

# 2021

## EMMET COUNTY

### GUIDE TO PERMITTING & ZONING



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## Introduction

Delays and issues with the permitting process can be costly to homeowners, construction companies, and even local governments. Unfamiliarity with permitting and zoning processes can arise for those not familiar with the road map and nuances of the process for different municipalities and agencies. The creation of the Guide to Permitting and Zoning for Emmet County is the result of the collaboration of county and regional stakeholders to assist individuals and businesses with the permitting and zoning process necessary to move development forward.

The primary goals of the guide are to act as a reference and to educate the public from individuals to contractors to developers with the resources to access information for applying for permits or beginning a project within a certain County or municipality. The applicant or contractor should always contact the local Zoning Administrator, plan reviewer, or permitting agent of the location's local agencies prior to starting the project.

This Guide is not intended to be a "Do-It-Yourself" tool or as a definitive guide to municipalities' regulations and processes relating to zoning and permitting. Each project is different and utilizing the flowcharts within this guide does not guarantee that a permit or approval will be issued. Potential applicants and contractors are encouraged to seek the assistance of local professionals who have experience dealing with the requirements of permits and approvals (i.e. Zoning Administrator).

An understanding of the permitting and approval process will improve the efficiency of the process for both the private and public sectors, 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).

## Enabling Legislation

### [Michigan Planning Enabling Act 33 of 2008](#)

An act to codify the laws regarding and to provide for county, township, city, and village planning; to provide for the creation, organization, powers, and duties of local planning commissions; to provide for the powers and duties of certain state and local governmental officers and agencies; to provide for the regulation and subdivision of land; and to repeal acts and parts of acts.

### [Michigan Zoning Enabling Act 110 of 2006](#)

An act to codify the laws regarding local units of government regulating the development and use of land; to provide for the adoption of zoning ordinances; to provide for the establishment in counties, townships, cities, and villages of zoning districts; to prescribe the powers and duties of certain officials; to provide for the assessment and collection of fees; to authorize the issuance of bonds and notes; to prescribe penalties and provide remedies; and to repeal acts and parts of acts.



## Emmet County Planning and Zoning Contact Information

Emmet County administers Zoning for the Townships of Bear Creek, Bliss, Carp Lake, Center, Cross Village, Friendship, Littlefield, Maple River, McKinley, Readmond, Springvale and Wawatam.

The Townships of Little Traverse, Pleasantview, Resort and West Traverse administer separate Zoning Ordinances, as well as all incorporated areas within Emmet County, which include the Villages of Alanson, Mackinaw City and Pellston, and the Cities of Harbor Springs and Petoskey.

To apply for a Zoning Permit in a Township under Emmet County Zoning jurisdiction, contact staff at the Emmet County Office of Planning and Zoning.

To apply for a [Zoning Permit outside of Emmet County Zoning jurisdiction](#), contact the appropriate Township, Village or City.

Any properties placed in tribal trust through the Little Traverse Bay Bands of Odawa Indians is exempt from local zoning and building regulations, but are subject to tribal rules and regulations. For more information visit their [website](#).

### *Planning & Zoning Contact*

Tammy Doernenburg, Director, Zoning Administrator  
Emmet County Planning and Zoning  
John R. Watson Community Resource Center  
3434 Harbor-Petoskey Rd. (M-119), Suite E  
Harbor Springs, MI 49740  
Phone: (231) 439-8998  
Email: [tdoernenburg@emmetcounty.org](mailto:tdoernenburg@emmetcounty.org)  
[Website](#)

Ryan Diederichsen  
Assistant Planning Director  
Phone: (231) 439-8961  
Email: [rdiederichsen@emmetcounty.org](mailto:rdiederichsen@emmetcounty.org)

Nancy Salar, Assistant Planner, Ordinance Enforcement Officer  
Phone: (231) 348-1735  
Email: [nsalar@emmetcounty.org](mailto:nsalar@emmetcounty.org)

### *Planning Commission*

Email: [pzcr@emmetcounty.org](mailto:pzcr@emmetcounty.org)  
[Planning Commission Website](#)

### *Zoning Board of Appeals*

Email: [pzcr@emmetcounty.org](mailto:pzcr@emmetcounty.org)  
[Zoning Board of Appeals Website](#)

## Emmet County 2021 - 2025 [Master Plan](#) Emmet County [Zoning Ordinance](#) Emmet County [Sign Ordinance](#)

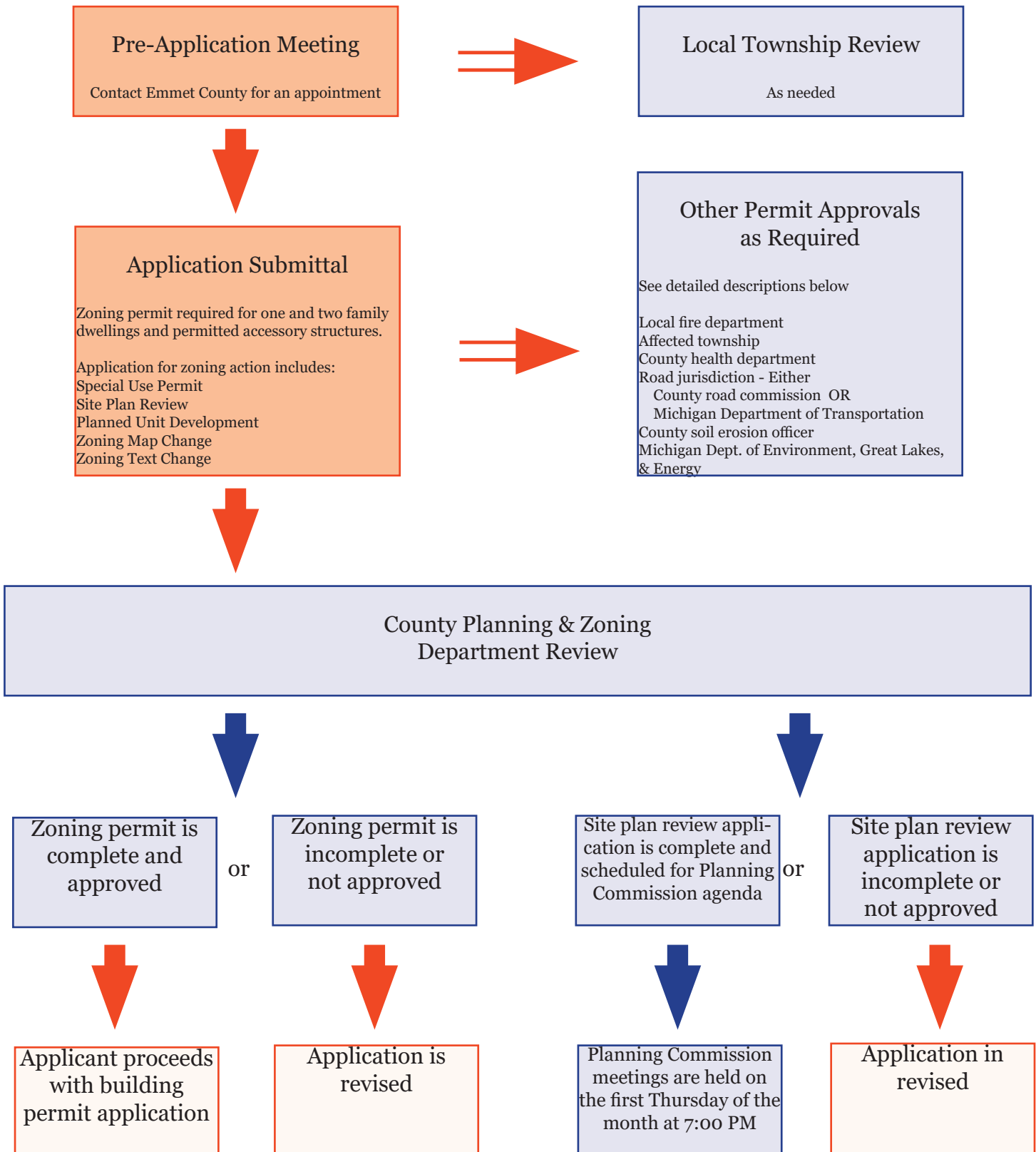
### *Building Department and Inspections*

Emmet County Building Department  
John R. Watson Community Resource Center  
3434 Harbor-Petoskey Rd. (M-119), Suite E  
Harbor Springs, MI 49740  
Phone: (231) 348-1735  
Email: [pzcr@emmetcounty.org](mailto:pzcr@emmetcounty.org)

Martie Van Berlo, Director, Building Official  
Phone: (231) 348-1735  
Email: [mvanberlo@emmetcounty.org](mailto:mvanberlo@emmetcounty.org)

## Emmet County Permitting & Zoning Process

The following flow chart applies to Emmet County zoned townships. **Orange** indicates items the applicant is responsible for while **blue** indicates government or other agency review steps.



## Other Permit Approvals as Required

- **Affected Township**  
Depending on the project use, location, and scale, Emmet County Planning & Zoning may initiate a local review of the project prior to application submittal. See local jurisdiction contact information.
- **Local Fire Department Review**  
Depending on the project use, location, and scale, a review by the local fire department may be required for safety, access, and siting issues. See local jurisdiction contact information.
- **County Soil Erosion Officer**  
Before contracting for, allowing, or engaging in an earth change in the County, a Landowner of Designated Agent shall obtain an earth change permit in the landowner's name from Emmet County if the earth change:

1. Will disturb one or more acres of land, or
  2. Will be located within 500 feet of the ordinary high water mark of waters of the State,
- or
3. Will result or contribute to soil erosion or the accumulation of sedimentation in adjacent properties or waters of the State.

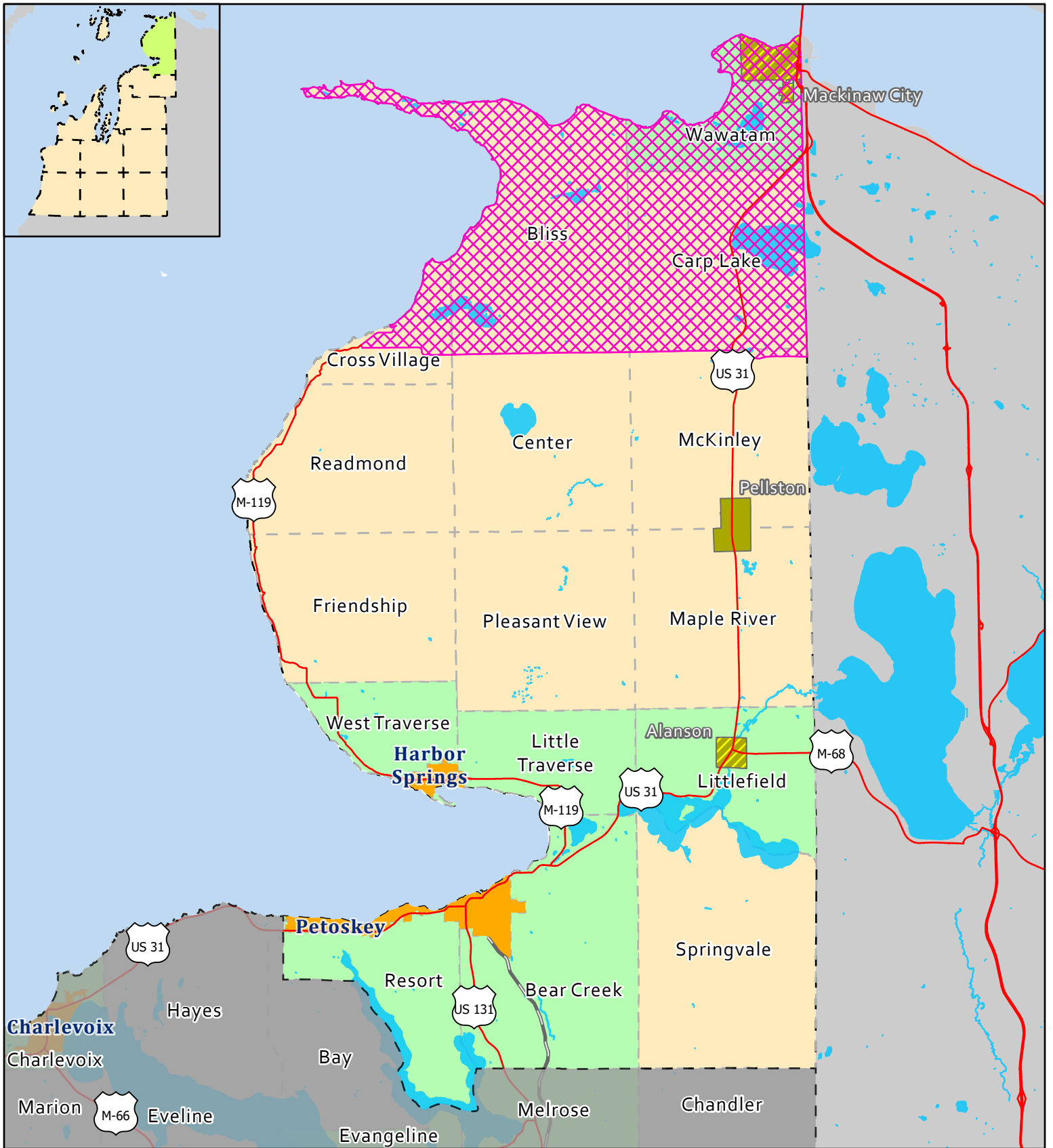
Contact Emmet County Planning and Zoning with questions. A Soil Erosion Permit Application is found [here](#).

- **Road Jurisdiction - Either**  
Emmet County Road Commission  
Office  
2265 E. Hathaway Road  
Harbor Springs, MI 49740  
Phone: (231) 347-8142  
Email: [ecrcsecty@emmetcrc.com](mailto:ecrcsecty@emmetcrc.com)  
[Website](#)

OR

Michigan Department of Transportation  
Gaylord Transportation Service Center  
1088 M-32 East  
Gaylord, MI 49735  
Phone: (989)731-5090  
[Website](#)


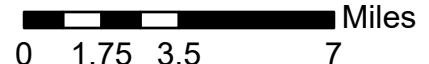
- **Health Department of Northwest Michigan**  
Businesses may reach out to the Health Department regarding food safety/licensing, water safety, air quality, other use type inspections, and employee health and wellness. Here is a link to their [website](#).
- **Michigan Dept. of Environment, Great Lakes, & Energy**  
Projects with the potential to impact air and water quality require EGLE-issued permits. Additionally, development near or in state protected wetlands, lakes, or streams may require EGLE-issued permits. View the EGLE [website](#) for more information. List all applicable development situations- critical dunes, high-risk erosion. Designated wetlands online viewer [here](#).



# Emmet County & Local Units of Government

## Legend

- Highways
- Railroad
- Hydrology
- Great Lakes
- Qualified Opportunity Zone
- G&I Areas Villages
- G&I Areas Cities
- Surrounding G&I Twps.
- All Townships
- All Villages
- Emmet County
- Other NW MI Counties
- Counties Outside Region

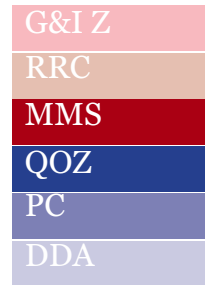
  
 Miles  
  
 0 1.75 3.5 7  
 Map produced by Networks Northwest  
 Community Development 4/29/2021



## Areas of Interest

The six (6) local jurisdictions specifically discussed in the Planning and Zoning Guide for Emmet County are considered highly developable areas that offer trained zoning staff, planning and zoning policies that utilize best practices, and in-place infrastructure such as water and sewer. There are six (6) areas of interest that describe the communities' readiness for development and their public bodies overseeing development. They are:

- A Growth and Investment Zone
- A Redevelopment Ready Community (RRC)
- A Michigan Main Street community
- A Qualified Opportunity Zone
- Has a local Planning Commission
- Has a Downtown Development Authority or equivalent



The areas of interest are color-coded and organized into a bar chart for easy identification. A community that represents all six areas of interest will have an associated bar chart with all six representing colors. Shown here:



For an example of how the bar chart is applied, the City of Petoskey represents four of the six areas of interest: is a growth and investment zone, has participated in the Redevelopment Ready Communities program, has a local Planning Commission, and has a Downtown Development Authority. Therefore, four of the six bars will be shown on the City's bar chart. Petoskey is not a Michigan Mains Street Community and does not have an Opportunity Zone therefore those bars have been excluded. A bar chart representing the associated areas of interest is included with each local jurisdiction., the City's bar chart is represented in the following manner:

City of Petoskey



## A Growth & Investment Zone

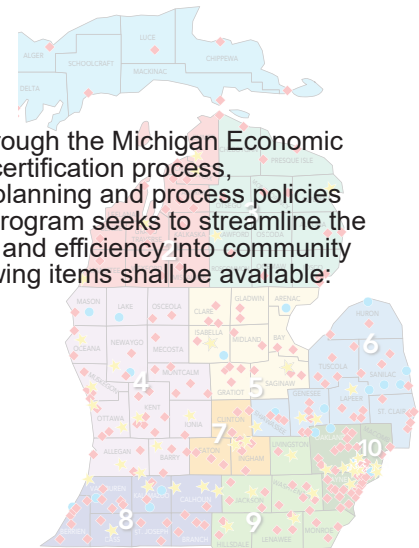
While many assets are needed for new growth and investment, there are five (5) essential criteria common to communities throughout the nation that support growth and investment potential. These five criteria were used in the selection of areas for additional analysis regarding growth and investment readiness, trends, and capabilities:

- Operational municipal water system
- Operational municipal sewer system
- Operational broadband service area - standard of 25 mbps download / 3 mbps upload
- Adopted master plan that recommends a defined higher density downtown core for development and investment
- Zoning ordinance that codifies higher density development in the downtown core
- Available governmental officials and staff to create effective growth- and investment-oriented policies and efficiently process requests and permits

## A Redevelopment Ready Community

The Redevelopment Ready Communities® (RRC) program is provided through the Michigan Economic Development Corporation for communities across the state. Through the certification process, communities are empowered to build a strong foundation by establishing planning and process policies which retain and attract business investment and talent. Additionally, the program seeks to streamline the development approval process, by integrating transparency, predictability, and efficiency into community development practices. When encountering an RRC community, the following items shall be available:

- An updated Master Plan;
- An updated Zoning Ordinance;
- A comprehensive Guide to Development;
- A Public Participation Plan; and
- Strategic sites identified for development.



## A Michigan Main Street Community

Michigan Main Street (MMS) began in 2003 and is a Main Street America™ Coordinating Program. As a Main Street America™ coordinating program, MMS is affiliated with the National Main Street Center, which helps to lead a powerful, grassroots network committed to creating high-quality places and to building stronger communities through preservation-based economic development. The Main Street program operates under the following four points:

- Economic Vitality
- Design
- Organization
- Promotion

## A Qualified Opportunity Zone

Opportunity Zones were created under the 2017 Tax Cuts and Jobs Act to stimulate economic development and job creation by incentivizing long term investments in low-income neighborhoods. Opportunity Zones are defined by the Economic Development Administration as an economically-distressed Census tract where private investments, under certain conditions, may be eligible for capital gain tax incentives. Communities located in designated Opportunity Zone Census tracts will be identified.

## Local Planning Commission

The group of appointed community residents who make up the Planning Commission serve as the sounding board for planning and development projects within the community. Each local government in Michigan has the authority to create a Planning Commission, but not all have one. Many communities in Michigan rely on County planning services. However, all local municipalities with a local planning department are listed in this guide. While the community may or may not have a dedicated planning staff member, the local Planning Commission will still be called upon to provide input on development projects. Where a community has enacted a local zoning ordinance, the Planning Commission will offer recommendations to the relevant City Council, Village Council, or Township Board. A community who is under county-wide zoning will offer recommendations to the County Planning Commission.

## Local Downtown Development Authority

Part 2 of Act 57 of 2018: Recodified Tax Increment Financing Act describes the authority, purpose, and powers of local Downtown Development Authorities. The State legislation can be found [here](#). The Downtown Development Authority Board is made up of appointed officials charged with creating a development plan for a defined tax increment financing district. The Authority is a stakeholder body and instrumental to the growth and development of the district.

## Village of Alanson

G&I Z

PC

DDA

### [Village Website](#)

*Village Offices Address*  
7631 U.S. 31 North  
Alanson, MI 49706  
Office Phone: (231) 548-5431

*Mailing Address*  
P.O. Box 425  
Alanson, MI 49706

### *Village Contact Information*

Greg Babcock, Village President  
Office Phone: (231) 548-1058  
Email: [gabcock@villageofalanson.com](mailto:gabcock@villageofalanson.com)

### *Planning & Zoning*

Joe Lucier, Zoning Administrator  
Office Phone: (231) 838-1262  
Email: [jlucier@villageofalanson.com](mailto:jlucier@villageofalanson.com)

### *Planning Commission Contact Information*

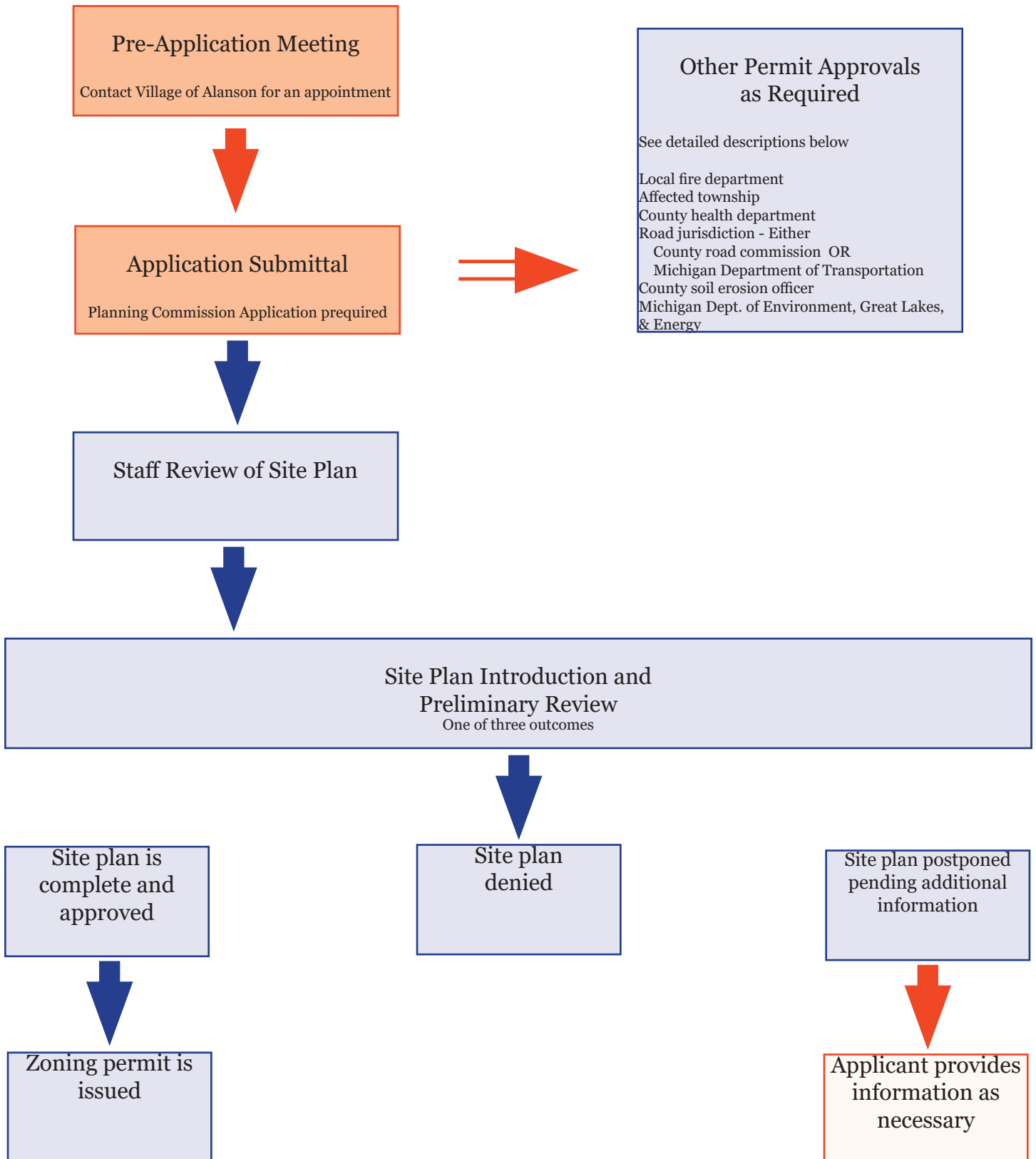
Monique Diamond-Kilmer, Chair  
Email: [mkilmer@villageofalanson.com](mailto:mkilmer@villageofalanson.com)  
[Website](#)

### Village of Alanson [Zoning Ordinance](#)



## Village of Alanson Site Plan Review Process

Steps marked in **orange** indicates items the applicant is responsible for while **blue** indicates government or other agency review steps.



## Bear Creek Township

G&I Z

PC

### [Township Website](#)

*Township Offices Address*  
373 North Division Rd.  
Petoskey, MI 49770  
Office Phone: (231) 347-0592

*Township Contact Information*  
Dennis Keiser, Township Supervisor  
Office Phone: (231) 347-1311  
Email: [supervisor@bearcreektownship.com](mailto:supervisor@bearcreektownship.com)

### *Planning & Zoning (Provided by Emmet County)*

Tammy Doernenburg, Director, Zoning  
Administrator  
Phone: (231) 439-8998  
Email: [tdoernenburg@emmetcounty.org](mailto:tdoernenburg@emmetcounty.org)

### *Township Building Department*

Phone: (231) 347-3204  
Email: [building@bearcreektownship.com](mailto:building@bearcreektownship.com)

### **County Zoned; Refer back to County permitting process**

#### *Planning Commission Contact Information*

Emma Kendziorski, Township Clerk  
Email: [clerk@bearcreektownship.com](mailto:clerk@bearcreektownship.com)  
[Website](#)

### Bear Creek Township [Master Plan](#)



## City of Harbor Springs

G&I Z

PC

DDA

### [City Website](#)

#### *City Offices Address*

160 Zoll St.  
Harbor Springs, MI 49740  
Office Phone: (231) 526-2104

#### *City Contact Information*

Victor Sinadinovski, City Manager  
Office Phone: (231) 526-2104  
Email: [citymgr@cityofharborsprings.com](mailto:citymgr@cityofharborsprings.com)

#### *Assessor, Planning & Zoning*

Jeff Grimm  
Phone: (231) 526-2104  
Email: [assessor@cityofharborsprings.com](mailto:assessor@cityofharborsprings.com)

#### *Planning Commission Contact Information*

Jeff Grimm  
Email: [assessor@cityofharborsprings.com](mailto:assessor@cityofharborsprings.com)  
[Website](#)

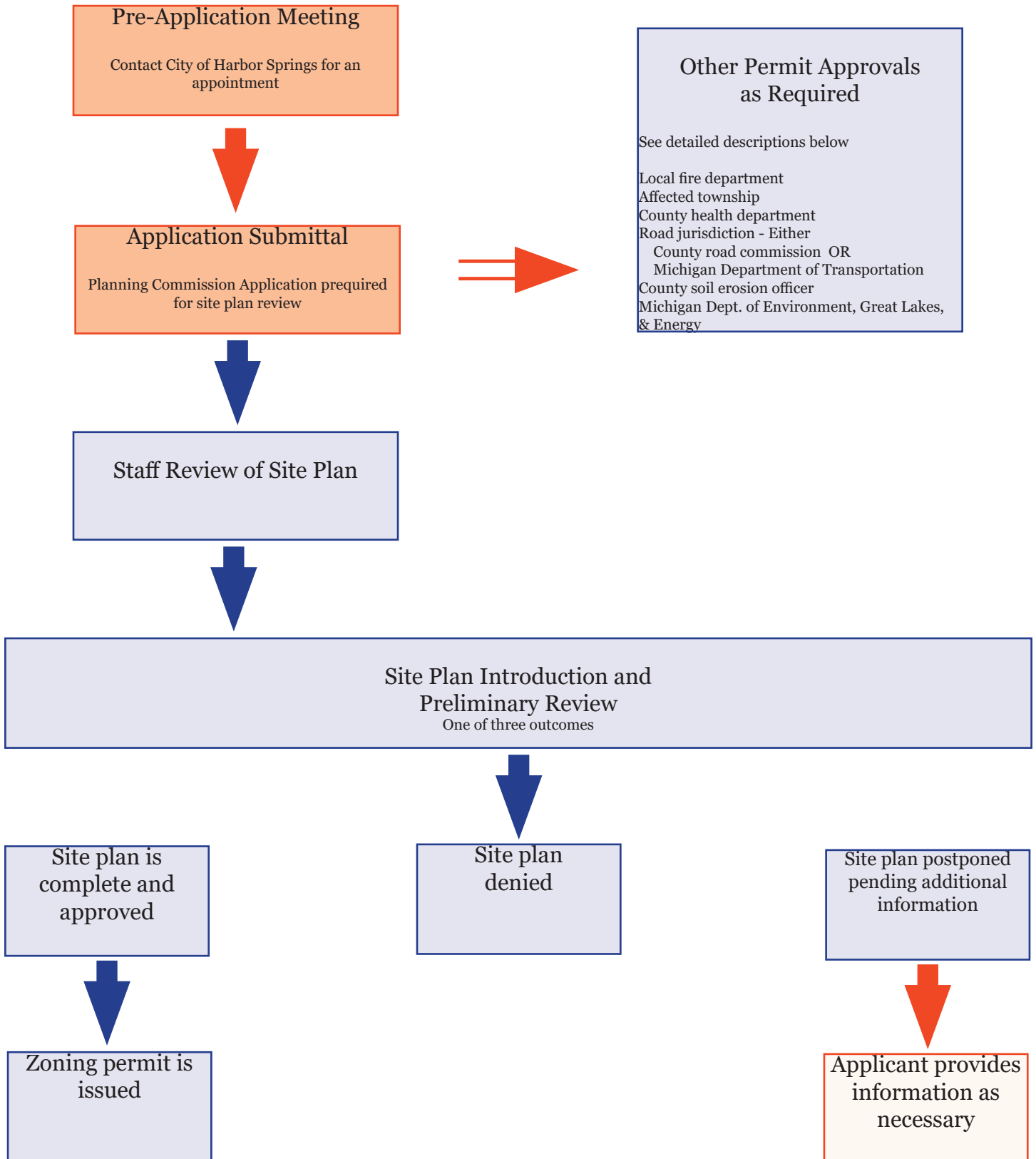
City of Harbor Springs [Master Plan](#)

[Zoning Code](#)



## City of Harbor Springs Site Plan Review Process

Steps marked in orange indicates items the applicant is responsible for while blue indicates government or other agency review steps.





## Village of Mackinaw City

G&I Z

QOZ

PC

DDA

[Village Website](#)

*Village Offices Address*  
 102 South Huron Avenue  
 Mackinaw City, MI 49701  
 Office Phone: (231) 436-5351

*Village Contact Information*  
 Patrick Wyman, Village Manager  
 Office Phone: (231) 436-5351  
 Email: [pwyman@mackinawcity.org](mailto:pwyman@mackinawcity.org)

*Plannning & Zoning*

Phone: (231) 436-5351  
 Email: [zoning@mackinawcity.org](mailto:zoning@mackinawcity.org)

*Plannning Commission Contact Information*

Phone: (231) 436-5351  
[Website](#)

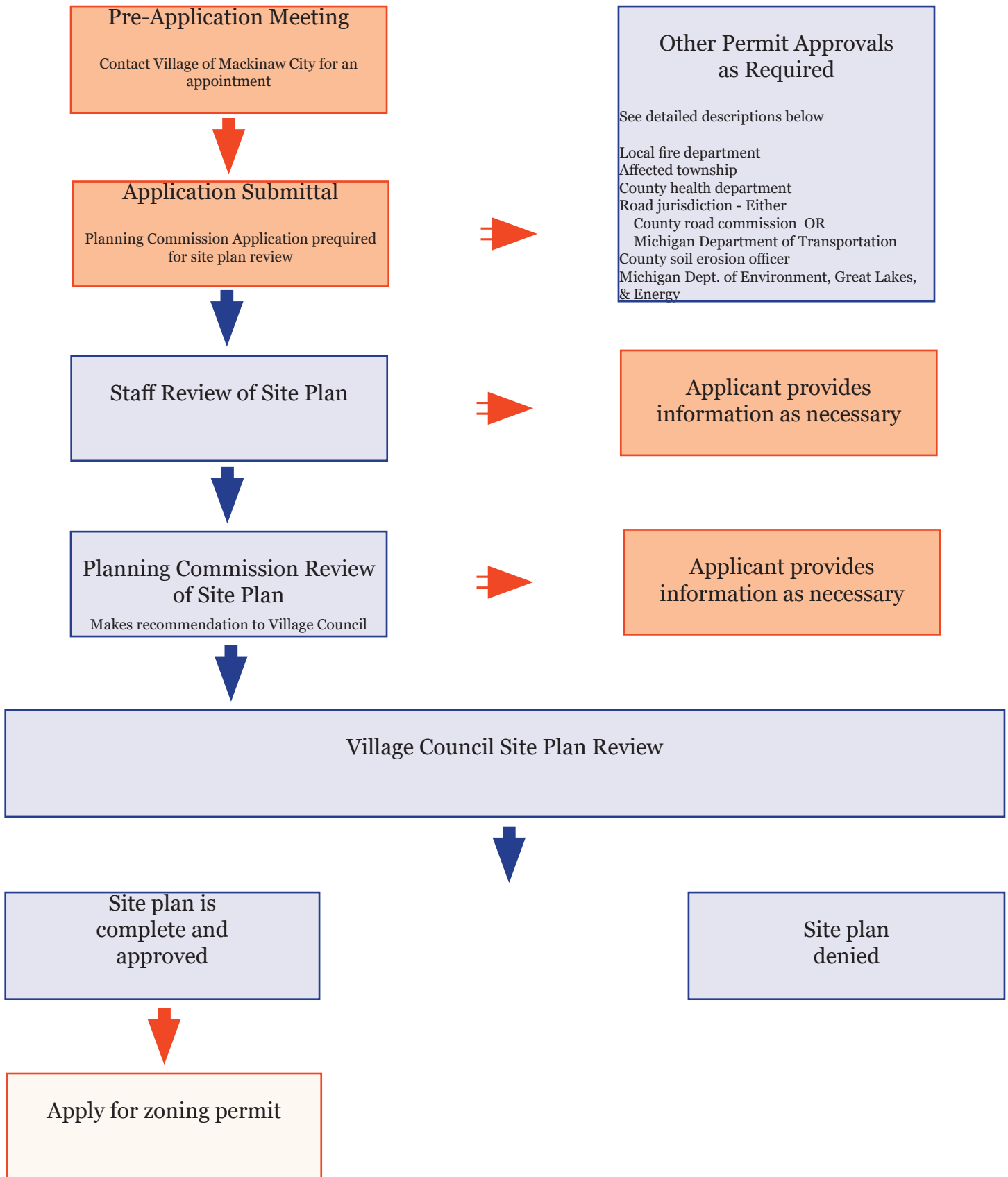
Village of Mackinaw City [Master Plan](#)

[Zoning Ordinance](#)  
[Zoning Permit Application](#)



# Village of Mackinaw City Site Plan Review Process

Steps marked in orange indicates items the applicant is responsible for while blue indicates government or other agency review steps.



## City of Petoskey

G&amp;I Z

RRC

PC

DDA

### [City Website](#)

*City Offices Address*  
101 East Lake Street  
Petoskey, MI 49770  
Office Phone: (231) 347-2500

*City Contact Information*  
Robert Straebel, City Manager  
Office Phone: (231) 347-2500  
[Contact Page](#)

### *Planning & Zoning*

Amy Tweeten, City Planner  
Phone: (231) 347-2500  
Email: [atweeten@petoskey.us](mailto:atweeten@petoskey.us)

### *Planning Commission Contact Information*

Amy Tweeten, City Planner  
Phone: (231) 347-2500  
Email: [atweeten@petoskey.us](mailto:atweeten@petoskey.us)  
[Website](#)

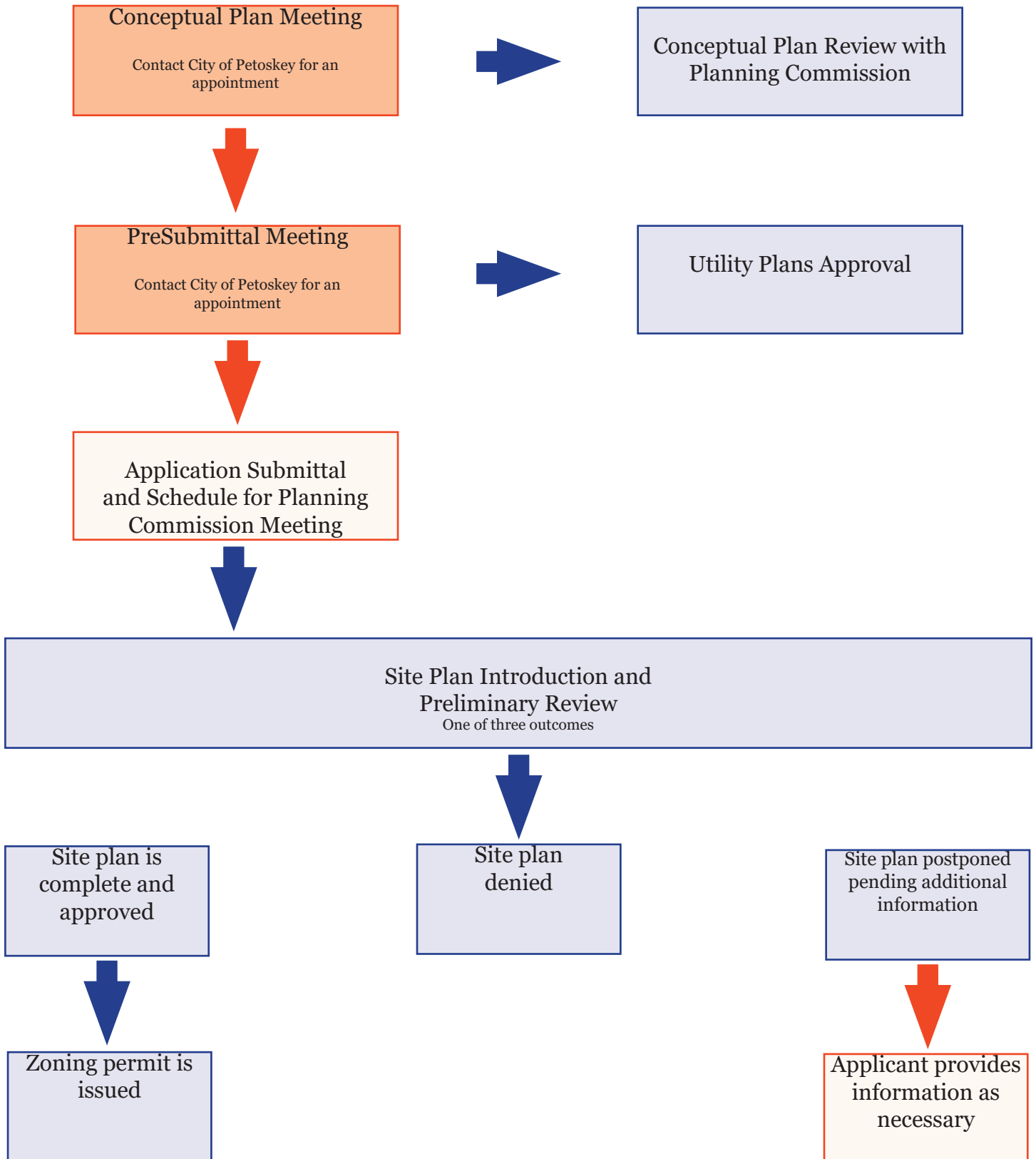
[City of Petoskey Master Plan](#)  
[Zoning Ordinance](#)

[Zoning Permit Application](#)  
[Site Plan Review Application](#)



## City of Petoskey Site Plan Review Process

Steps marked in orange indicates items the applicant is responsible for while blue indicates government or other agency review steps.



## Resort Township

G&I Z

PC

### [Township Website](#)

*Township Offices Address*  
2232 Resort Pike Rd.  
Petoskey, MI 49770  
Office Phone: (231) 347-7915

*Township Contact Information*  
Robert Wheaton, Township Supervisor  
Office Phone: (231) 838-0106  
Email: [supervisor@resorttownship.org](mailto:supervisor@resorttownship.org)

### *Planning Department*

**Dr. W. Randolph Frykberg**  
Phone: (231) 347-7915  
[frykberg@charter.net](mailto:frykberg@charter.net)

### *Zoning Department*

Larry Houghton, Zoning Administrator  
Phone: (231) 347-7915  
Email: [zoningplanning@resorttownship.org](mailto:zoningplanning@resorttownship.org)

Resort Township [Master Plan](#)

[Zoning Ordinance](#)  
[Zoning Permit Application](#)

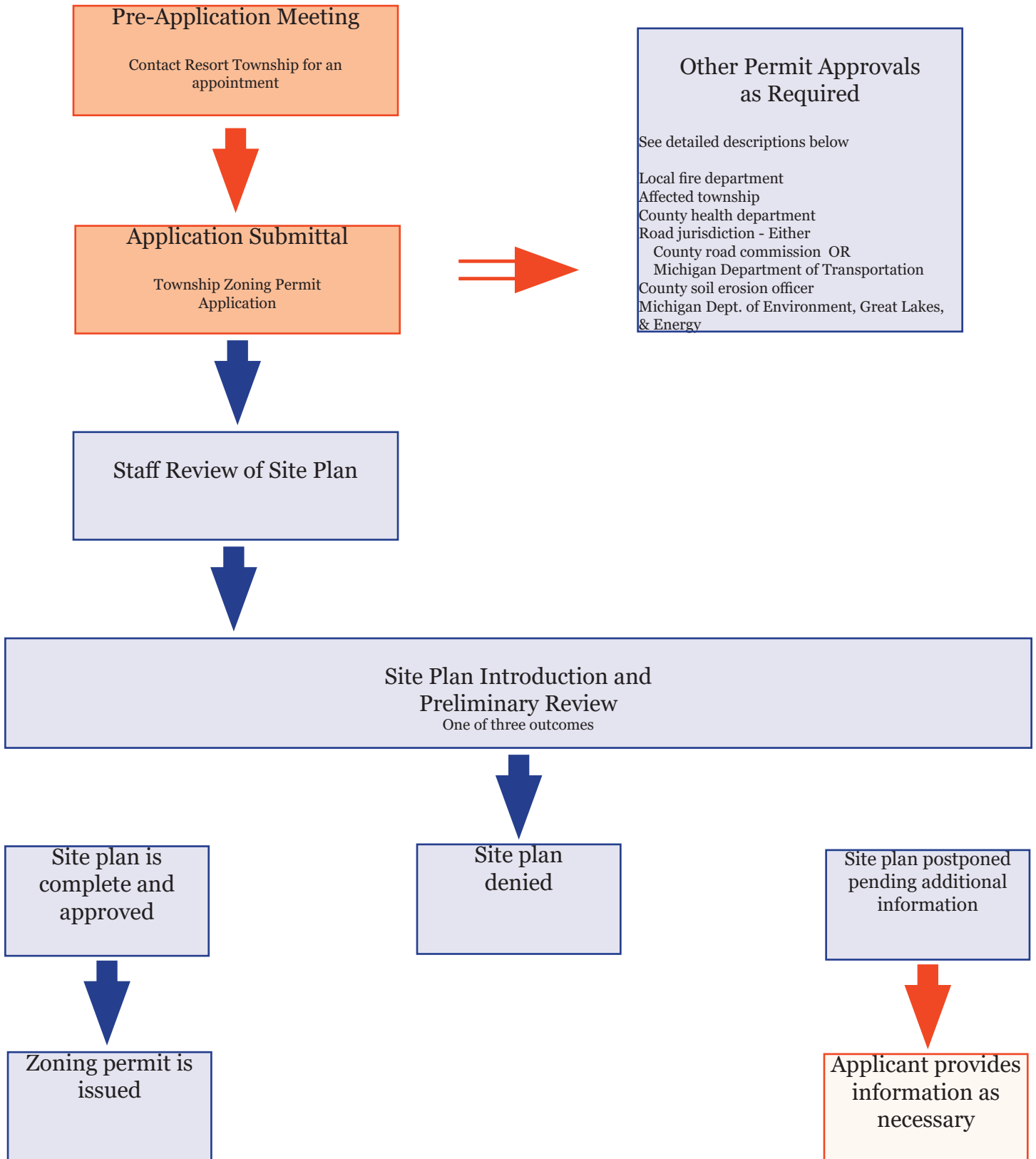
### *Planning Commission Contact Information*

**Dr. W. Randolph Frykberg**  
Phone: (231) 347-7915  
[frykberg@charter.net](mailto:frykberg@charter.net)  
[Website](#)



## Resort Township Site Plan Review Process

Steps marked in orange indicates items the applicant is responsible for while blue indicates government or other agency review steps.



## Remaining Emmet County Municipalities

The remaining fifteen (15) local jurisdictions in Emmet County are listed below with their contact information. Emmet County also provides a link to the communities's websites available [here](#). For further Planning and Zoning information please contact the local municipality. Office hours may vary.

### Bliss Township

*Township Offices Address*  
41 Lakeview Rd.  
Levering, MI 49755  
Office Phone: (231) 537-4680

### Littlefield Township

*Township Offices Address*  
PO Box 466  
Alanson, MI 49706  
Office Phone: (231) 548-5443  
[Website](#)

### Carp Lake Township

*Township Offices Address*  
6339 East Gill Rd.  
Carp Lake, MI 49718  
Office Phone: (231) 537-2263

### Little Traverse Township

*Township Offices Address*  
8288 South Pleasantview Rd.  
Harbor Springs, MI 49740  
Office Phone: (231) 526-0351

### Center Township

*Township Offices Address*  
3473 Canby Rd.  
Pellston, MI 49769  
Office Phone: (231) 539-8592

### Maple River Township

*Township Offices Address*  
3989 U.S. 31  
Brutus, MI 49716  
Office Phone: (231) 539-0932

### Cross Village Township

*Township Offices Address*  
PO Box 182  
Cross Village, MI 49723  
Office Phone: (231) 242-0182

### McKinley Township

*Township Offices Address*  
1820 North U.S. 31  
Pellston, MI 49769  
Office Phone: (231) 539-8388

### Friendship Township

*Township Offices Address*  
3018 Beacon Hill Ln.  
Harbor Springs, MI 49740  
Office Phone: (231) 526-8955

### Village of Pellston

*Village Offices Address*  
125 North Milton St.  
Pellston, MI 49769  
Office Phone: (231) 539-7355  
[Website](#)

## Pleasantview Township

*Township Offices Address*  
2982 Pleasantview Rd.  
Harbor Springs, MI 49740  
Office Phone: (231) 526-8140

## Wawatam Township

*Township Offices Address*  
PO Box 481  
123 West Etherington  
Mackinaw City, MI 49701  
Office Phone: (231) 436-5274

## Readmond Township

*Township Offices Address*  
6034 Wormwood Ln.  
Harbor Springs, MI 49740  
Office Phone: (231) 526-9601

## West Traverse Township

*Township Offices Address*  
8001 M-119  
PO Box 528  
Harbor Springs, MI 49740  
Office Phone: (231) 526-0028  
[Website](#)

## Springvale Township

*Township Offices Address*  
8198 East Mitchell Rd.  
Petoskey, MI 49770  
Office Phone: (231) 347-3077



## Additional Resources

Many regional and local agencies offer assistance to developers who are considering a project in Emmet County. Many of these agencies are partners to local government and can help support a project through the permitting and zoning process. Please contact the individual agency for further information.



### Housing North

Housing North is a regional housing advocacy agency for northwest lower Michigan. Housing North was formed in 2018 by a cross-sector group of regional housing partners (business, philanthropic, government, workforce development, housing agencies) to overcome communication, policy, and financial barriers that prevent housing solutions. Housing North exists as a result of a shortage of housing in Northwest Michigan which hurts both residents and businesses. Housing North seeks to offer assistance to systemic issues such as expensive land and development costs, zoning that doesn't allow needed housing, and public opposition to development or zoning amendments.

[Website](#)



### Little Traverse Bay Housing Partnership

The Partnership's mission is to engage the community in the development of housing that Emmet County's workforce can afford. The partnership was formed from strategic meetings with Housing North and its partners to advocate for housing solutions specifically in Emmet County.

[Website](#)



### Little Traverse Bay Bands of Odawa Indians

The LTBB Planning Department has four main areas of responsibility: Planning, which includes land use, transportation, facility development, and other types of planning along with computer mapping (GIS); Zoning, which includes administering the LTBB Zoning Ordinance; Building, which includes administering the LTBB Building Codes, as well as assisting with the construction development process for Tribal projects like the new Fish Hatchery on Drier Road, and Mobility Management, which includes coordination of transit resources to maximize benefit for LTBB Tribal Citizens. The Planning Department has been involved in several design and construction projects such as the LTBB Fish Hatchery, the 9 Mile Point boat launch, the Mtigwaakiis-Murray Road Housing Development, the Tribal Administration Building sign design and fire suppression, renovation of the Archives and Records storage area, renovation of the Health Care Center and many more projects.

[Website](#)



## Michigan State Housing Development Authority

The Michigan State Housing Development Authority (MSHDA), established in 1966, provides financial and technical assistance through public and private partnerships to create and preserve safe and decent affordable housing, engage in community economic development activities, develop vibrant cities, towns and villages, and address homeless issues. MSHDA has a number of housing assistance programs which a developer might be eligible to apply for.

[Website](#)



Formerly Northwest Michigan Council of Governments, Networks Northwest is a regional planning agency which services 10 counties in northwest, lower Michigan: Antrim, Benzie, Charlevoix, Emmet, Grand Traverse, Kalkaska, Leelanau, Manistee, Missaukee, and Wexford. Networks Northwest's staff of Community Planners provide technical planning expertise related to community engagement, spatial analysis, and master and recreational planning.

[Website](#)



## Tip of the Mitt Watershed Council

Tip of the Mitt Watershed Council is dedicated to protecting our lakes, streams, wetlands, and groundwater through respected advocacy, innovative education, technically sound water quality monitoring, thorough research, and restoration actions. If you need assistance improving the environmental integrity of your site while maintaining economical and aesthetic value contact the Watershed Council.

[Website](#)