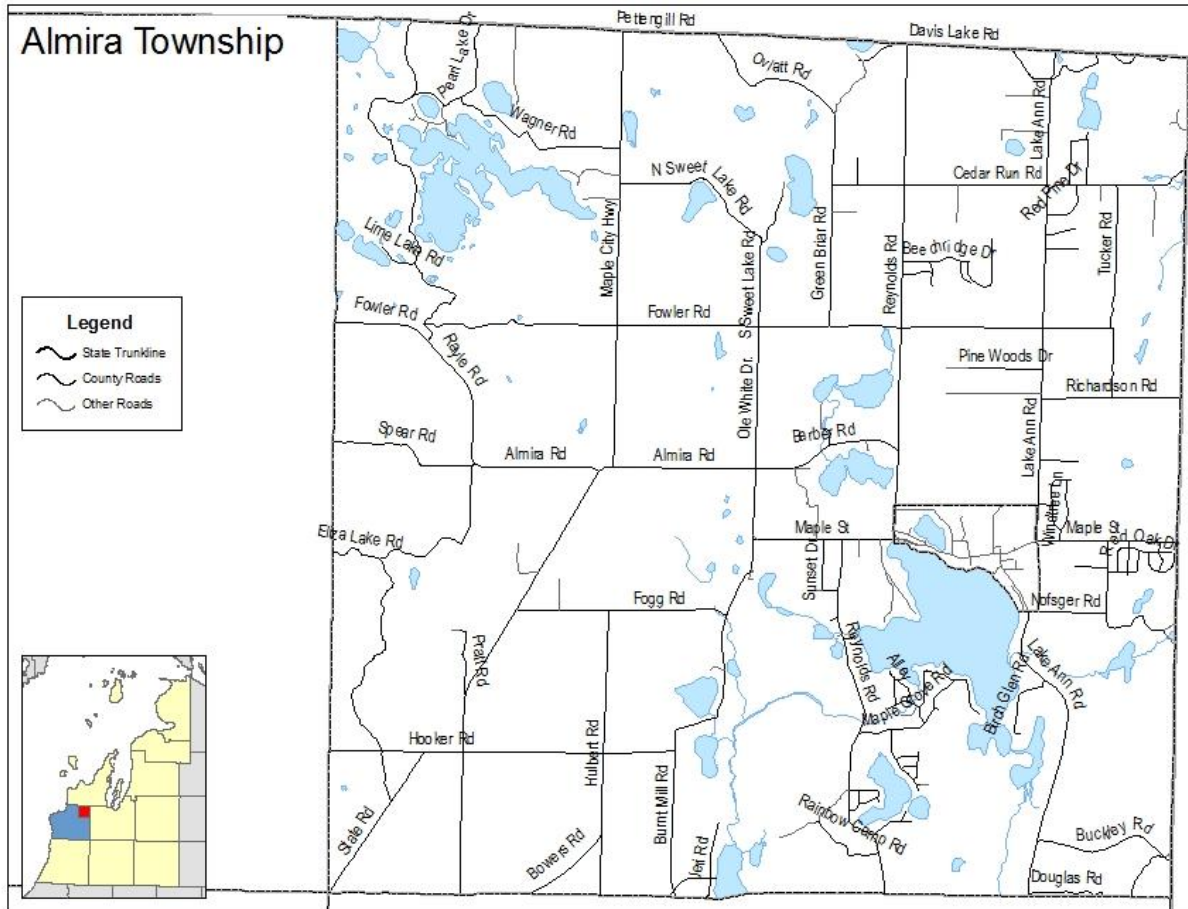
**SECTION II – Township Permitting & Zoning Process**

## *Almira Township*

Township Office	7276 Ole White Drive Lake Ann, Michigan 49650-9617 231.275.5862 phone 231.275.7164 fax
Office Hours	Monday, Tuesday and Wednesday – 8:00 am to 4:00 pm
Website	<a href="http://www.almiratownship.org/">www.almiratownship.org/</a>
Supervisor	Mark Roper 231.275.5862 phone <a href="mailto:supervisor@almiratownship.org">supervisor@almiratownship.org</a>
Assessor	Susanne Muha 231.275.5862 phone <a href="mailto:assessor@almiratownship.org">assessor@almiratownship.org</a>
Zoning Administrator	Roger Williams 231.275.5862 phone <a href="mailto:zoning@almiratownship.org">zoning@almiratownship.org</a>
Documents:	
Zoning Ordinance-	<a href="http://www.almiratownship.org/downloads/article_X.pdf">http://www.almiratownship.org/downloads/article_X.pdf</a>
Applications and Permits:	
Zoning Permit-	<a href="http://www.almiratownship.org/downloads/application_for_zoning_permit_updated_2014.pdf">http://www.almiratownship.org/downloads/application_for_zoning_permit_updated_2014.pdf</a>
Application for a Land Division-	<a href="http://www.almiratownship.org/downloads/land_division_app.pdf">http://www.almiratownship.org/downloads/land_division_app.pdf</a>
Demand for Appeal-	<a href="http://www.almiratownship.org/downloads/demand_for_appeal.pdf">http://www.almiratownship.org/downloads/demand_for_appeal.pdf</a>
Master Plan-	<a href="http://www.almiratownship.org/downloads/master_plan_050112.pdf">http://www.almiratownship.org/downloads/master_plan_050112.pdf</a>

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

### Almira Township Map



## *Benzonia Township*

Township Office	1020 Michigan Avenue PO Box 224 Benzonia, Michigan 49616 231.882.4411 phone 231.882.5778 fax
Office Hours	Monday through Thursday 9:00 am – 4:00 pm
Website	<a href="http://www.benzoniatownship.org/">http://www.benzoniatownship.org/</a>
Supervisor	Jason Barnard 231.882.4411 (ext 15) phone <a href="mailto:supervisor@benzoniatownship.org">supervisor@benzoniatownship.org</a> Hours: Monday thru Thursday 9:00 am – 2:00 pm
Assessor	Jill Brown 231.882.4411 (ext 12) phone Hours: Monday and Wednesday 9:00 am – 4:00 pm
Zoning Administrator	David Neiger 231.882.4411 (ext 13) phone Office Hours: Monday & Friday 9 a.m. – 12 p.m.

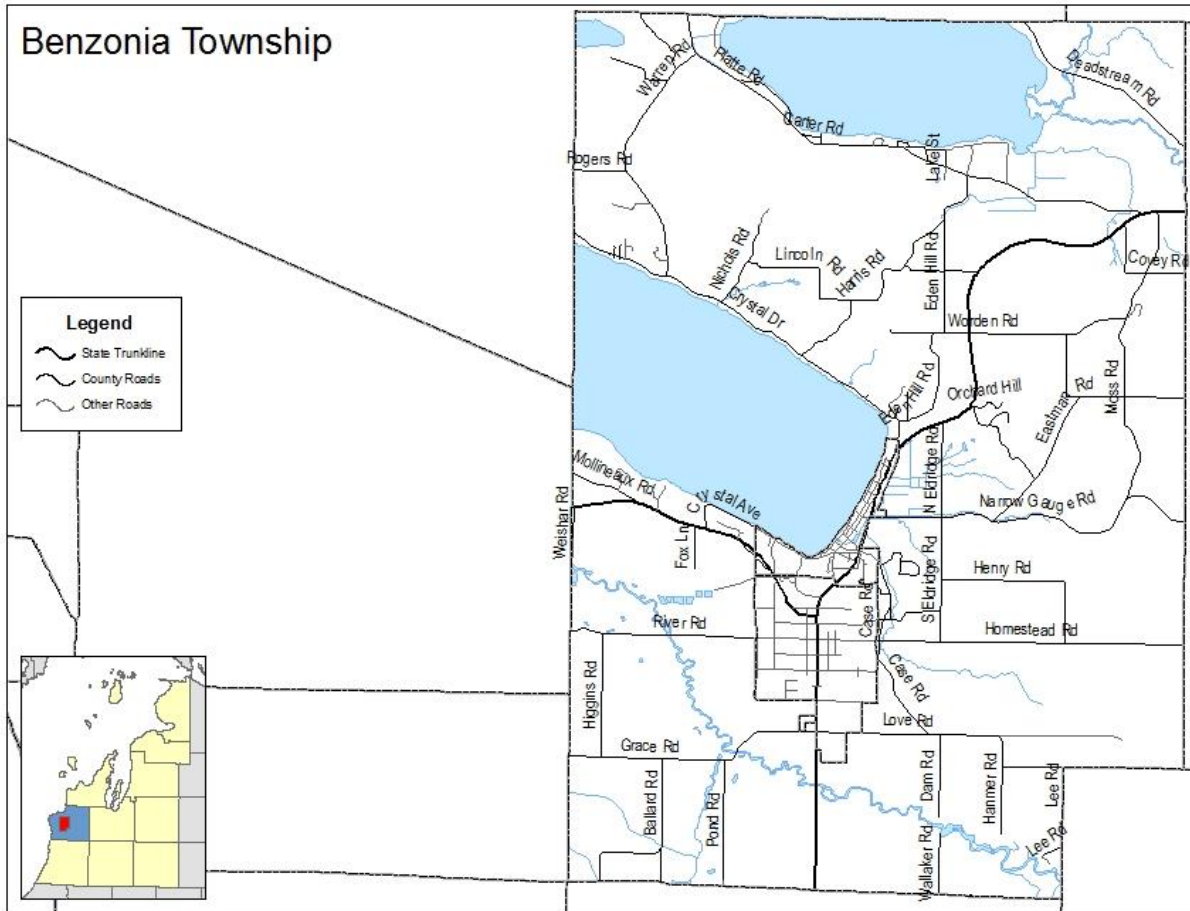
### Documents:

Zoning Ordinance-  
[http://www.benzoniatownship.org/zoning\\_ordinance.html](http://www.benzoniatownship.org/zoning_ordinance.html)

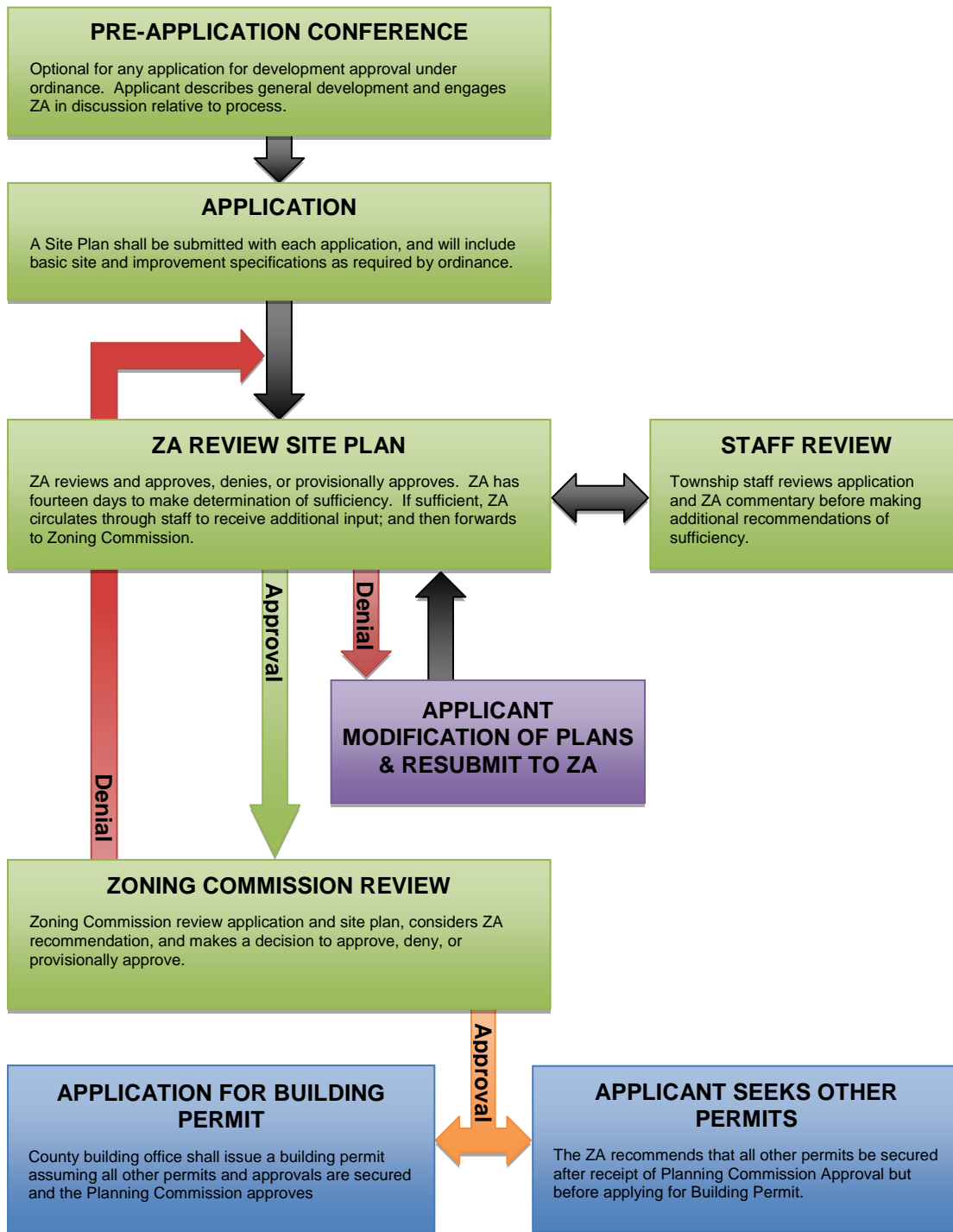
Zoning Map-  
[http://www.benzoniatownship.org/PDF/Zoning\\_Ordinance/BenznTwpZoningMap.pdf](http://www.benzoniatownship.org/PDF/Zoning_Ordinance/BenznTwpZoningMap.pdf)

Applications and Forms-  
[http://www.benzoniatownship.org/docs\\_forms.html](http://www.benzoniatownship.org/docs_forms.html)

### Benzonia Township Map



### Benzonia Township Process Flowchart



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

## *Blaine Township*

Township Office                      4760 Herring Grove Road  
Arcadia, Michigan 49613  
231.352.9880 phone (Clerk)

Mailing Address                      6352 Putney Road  
Arcadia, Michigan 49613

Website                                <http://www.networksnorthwest.org/community/governments/area-governments/?prof=blaine-township>

Supervisor                            Tom Campbell  
231.352.5968 phone

Assessor                              Julie Krombeen  
2900 South Townline Road  
Cedar, Michigan 49621  
231.228.5949 phone

Zoning Administrator              Dan Rineer  
231.352.4977 phone

### Documents:

Zoning Ordinance-  
[http://www.networksnorthwest.org/userfiles/profiles/files/140/Blaine\\_Township\\_Zoning\\_Ordinance-2013-04-02w.pdf](http://www.networksnorthwest.org/userfiles/profiles/files/140/Blaine_Township_Zoning_Ordinance-2013-04-02w.pdf)





## Colfax Township

Township Office 7607 Michigan Avenue  
Thompsonville, Michigan 49683

Mailing Address PO Box 68  
Thompsonville, Michigan 49683  
231.378.2144 phone  
231.378.4665 fax

Website <http://www.colfaxtownship.org/>

Supervisor Ron Evitts  
4522 Long Road  
Thompsonville, Michigan 49683  
231.378.2334 home  
231.383.1749 cell

Assessor Christy Brow  
Michigan Assessing Service, Inc.  
10655 Riverside Drive  
Honor, MI 49640  
231.941.2004 phone  
231.941.4309 fax

Zoning Administrator Craig Meredith  
PO Box 115  
Thompsonville, MI 49683

### Documents:

Zoning Ordinance-

[http://www.colfaxtownship.org/PDF/zoning/Grtr\\_Thmpsntl\\_Zoning\\_Ord.pdf](http://www.colfaxtownship.org/PDF/zoning/Grtr_Thmpsntl_Zoning_Ord.pdf)

Zoning Map-

[http://www.colfaxtownship.org/PDF/master\\_plan/maps/map\\_12\\_zoning.pdf](http://www.colfaxtownship.org/PDF/master_plan/maps/map_12_zoning.pdf)

Applications and Permits-

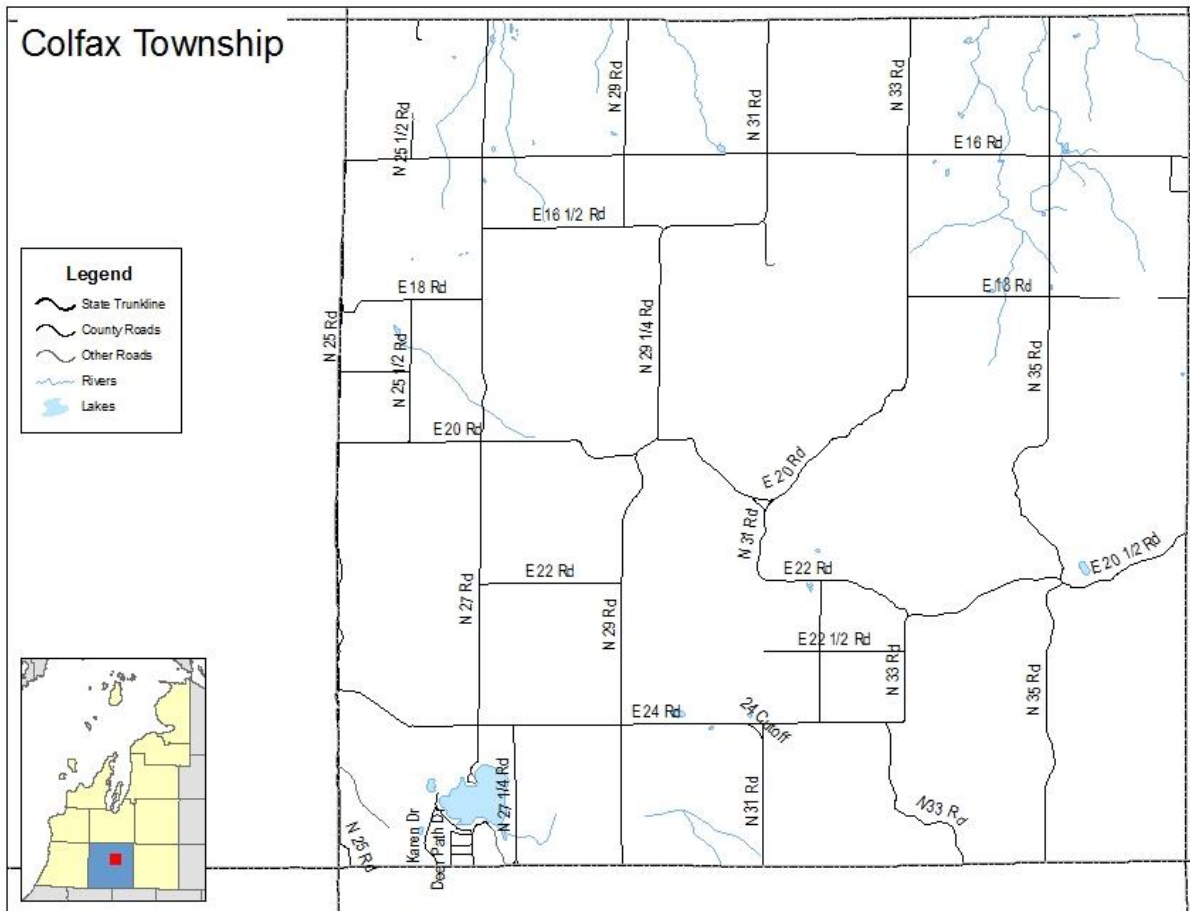
[http://www.colfaxtownship.org/doc\\_forms.html#Permits\\_Apps](http://www.colfaxtownship.org/doc_forms.html#Permits_Apps)

Master Plan-

[http://www.colfaxtownship.org/jpc.html#Master\\_Plan](http://www.colfaxtownship.org/jpc.html#Master_Plan)

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.

### Colfax Township Map



## *Crystal Lake Township*

Township Office	1651 Frankfort Highway Frankfort, Michigan 49635
Mailing Address	PO Box 2129 Frankfort, Michigan 49635 231.352.9791 phone 231.352.6689 phone
Office Hours	Monday-Friday 9:00 a.m. – 12:00 p.m. (Closed on Thursdays)
Website	<a href="http://www.crystallaketwp.org">www.crystallaketwp.org</a>
Supervisor	Amy Ferris PO Box 2129 Frankfort, Michigan 49635 <a href="mailto:supervisor@crystallaketwp.org">supervisor@crystallaketwp.org</a>
Assessor	Jill Brown and Dave Brown 7421 Hency Road Kingsley, MI 49649 231.881.4000 cell <a href="mailto:Assessing.clt@gmail.com">Assessing.clt@gmail.com</a>
Zoning Administrator	Tom Kucera 231.352.9791 phone <a href="mailto:Zoning.clt@gmail.com">Zoning.clt@gmail.com</a> Office Hours: Wednesday 9:00 a.m. – 12:00 p.m.

### Documents:

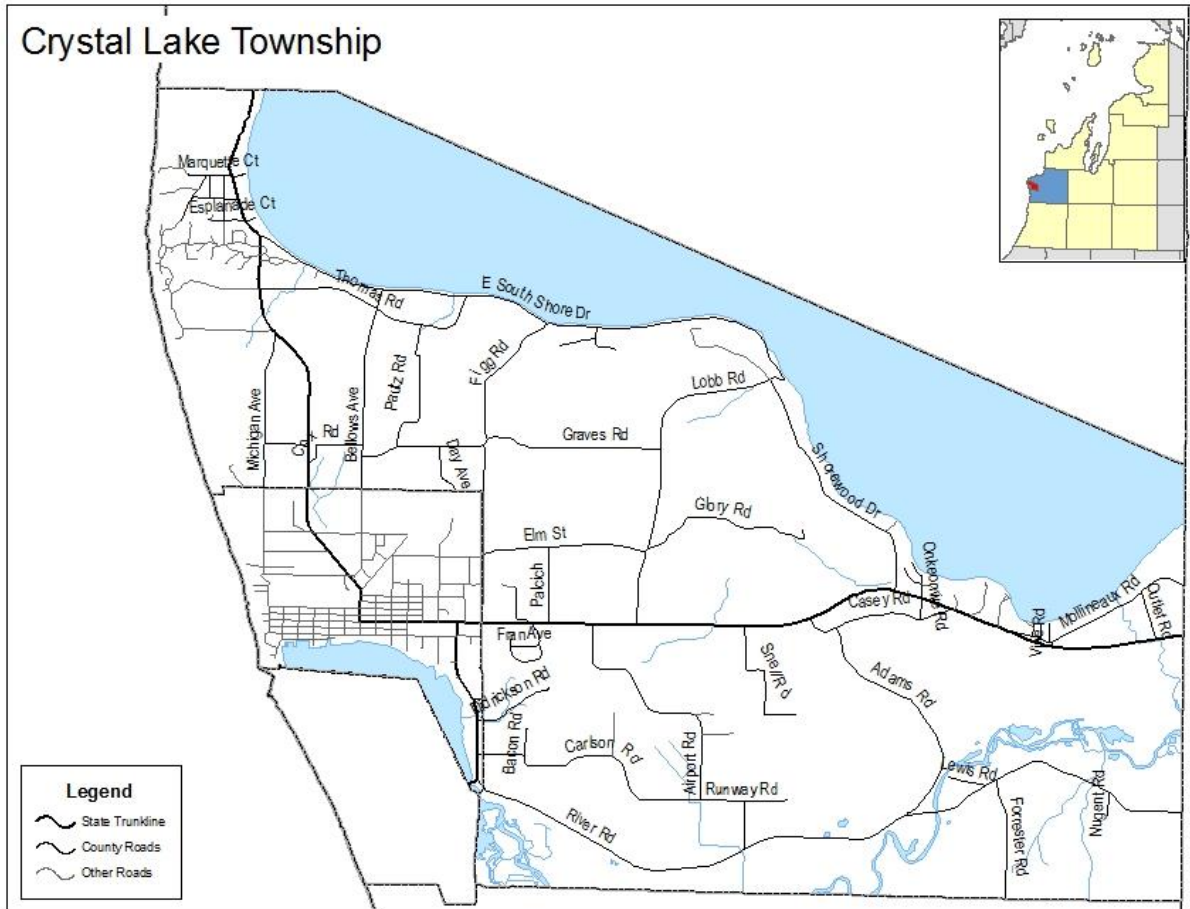
Zoning Ordinance-  
<https://www.crystallaketwp.org/ordinances>

Zoning Map-

Applications & Forms-  
<https://www.crystallaketwp.org/forms>

Master Plan-  
<http://www.lakeistoland.org/crystal-lake/master-plan/>

### Crystal Lake Township Map



## *Gilmore Township*

Township Office                      1198 West Stevenson Lake Road  
Farwell, MI 48622  
[gilmoretwp@hotmail.com](mailto:gilmoretwp@hotmail.com)

Website                                <http://www.gilmoretwp.com/>

Supervisor                            Vincent Stark  
989.588.0241 phone

Assessor                              Brenda Beach  
PO Box 376  
Mecosta, MI 49332  
866.921.9293 phone

Documents:

Zoning Ordinance-  
<http://www.isabellacounty.org/images/stories/pdf/commdev/ZoningOrdinance%20Current.pdf>

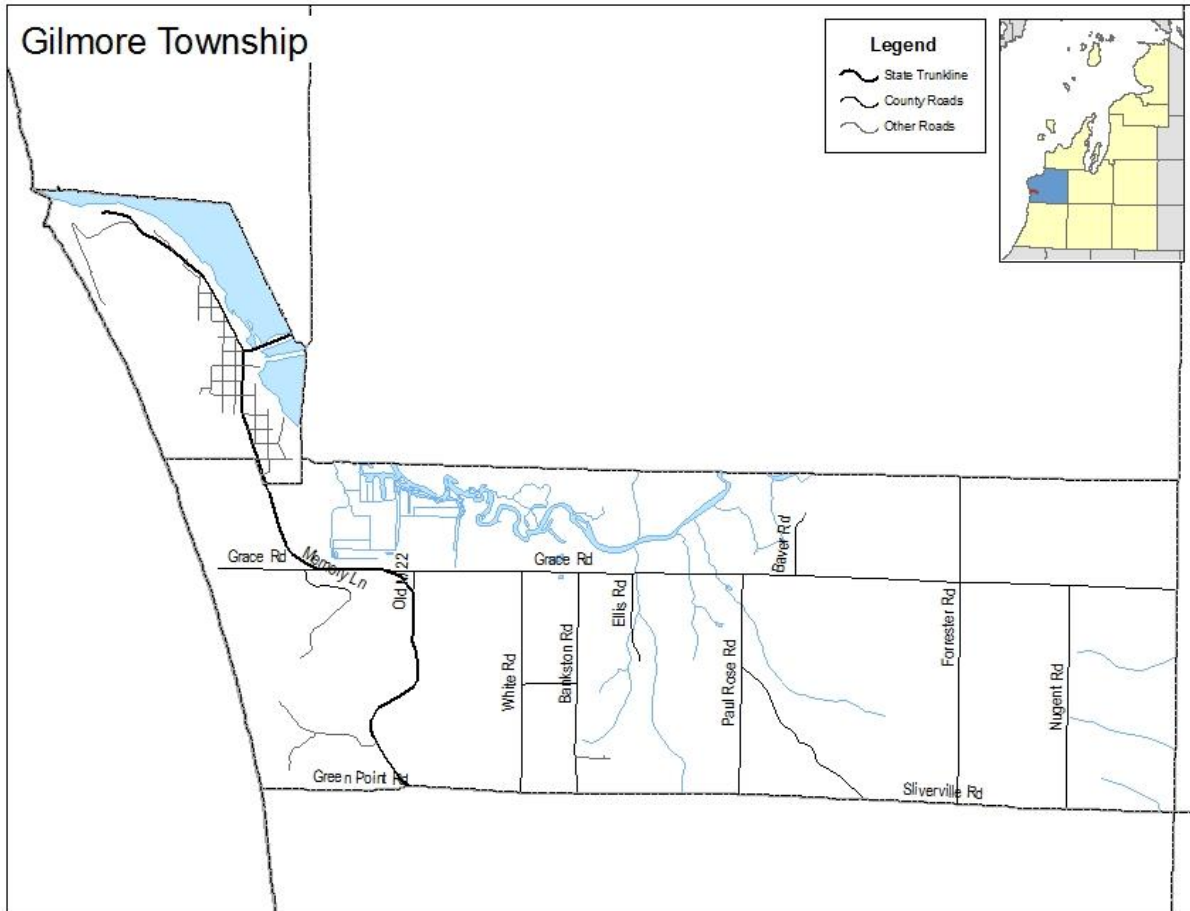
Zoning Map-  
<http://www.isabellacounty.org/gis/county-maps/360-zoning-maps/1034-zoning-maps>

Applications and Forms-  
<http://www.gilmoretwp.com/forms.htm>

Master Plan-  
<http://www.isabellacounty.org/gis-2/county-maps/362-master-plan/1040-master-plan>

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.

### Gilmore Township Map



## *Homestead Township*

Township Office                    11508 Honor Highway  
Honor, Michigan 49640  
[clerk@homesteadwp.com](mailto:clerk@homesteadwp.com)

Mailing Address                    PO Box 315  
Honor, Michigan 49640  
231.325.6772 phone  
231.325.2031 fax

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

Supervisor                        Shannon Purchase  
231.325.6772 phone

Assessor                         Kit Wilson  
231.227.1095  
By appointment only

Zoning Administrator            Sara Kopriva  
231.590.9977 cell  
19668 Honor Highway  
Interlochen, MI 49643  
By appointment only

### Documents:

Zoning Ordinance-  
[http://www.homesteadwp.org/docs\\_forms\\_maps.html#Zoning\\_Ordinances](http://www.homesteadwp.org/docs_forms_maps.html#Zoning_Ordinances)

Applications & Forms-  
[http://www.homesteadwp.org/docs\\_forms\\_maps.html](http://www.homesteadwp.org/docs_forms_maps.html)

Zoning Map-  
<http://www.homesteadwp.org/PDF/zoning/HmstdZoning.pdf>

Master Plan-  
[http://www.homesteadwp.org/PDF/Hmstd\\_Inland\\_MP\\_04152008.pdf](http://www.homesteadwp.org/PDF/Hmstd_Inland_MP_04152008.pdf)





## *Inland Township*

Township Office                    19668 US 31  
Interlochen, Michigan 49643-9604  
231.275.6568 phone

Website                            <http://www.inlandtownship.org/>

Supervisor                        Paul Beechraft  
544 Bendon Road  
Interlochen, Michigan 49643  
231.275.7029 phone  
[supervisor@inlandtownship.org](mailto:supervisor@inlandtownship.org)

Assessor                         Kit Wilson  
231.227.1095 phone  
[kitwilson@michiganassessing.com](mailto:kitwilson@michiganassessing.com)

Zoning Administrator         Sara Kopriva  
231.590.9977  
[PlanNorth45@gmail.com](mailto:PlanNorth45@gmail.com)

### Documents:

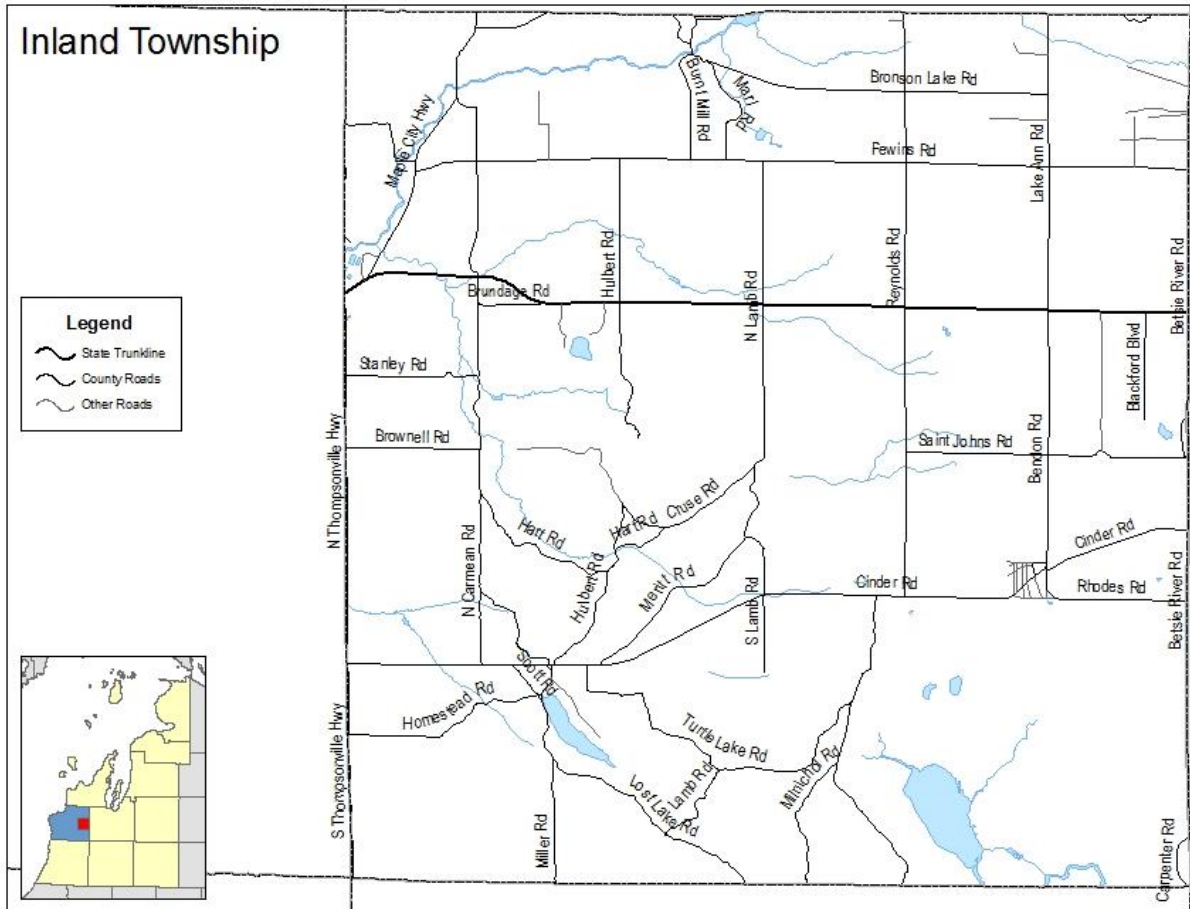
Zoning Ordinance-  
[http://www.inlandtownship.org/zoning\\_ordinance.asp](http://www.inlandtownship.org/zoning_ordinance.asp)

Applications and Forms-  
[http://www.inlandtownship.org/zoning\\_ordinance.asp](http://www.inlandtownship.org/zoning_ordinance.asp)

Zoning Map-  
<http://www.inlandtownship.org/downloads/inlndzoningmap.pdf>

Master Plan-  
[http://www.homesteadwp.org/PDF/Hmstd\\_Inland\\_MP\\_04152008.pdf](http://www.homesteadwp.org/PDF/Hmstd_Inland_MP_04152008.pdf)

### Inland Township Map



## *Joyfield Township*

Township Office	5940 Benzie Highway Benzonia, Michigan 49616
Mailing	PO Box 256 Benzonia, Michigan 49616 231.882.0133 phone
Supervisor	Matt Emery 231.871.1396 phone
Assessor	Gary Sauer 4106 Wallaker Road Benzonia, Michigan 49616 231.882.5989 phone

### Documents:

#### Zoning Ordinance-

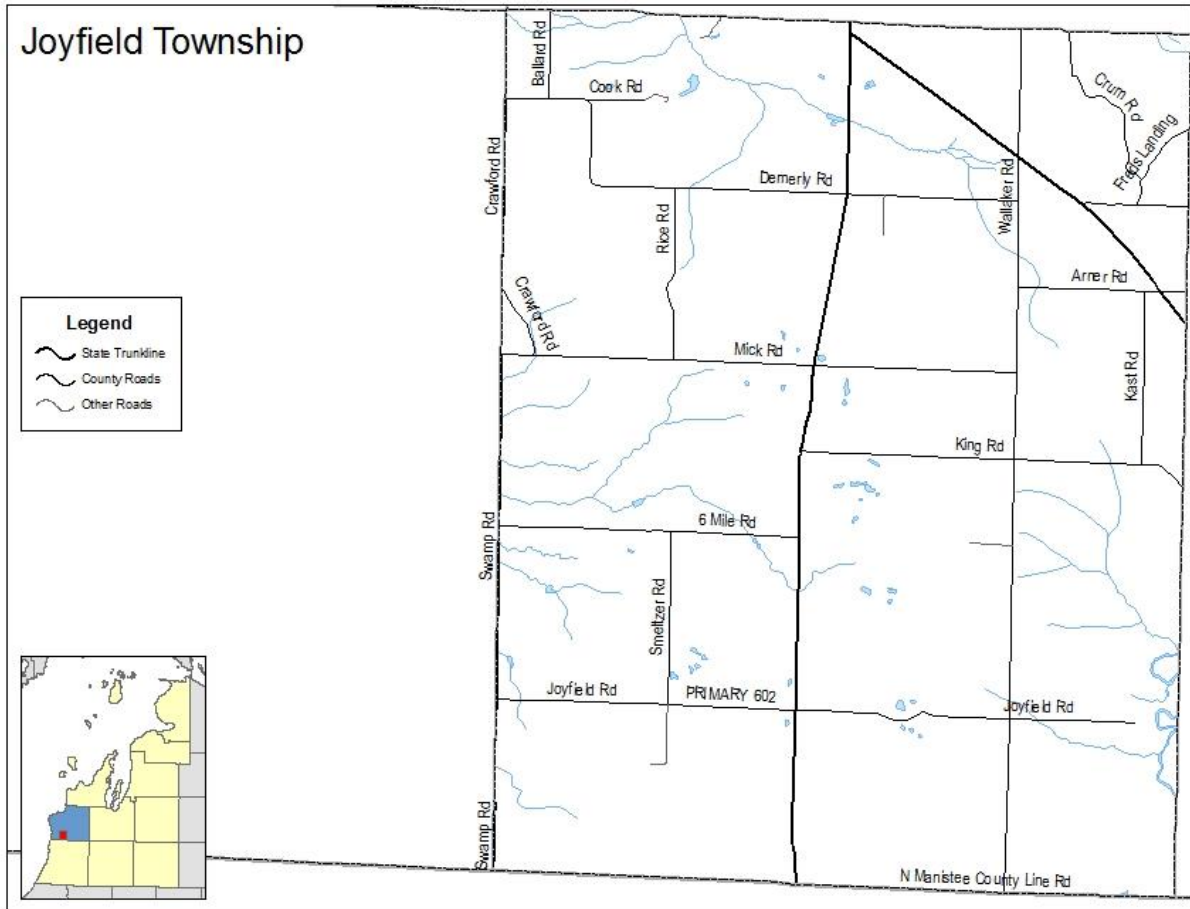
<http://www.lakestoland.bria2.net/wp-content/uploads/2012/03/Joyfield-Twp-Zoning-Ordinance-4.20.17-3.pdf>

#### Master Plan-

[http://www.lakestoland.bria2.net/wp-content/uploads/2014/09/Joyfield\\_ADOPTED\\_09162014\\_web.pdf](http://www.lakestoland.bria2.net/wp-content/uploads/2014/09/Joyfield_ADOPTED_09162014_web.pdf)

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.

### Joyfield Township Map



## Lake Township

Township Office	5135 Scenic Hwy Honor, Michigan 49640 231.325.5202 phone 231.325.4177 fax
Office Hours	Monday and Friday, 9:00 a.m. – 12:00 p.m. Wednesday 9:00 a.m. – 3:00 p.m.
Website	<a href="http://www.laketwp.org">www.laketwp.org</a>
Supervisor	William L. Robinson 5251 Park Lane Honor, Michigan 49640 231.325.5613 phone (home)
Assessor	Carol Merrill 7320 Norconk Road Bear Lake, Michigan 49614 231.864.2587 phone (home) 231.510.6119 cell
Zoning Administrator	Richard Krupp 3859 Highland Drive Beulah, MI 49617 231.383.3017 cell

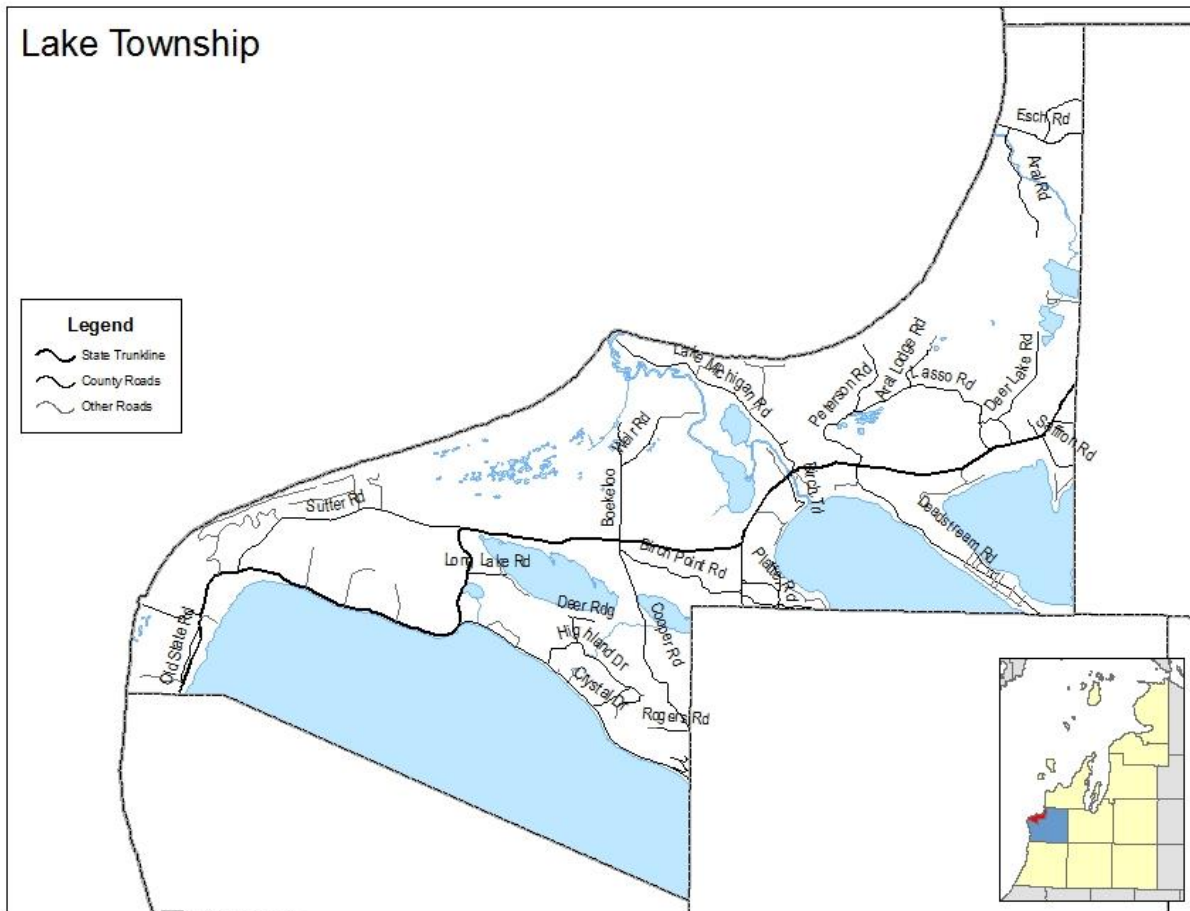
### Documents:

Zoning Ordinance-  
[www.laketwp.org/docs\\_forms.htm](http://www.laketwp.org/docs_forms.htm)

Applications, Forms & Permits-  
[http://www.laketwp.org/docs\\_forms.htm](http://www.laketwp.org/docs_forms.htm)

Zoning Map-  
[http://www.laketwp.org/images/Lake\\_Twp\\_Zoning\\_Map.jpg](http://www.laketwp.org/images/Lake_Twp_Zoning_Map.jpg)

### Lake Township Map



## *Platte Township*

Township Office                      11935 Fowler Road  
Honor, Michigan 49640  
231.325.2459 phone  
[Plattetownship@gmail.com](mailto:Plattetownship@gmail.com)

Website                                <http://www.plattetownship.org/pages/index.php>

Office Hours                         Thursdays 9:00 am to 12:00 pm

Supervisor                          Paul L. Solem  
231.325.2450 phone

Assessor                              Shelly Rosa  
231.325.2000 phone

Zoning Administrator             David Neiger  
231.882.7037 phone  
231.871.1346 cell

### Documents:

Zoning Ordinance-  
[http://www.benzoniatownship.org/zoning\\_ordinance.html](http://www.benzoniatownship.org/zoning_ordinance.html)

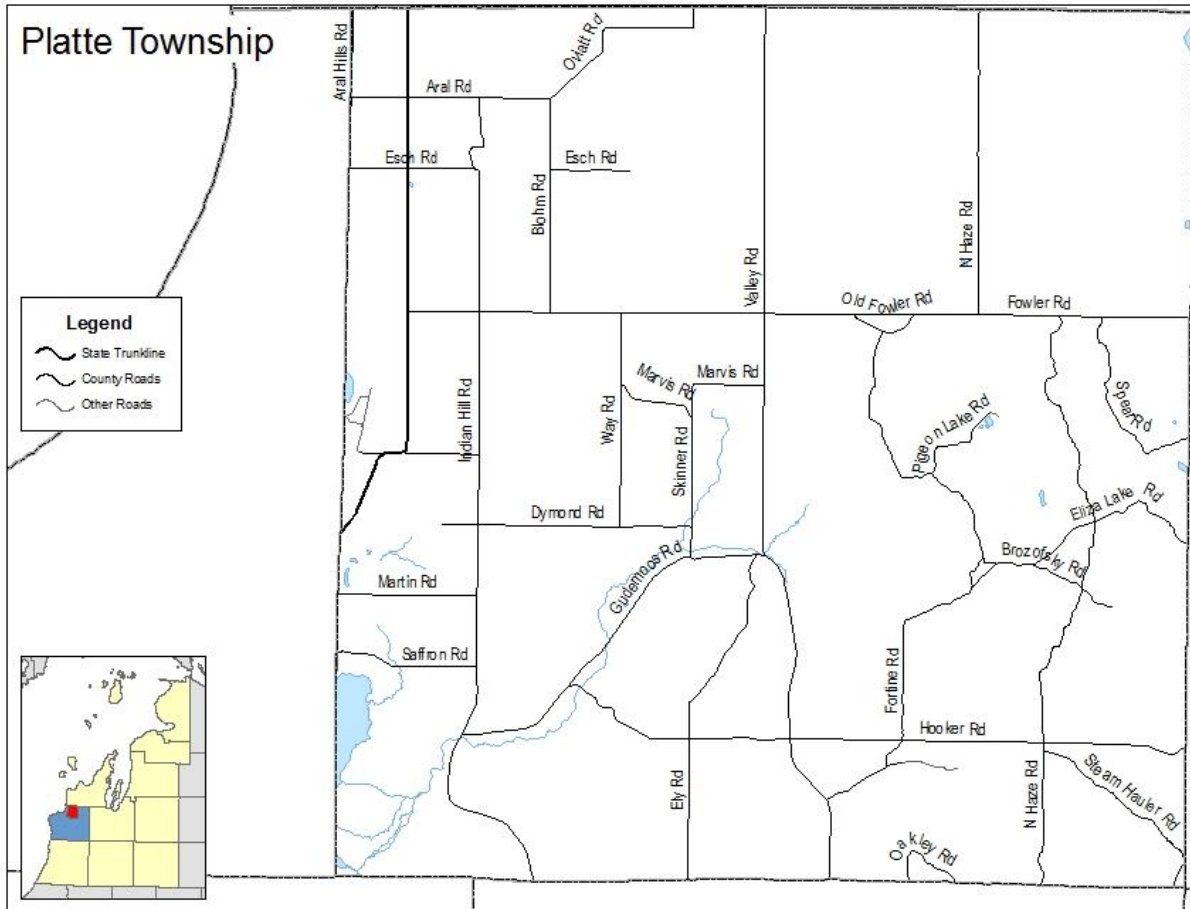
Applications, Forms & Permits-  
[http://www.benzoniatownship.org/docs\\_forms.html](http://www.benzoniatownship.org/docs_forms.html)

Master Plan-  
<http://cms.revize.com/revize/benzie/Benzie%20County%20Master%20Plan%20Final%20with%20resolution.pdf>

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.



### Platte Township Map



## *Weldon Township*

Township Office                    14731 Thompson Avenue  
Thompsonville, Michigan 49683  
231.378.2477 phone  
231.378.2477 fax  
[weldonclerk@acegroup.cc](mailto:weldonclerk@acegroup.cc)

Website                            <http://www.weldontwp.org/>

Supervisor                        Ron Hitesman  
231.882.7304 phone

Assessor                         Jessica Nuytten  
231. 378.2477 phone

Zoning Administrator         Craig Meredith  
231.378.2477 phone

### Documents:

#### Zoning Ordinance-

[http://www.weldontwp.org/yahoo\\_site\\_admin/assets/docs/Greater\\_Thompsonville\\_Area\\_Zoning\\_Ordinance.14272222.pdf](http://www.weldontwp.org/yahoo_site_admin/assets/docs/Greater_Thompsonville_Area_Zoning_Ordinance.14272222.pdf)

#### Applications & Permits-

[http://www.weldontwp.org/jpc\\_zoning\\_and\\_planning](http://www.weldontwp.org/jpc_zoning_and_planning)

#### Zoning Map-

[http://www.weldontwp.org/yahoo\\_site\\_admin/assets/docs/Greater\\_Thompsonville\\_Area\\_Zoning\\_Map.14272448.pdf](http://www.weldontwp.org/yahoo_site_admin/assets/docs/Greater_Thompsonville_Area_Zoning_Map.14272448.pdf)

#### Master Plan-

[http://www.colfaxtownship.org/jpc.html#Master\\_Plan](http://www.colfaxtownship.org/jpc.html#Master_Plan)

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.





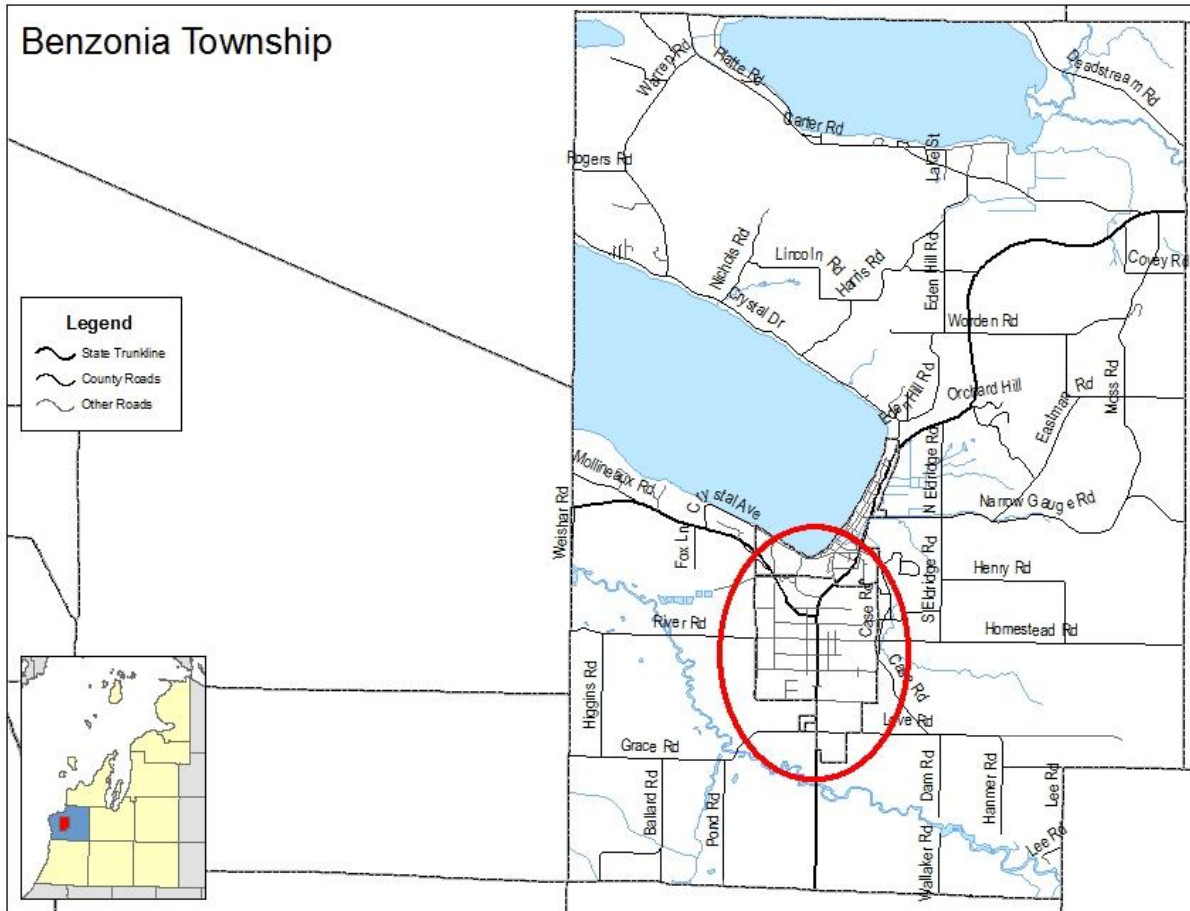
**SECTION III – Village & City Permitting & Zoning Process**

## *Village of Benzonia*

Village Hall	1267 Michigan Avenue Benzonia, Michigan 49616 231.882.9981 phone
Mailing Address	PO Box 223 Benzonia, Michigan 49616 231.882.9981 phone 231.882.9978 fax <a href="mailto:benzonia9981@att.net">benzonia9981@att.net</a>
President	Tim Flynn
Clerk	Rhonda Nye 231.882.4828 phone
Zoning Administrator	Dave Neiger 6795 Traverse Avenue Benzonia, Michigan 49616 231.882.7037 phone

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

### Village of Benzonia Map



## *Village of Beulah*

Village Hall	7228 Commercial Street Beulah, Michigan 49617 PO Box 326 231.882.4451 phone 231.882.5759 fax
Website	<a href="http://www.villageofbeulah.org">www.villageofbeulah.org</a>
Office Hours	Tuesday, Wednesday & Thursday - 10:00 a.m. – 2:00 p.m.
President	Dan Smith
Clerk	Laura Spencer 231.920.4445 phone
Zoning Administrator	Ron Edwards 231.882.4451 phone

### Documents:

#### Zoning Ordinance-

[http://www.villageofbeulah.org/beulahzoning/beulah-zoningord-10Sept2015\\_Final.pdf](http://www.villageofbeulah.org/beulahzoning/beulah-zoningord-10Sept2015_Final.pdf)

#### Zoning Map-

<http://www.villageofbeulah.org/beulahzoning/Zoning-Zoning.pdf>

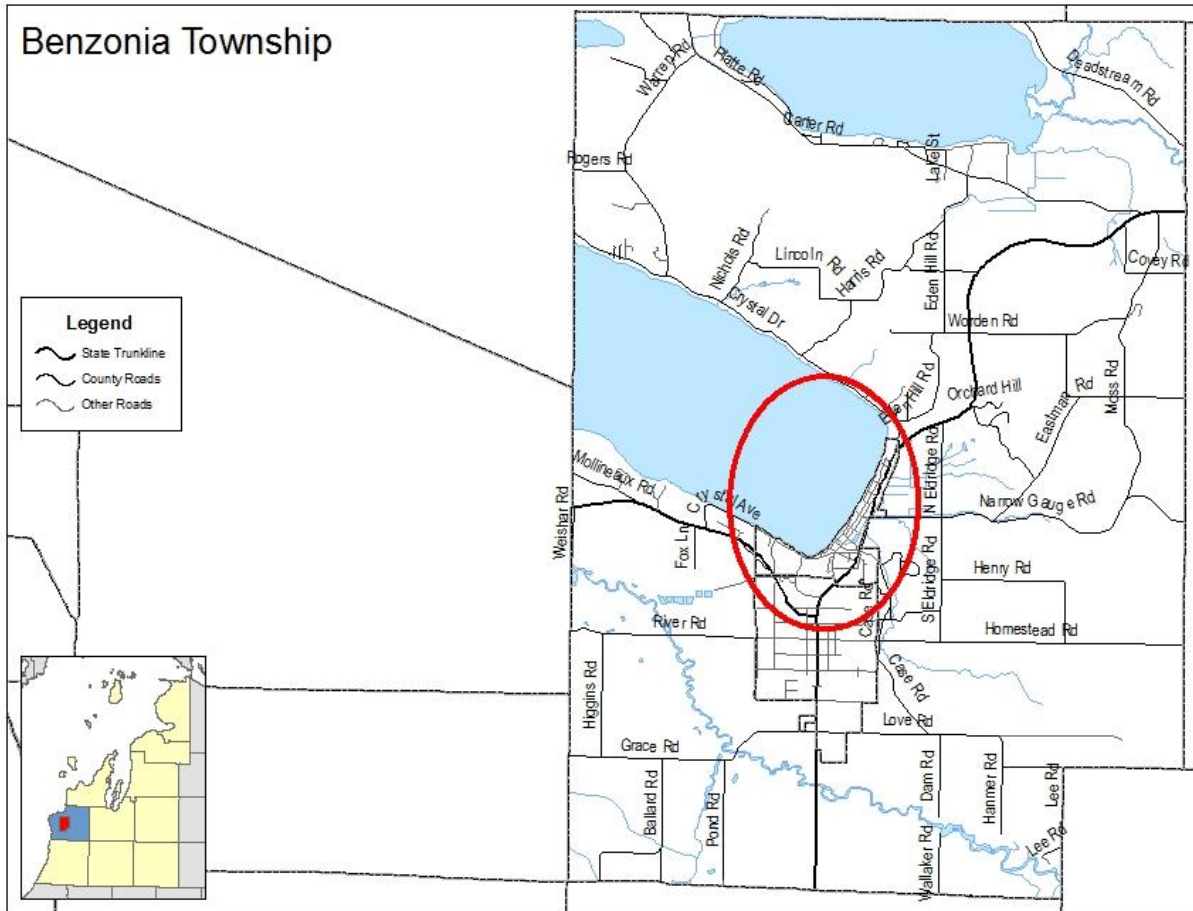
#### Master Plan-

[http://www.villageofbeulah.org/master\\_plan/Village\\_of\\_Beulah\\_Master\\_Plan.pdf](http://www.villageofbeulah.org/master_plan/Village_of_Beulah_Master_Plan.pdf)

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 Beulah Map



## *Village of Elberta*

Village Hall	401 First Street Elberta, Michigan 49628
Office Address	151 Pearson PO Box 8 Elberta, Michigan 49628 231.352.7201 phone 231.352.4033 fax
Website	<a href="http://villageofelberta.com">villageofelberta.com</a>
President	Holly O'Dwyer- President Pro-Tem (updated June 2017) 231.352.7201 phone <a href="mailto:hodwyer@villageofelberta.com">hodwyer@villageofelberta.com</a>
Clerk	Cathy Anderson 231.352.7201 phone <a href="mailto:clerk@villageofelberta.com">clerk@villageofelberta.com</a>
Assessor	
Zoning Administrator	Don Tanner  151 Pearson Street Elberta, MI 49628 231.383.3771 phone 231.352.4033 fax <a href="mailto:zoning@villageofelberta.com">zoning@villageofelberta.com</a>

### Documents:

#### Zoning Ordinance-

<http://villageofelberta.com/wp-content/uploads/2012/10/VOE-ZoningOrdinance-Amended-021816.pdf>

#### Zoning Map-

<http://villageofelberta.com/wp-content/uploads/2015/09/VElbertaTwpZoningE.pdf>

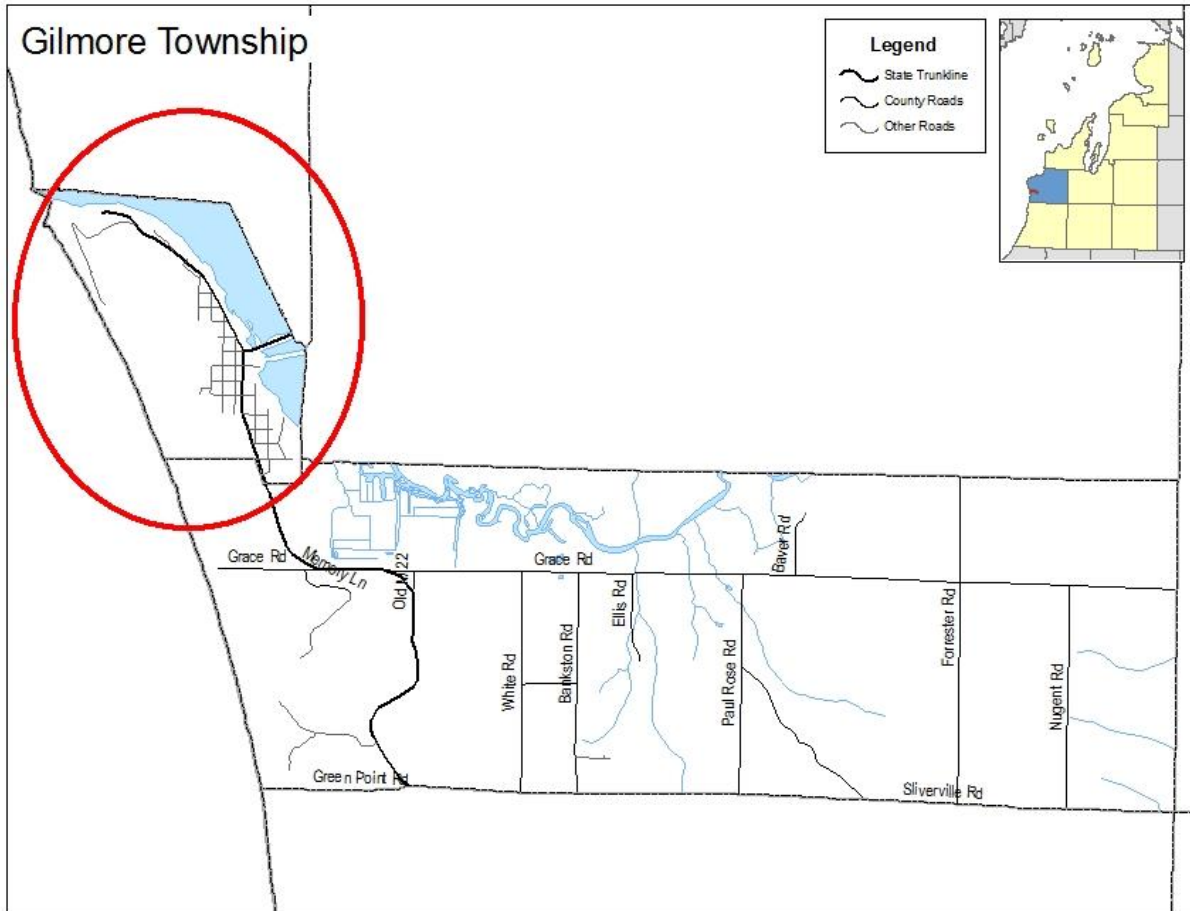
#### Master Plan-

<http://villageofelberta.com/wp-content/uploads/2016/04/Village-of-Elberta-Title-VI-Plan-FINAL-signed.pdf>

#### Applications, Permits and Forms-

<http://villageofelberta.com/about-us/village-government/zoning-ordinances/>

### Village of Elberta Map



## *Village of Honor*

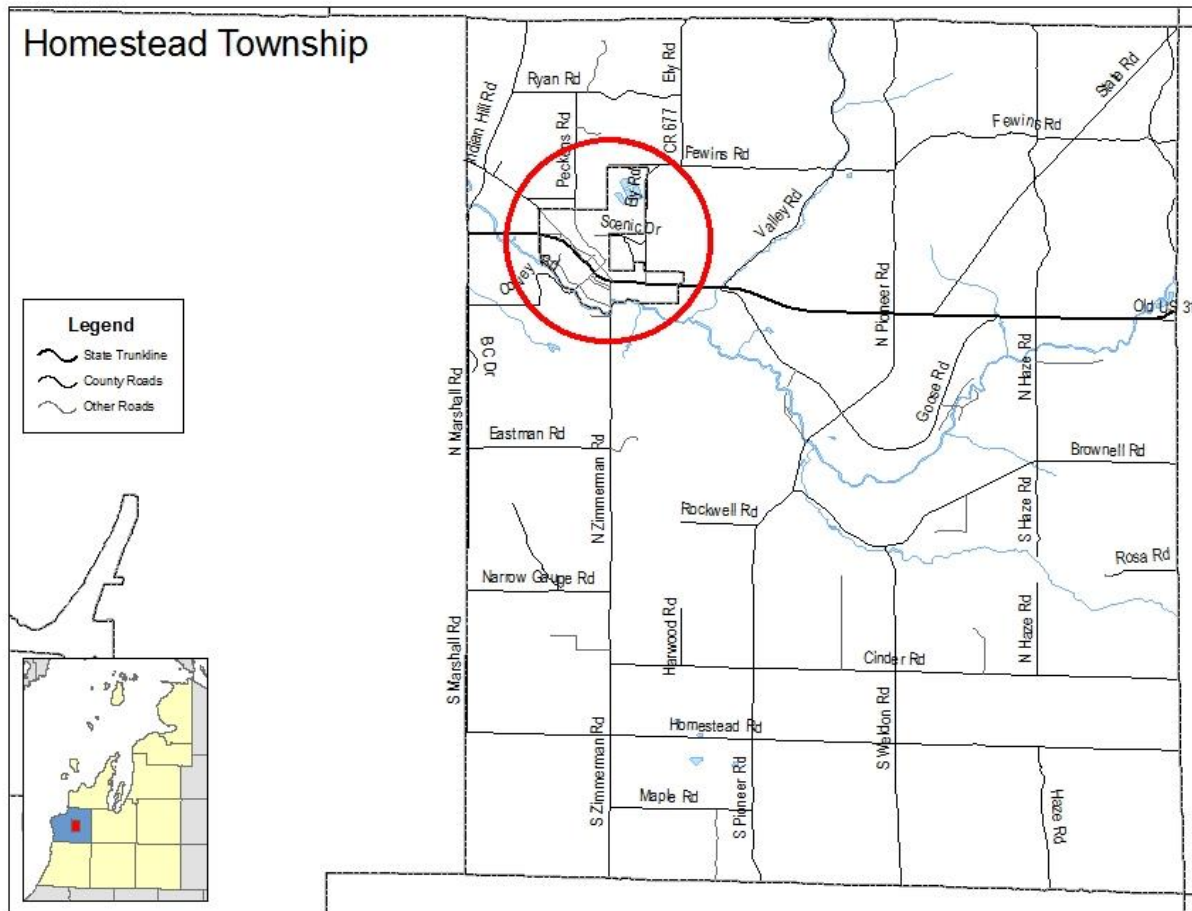
Village Hall	10922 Platte Street PO Box 95 Honor, Michigan 49640 231.325.8432 phone 231.325.8432 fax
Office Hours	Monday and Tuesday 3:30 pm – 6:00 pm or by appointment
President	Bill Ward 586.419.0099 cell
Clerk	Jeanne McPherson 231.930.8017 cell
Zoning Administrator	Christy Flynn 231.383.2342 phone <a href="mailto:honorplanningandzoning@gmail.com">honorplanningandzoning@gmail.com</a>

### Documents:

Zoning Ordinance-  
<http://www.villageofhonor.org/ordinances/VOHZoningOrdinance.pdf>

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 Honor Map

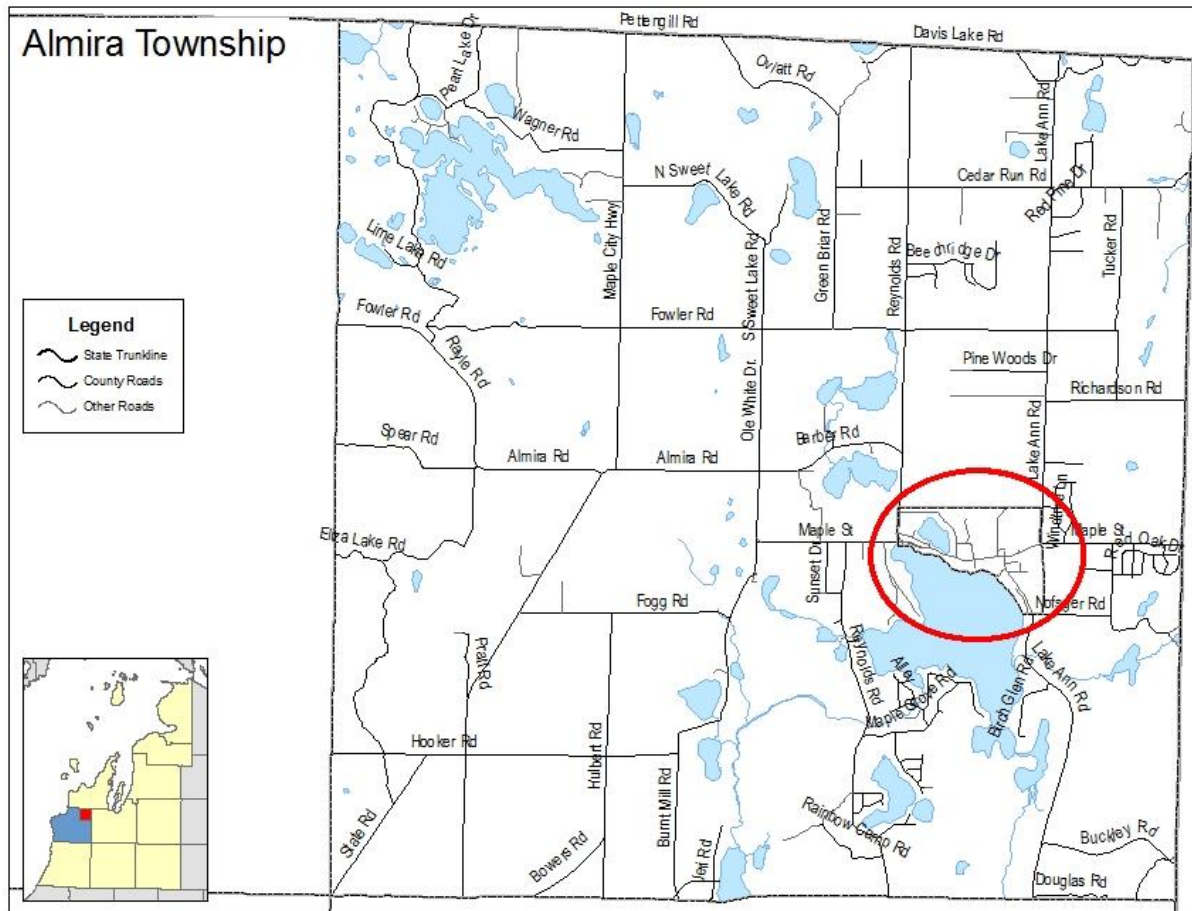


## *Village of Lake Ann*

Village Hall	Almira Township Hall 19639 Maple Street Lake Ann, Michigan 49650
Mailing Address	PO Box 61 Lake Ann, Michigan 49650 231.275.5862 phone
President/ Zoning Administrator	Jim Sturmer 231.620.0600 phone
Assessor	(Assessing is through Almira Township) 231.275.6346 phone <a href="mailto:assessor@almiratownship.org">assessor@almiratownship.org</a> Office Hours: Monday, Tuesday, Wednesday 8:00 am – 4:00 pm

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 Lake Ann Map



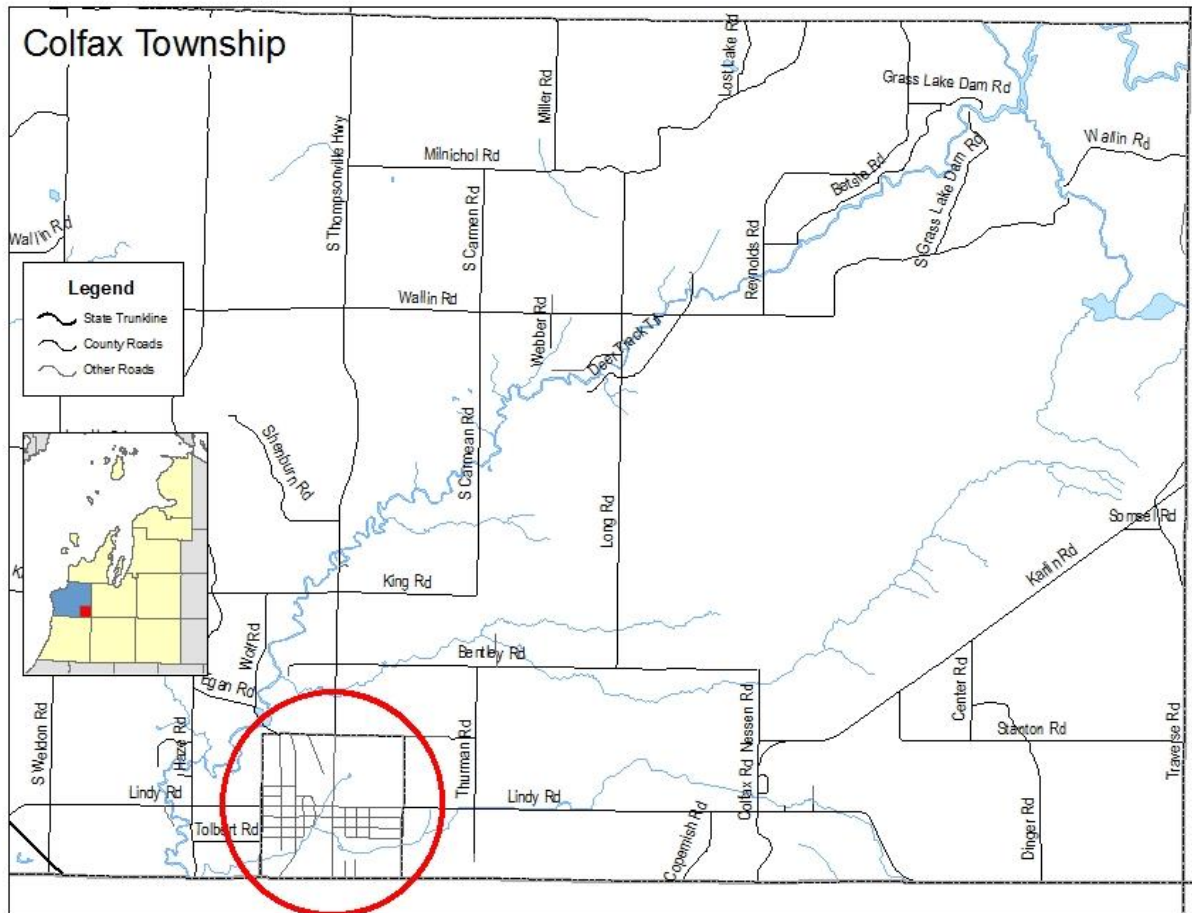
## *Village of Thompsonville*

Village Hall	14714 Lincoln Avenue Thompsonville, Michigan 49683
Mailing Address	PO Box 184 Thompsonville, Michigan 49683 231.378.2560 phone 231.378.2560 fax
President	Wayne Northbeck
Clerk	Catherine Scott
Zoning Administrator	Patrick Worman

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 Thompsonville Map

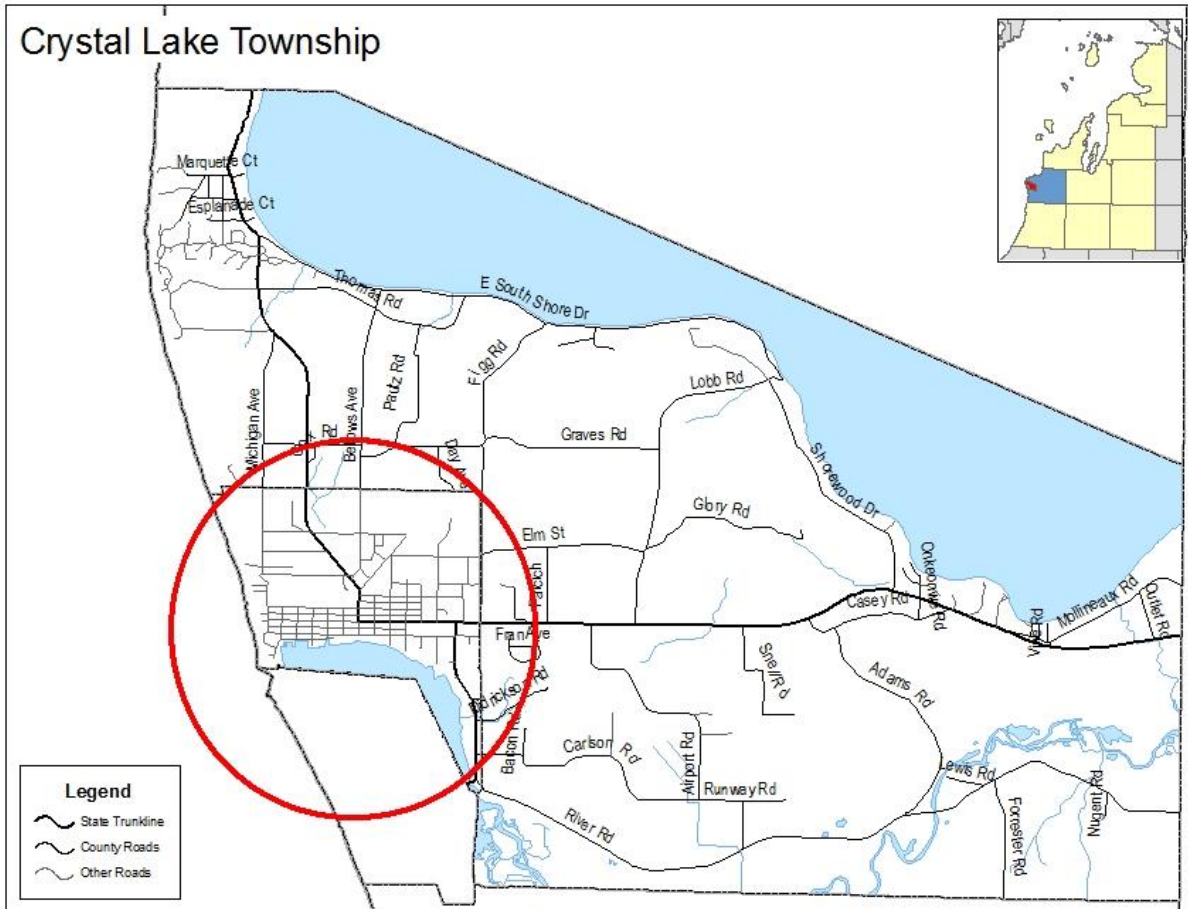


## *City of Frankfort*

City Hall	412 Main Street Frankfort, Michigan 49635
Mailing Address	PO Box 351 Frankfort, Michigan 49635 231.352.7117 phone 231.352.7100 fax
Website	<a href="http://www.frankfortmich.com">www.frankfortmich.com</a>
Office Hours	Monday – Friday, 8:00 a.m. to 5:00 p.m.
Mayor	Robert Johnson <a href="mailto:mayorbobby2015@gmail.com">mayorbobby2015@gmail.com</a>
Superintendent	Joshua Mills 231.352.7117 phone <a href="mailto:jmills@cofrankfort.net">jmills@cofrankfort.net</a>
Clerk/Treasurer	Kimberly Kidder 231.352.7117 <a href="mailto:kkidder@cofrankfort.net">kkidder@cofrankfort.net</a>
Documents:	
Zoning Ordinance-	<a href="http://www.frankfortmich.com/pdf/Ordinance7-15-14.pdf">http://www.frankfortmich.com/pdf/Ordinance7-15-14.pdf</a>
Applications & Forms-	<a href="http://www.frankfortmich.com/documents.html">http://www.frankfortmich.com/documents.html</a>
Master Plan-	<a href="http://www.frankfortmich.com/pdf/frankfort%20master%20plan%20as%20adopted%20051110_FINAL.pdf">http://www.frankfortmich.com/pdf/frankfort%20master%20plan%20as%20adopted%20051110_FINAL.pdf</a>

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

### City of Frankfort Map



**SECTION IV – Benzie County Governmental Agencies**

## *Benzie County Register of Deeds*

### Register of Deeds

Amy J. Bissell  
Upper Level  
Government Center  
448 Court Place  
Beulah, Michigan 49617  
231.882.0016 phone  
231.882.0167 fax

### Office Hours

Monday – Friday, 8:30 a.m. – 12 p.m. & 1:00 p.m. – 5:00 p.m.

### Website

[http://www.benzieco.net/government/county\\_register\\_of\\_deeds/index.php](http://www.benzieco.net/government/county_register_of_deeds/index.php)

### Services Offered

Recording of legal documents including: warranty deeds, quit claim deeds, mineral deeds, administrator, tax and sheriff's deed's, mortgages, assignment of mortgages, discharge of mortgages, patents, oil and gas leases, subdivisions (plats) and restrictions, rights of way, various liens including state and federal tax liens, circuit court orders, probate orders, and wills where real property is concerned, condominium documents, surveys, and land corner and remonumentation records.

The Register of Deeds collects the Michigan State Transfer Tax.

Specific document searches. See fee schedule below.

Collection of State Remonumentation Fees.

### Fee Schedule

[www.benzieco.net/PDF/Register\\_Of\\_Deeds/  
Register\\_Of\\_Deeds\\_Fees.pdf](http://www.benzieco.net/PDF/Register_Of_Deeds/Register_Of_Deeds_Fees.pdf)

## *Benzie County Surveyor*

County Surveyor

John B. Smendzuik  
Crystal Surveying LLC  
114 South Benzie Boulevard  
Beulah, Michigan 49617-0377  
231.882.4303 phone

Office Hours

Monday – Friday, 8:00 a.m. – 12 p.m. & 1:00 p.m. – 5:00 p.m.

Website

[http://www.benzieco.net/government/county\\_surveyor\\_s\\_office/index.php](http://www.benzieco.net/government/county_surveyor_s_office/index.php)

Services Offered

Running of the Benzie County Remonumentation Program  
  
Source for Survey information for the County and State

## *Benzie County Planning Commission*

Contact Persons

Peg Minster, Chair  
231.378.2259 phone  
231.357.7145 cell

Chris Olson, County Administrator  
231.882.0558 phone  
231.882.7072 fax  
[colson@benzieco.net](mailto:colson@benzieco.net)

Website

[http://www.benzieco.net/departments/planning\\_commission/index.php](http://www.benzieco.net/departments/planning_commission/index.php)

Description

The Planning Commission is a seven member commission appointed by the County Board of Commissioners. Planning Commissioners are appointed to three year terms. The County Administrator and Recording Secretary provide staff support to the County Planning Commission.

Documents:

Plans, Reports & Ordinances

[http://www.benzieco.net/departments/planning\\_commission/documents.php](http://www.benzieco.net/departments/planning_commission/documents.php)

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

Director Bert Gale, Building Official

Office Lower Level  
Government Center  
448 Court Place  
Beulah, Michigan 49617  
231.882.9673 phone  
231.882.0033 fax

Office Hours Monday – Friday  
8:00 a.m. – 12:00 p.m. & 1:00 p.m. – 5:00 p.m.

### Services Offered

- Issuance of construction and demolition, electrical, mechanical, and plumbing permits
- Plan reviews
- Inspections of construction projects (all trades) for compliance of State Codes
- State Code enforcement

### Fees:

[www.benzieco.net/PDF/building/Building\\_Permit\\_Fee\\_Sched.pdf](http://www.benzieco.net/PDF/building/Building_Permit_Fee_Sched.pdf)

### Documents, Applications and Forms:

[http://www.benzieco.net/departments/building\\_safety\\_and\\_code\\_enforcement/documents\\_forms.ph  
p](http://www.benzieco.net/departments/building_safety_and_code_enforcement/documents_forms.php)



## ***Land Bank Authority***

Contact	Michelle Thompson, County Treasurer 231.882.0011 phone 231.882-4844 fax
Webpage	<a href="http://www.benzieco.net/government/committees/land_bank_authority.php">http://www.benzieco.net/government/committees/land_bank_authority.php</a>
Office	Upper Level Government Center 448 Court Place Beulah, Michigan 49617
Office Hours	Monday – Friday, 8:30 a.m. – 12 p.m. & 1:00 p.m. – 5:00 p.m.
Services Offered	Cleared parcels available for sale for development/redevelopment.

Documents available on webpage

## ***Brownfield Redevelopment Authority***

Benzie County is in the process of formulating a brownfield redevelopment authority in order to establish a financing mechanism for the redevelopment of parcels. Further information will be forthcoming.

## ***Economic Development Information***

### General Information

Contact	Chris Olson, County Administrator 231.882.0558 phone 231.882-7072 fax
Services Offered	Information for development/redevelopment opportunities in Benzie County, coordination with other services, local units and authorities.

### Benzie Economic Development Corporation

Chairman	Troy Terwilliger 231.352.7181 (ext. 2003) phone
----------	--

*Drain Commissioner*

Commissioner                      Edward Hoogterp

Office                                9225 Gilstone  
Beulah, Michigan 49617  
231.882.4932 phone  
[ehoogterp@benzieco.net](mailto:ehoogterp@benzieco.net)

## *Emergency Management Agency*

Coordinator                      Frank Post

Office                                448 Court Place  
Beulah, Michigan 49617  
231.882.0567 phone  
231.882.0568 fax

### Website

[http://www.benzieco.net/departments/emergency\\_operations\\_management/index.php](http://www.benzieco.net/departments/emergency_operations_management/index.php)

### Services Offered

- Maintain Emergency Operations Plan
- Provide Benzie County Natural Hazards Mitigation Plan
- Operate the Emergency Operations Center
- Coordinate resources and efforts during response and recovery

Documents available for viewing on webpage

## *Benzie County Road Commission*

Office	PO Box 68 11318 Main Street (US-31) Honor, Michigan 49640 231-325-3051 phone 231-325-2627 fax
Website	<a href="http://www.benziecrc.org">www.benziecrc.org</a>
Office Hours	Winter Hours: Monday – Friday, 7:00 am – 3:30 pm Summer Hours: Monday – Thursday 6:00 am – 4:30 pm
Manager	Matthew Skeels 231-325-3051 (ext 207) phone <a href="mailto:brcengineer@benzieroad.org">brcengineer@benzieroad.org</a>
Superintendent	Bradley Schaub 231-325-3051 (ext 203) phone <a href="mailto:brcclerk@benzieroad.org">brcclerk@benzieroad.org</a>
Documents	<a href="http://www.benziecrc.org/docs_forms.htm">http://www.benziecrc.org/docs_forms.htm</a> <ul style="list-style-type: none"><li>• Residential Driveways Specifications</li><li>• Commercial Driveways Specifications</li><li>• Well Site Driveway Specifications</li><li>• Mailbox Installation Guide</li><li>• Miscellaneous Permit Information</li><li>• Permit Fee Schedule</li><li>• Private Road Specifications</li><li>• Standards &amp; Specifications (For subdivisions, site condominiums, and other development projects)</li></ul>
Application and Forms	<a href="http://www.benziecrc.org/docs_forms.htm">http://www.benziecrc.org/docs_forms.htm</a> <ul style="list-style-type: none"><li>• Utility Permit Fee Calculation Spreadsheet</li><li>• Land Division Review Application</li><li>• Plan Review Application (for proposed planned unit developments including site condominiums and subdivisions)</li><li>• Right of Way Application</li><li>• Mobile Home Transportation</li><li>• Transportation of Building or Special Load Permit</li></ul>