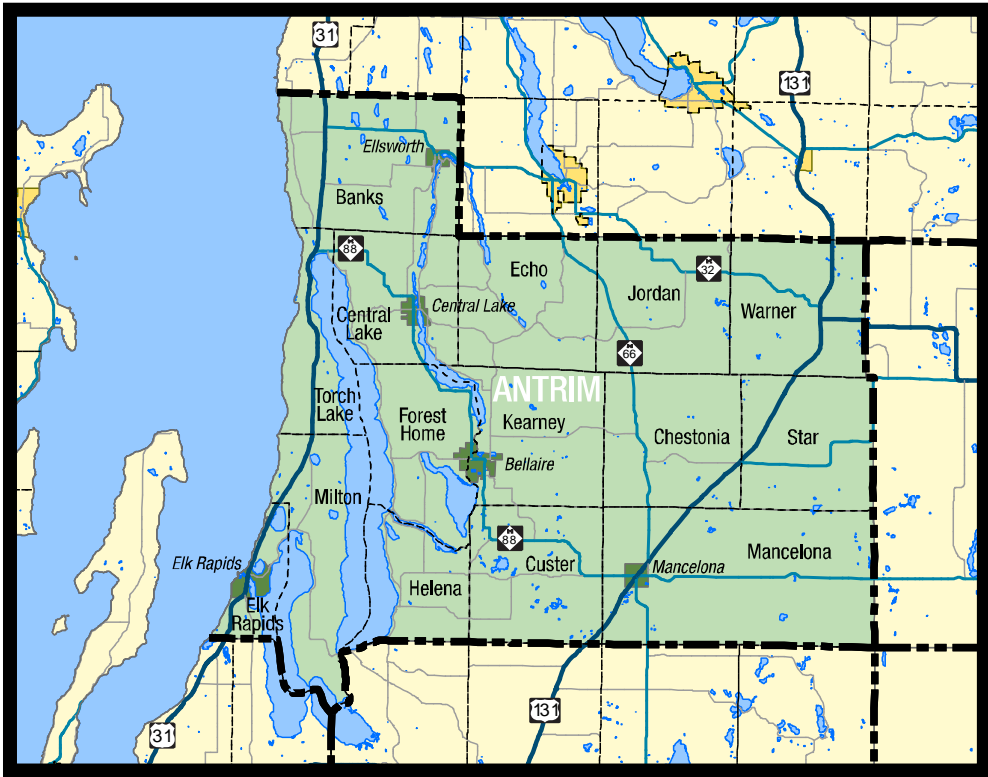


2017 Guide to Permitting and Zoning

Antrim County



Created and Produced by:
**Networks Northwest, Northern Lakes Economic Alliance &
Antrim County**

In Cooperation With:



Growing Business.
Building Community.

Contents

SECTION I – General Information	2
Introduction & Purpose	3
Northwest Michigan Regional Prosperity Plan	4
How to Use This Guide	6
Antrim County Governmental Units	7
Antrim County Permitting & Zoning: Special Requirements	8
SECTION II – Township Permitting & Zoning Process	9
Banks Township	10
Central Lake Township	12
Chestonia Township	14
Custer Township	16
Echo Township	18
Elk Rapids Township	20
Forest Home Township	22
Helena Township	24
Jordan Township	26
Kearney Township	28
Mancelona Township	30
Milton Township	32
Star Township	34
Torch Lake Township	36
Warner Township	38
SECTION III – Village Permitting & Zoning Process	40
Village of Bellaire	41
Village of Central Lake	44
Village of Elk Rapids	47
Village of Ellsworth	50
Village of Mancelona	53
SECTION IV – Antrim County Governmental Agencies	56
Antrim County Departments & Government Agencies	57
Antrim County Construction Code	58
Antrim County Drain Commissioner	59
Antrim County Emergency Management Agency	60
Health Department of Northwest Michigan	61
Antrim County Road Commission	62
Antrim County Soil Erosion Control Program	63

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 Antrim 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.

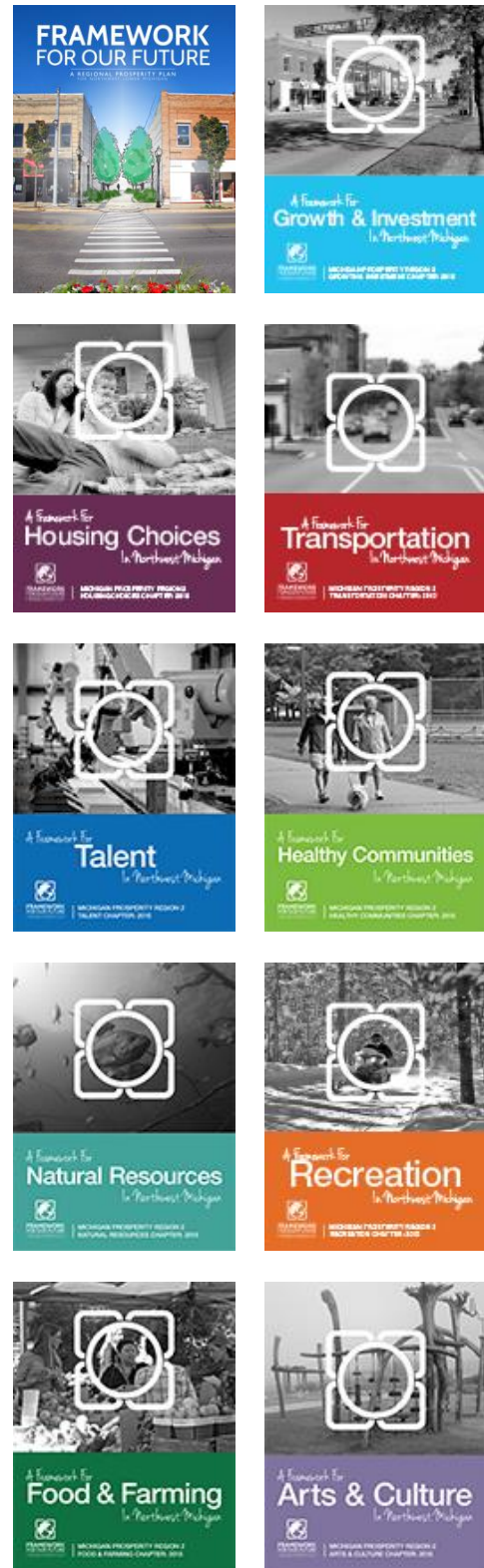
The Guide is not intended to be a “Do-It-Yourself” tool. Each project is different and following the flowcharts included in the Guide does not guarantee that a permit or approval will be issued at the end of the process. Applicants and Contractors are encouraged to seek the assistance of local professionals 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

Northwest Michigan Regional Prosperity Plan

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.

The Framework is a starting point for community discussions and action around important community development issues. While it does not, and cannot, comprehensively address the enormous breadth of community data and issues associated with these issues, ongoing community participation, deliberation, and action will help to make this document a valuable resource that can support community planning and action over the long term.



FRAMEWORK FOR OUR FUTURE

A REGIONAL PROSPERITY PLAN
for northwest lower michigan

Related Links:

Networks Northwest

www.nwm.org/

Northwest Michigan Regional Prosperity Plan

<http://nwm.org/rpp>

New Designs for Growth Development Guidebook

www.newdesignsforgrowth.com/pages/guidebook/introduction/

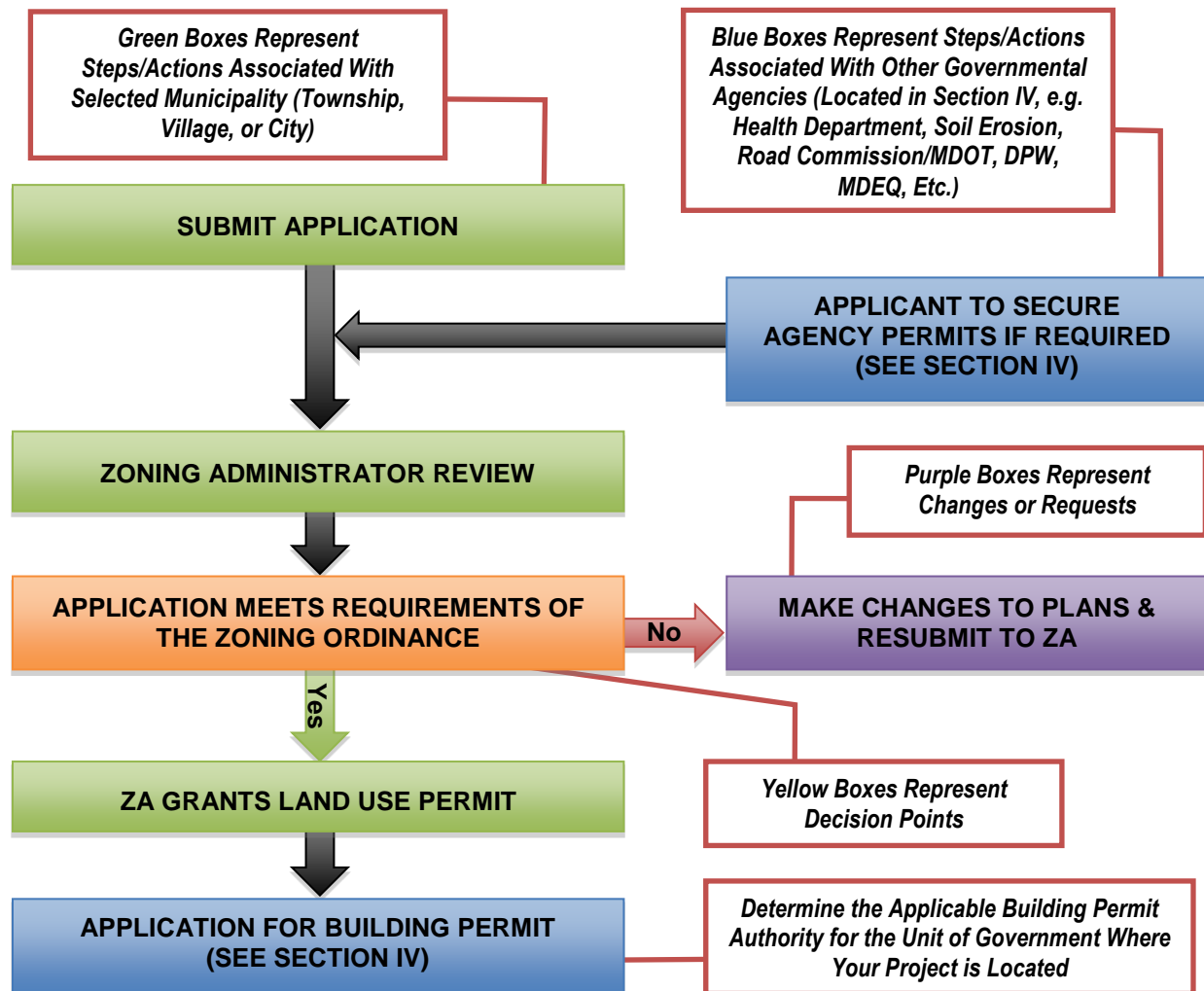
New Designs for Growth – A Citizen’s Guide to Planning & Zoning in Northwest Michigan

www.nwm.org/citizensguide-planning

How to Use This Guide

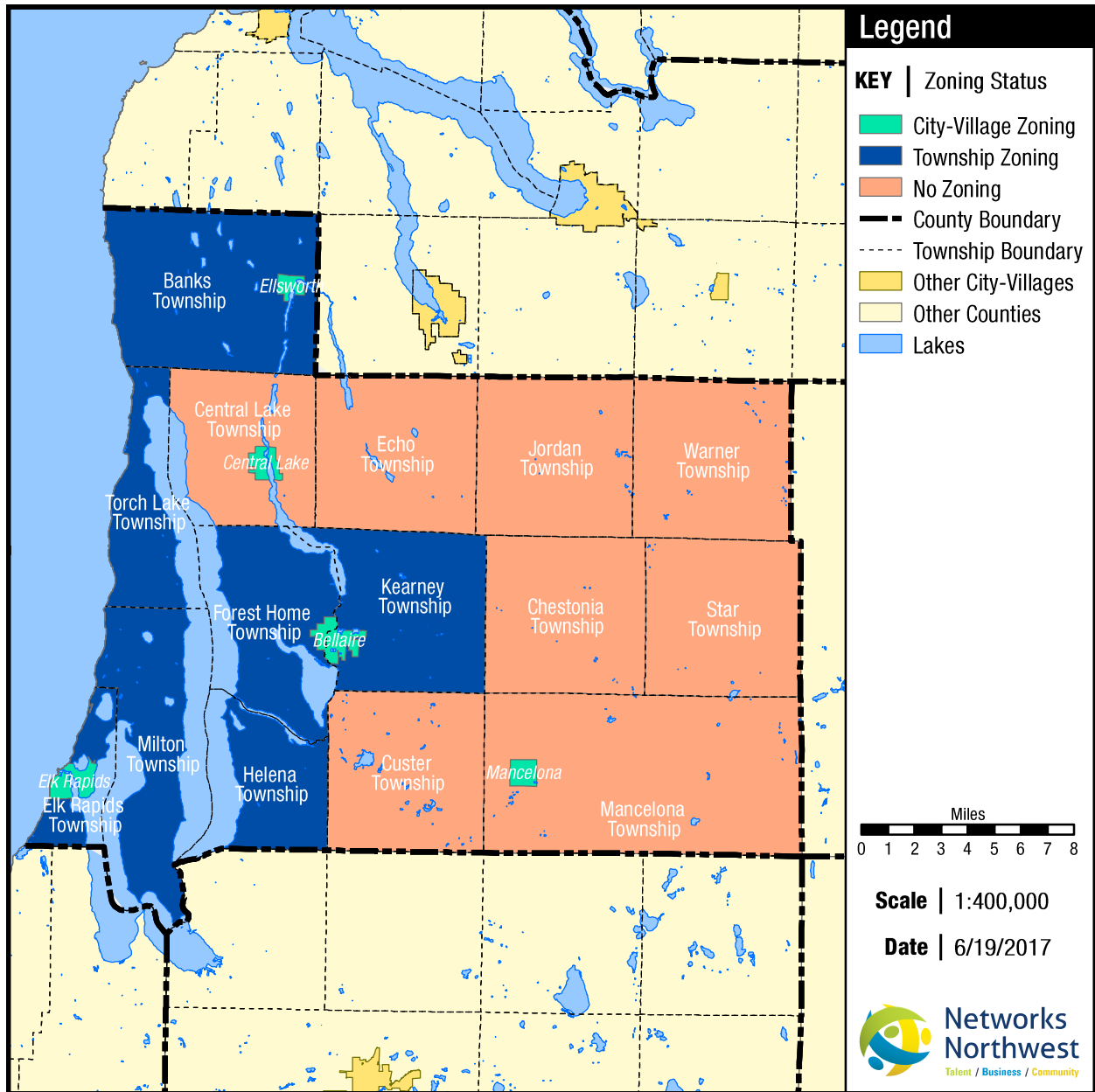
Flowchart Legend

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.

Antrim County Governmental Units



As you can see from the zoning map shown above, there are 5 incorporated villages and 7 townships that are zoned in Antrim County, while 8 townships have no zoning.

Antrim County Permitting & Zoning: Special Requirements

There are a few requirements that affect building/development activities in certain areas of the county, even where there is no zoning ordinance.

- The County Building department recommends building 10 feet from the property line, but this is not a requirement.
- If developing within 500 feet from a lake, river, or regulated wetland, developers have to get a soil erosion permit from county.
- There is a special building ordinance if you are within a 10 mile radius of an airport. The ordinance limits the height of a building – developer must go to the airport for a special permit. 18 page Airport Ordinance located on the county website:
www.antrimcounty.org/downloads/airport_zoning_ordinance_3.pdf
- State requires a special permit for building within 500 feet of the Jordan River. Applicants must go to the committee and get a permit. Contact: DNRE Zoning Administrator Brian Bury @ 989-732-3541 x 5088.
- If you build within Lakes of the North (www.lakesofthenorth.com/), the association has their own rules and regulations related to building activities. This is not a zoning requirement, but it does affect what and where you can build.

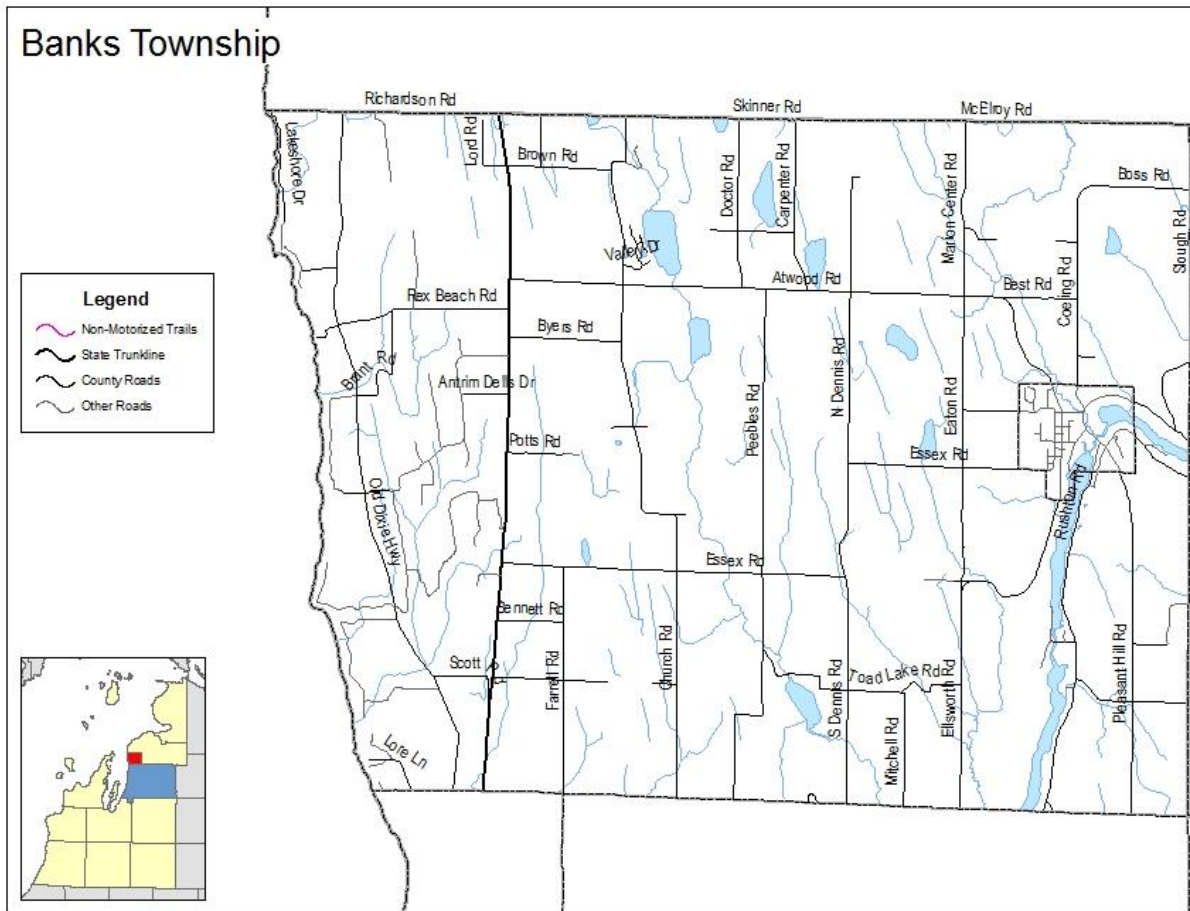
Other than the items listed above, if developer builds or develops in an Antrim County township or village with no zoning ordinance, developer must garner a building permit only.

SECTION II – Township Permitting & Zoning Process

Banks Township

Township Office	6520 Center Street PO Box 68 Ellsworth, Michigan 49729 231.588.6126 phone 231.588.2079 fax clerk@bankstownship.net
Office Hours	No regular hours
Website	www.bankstownship.net
Supervisor	Thomas Mann 231.676.3800 phone thomasmann@charter.net
Assessor	Amy Jenema 231.632.3529 phone assessoramy@gmail.com
Zoning Administrator	Andrew Veenstra 231.599.2647 phone zoning@bankstownship.net
Documents	
Zoning Ordinance-	http://www.bankstownship.net/ZoningOrdinanceNov15.pdf
Forms & Applications-	http://www.bankstownship.net/forms.html

Banks Township Map

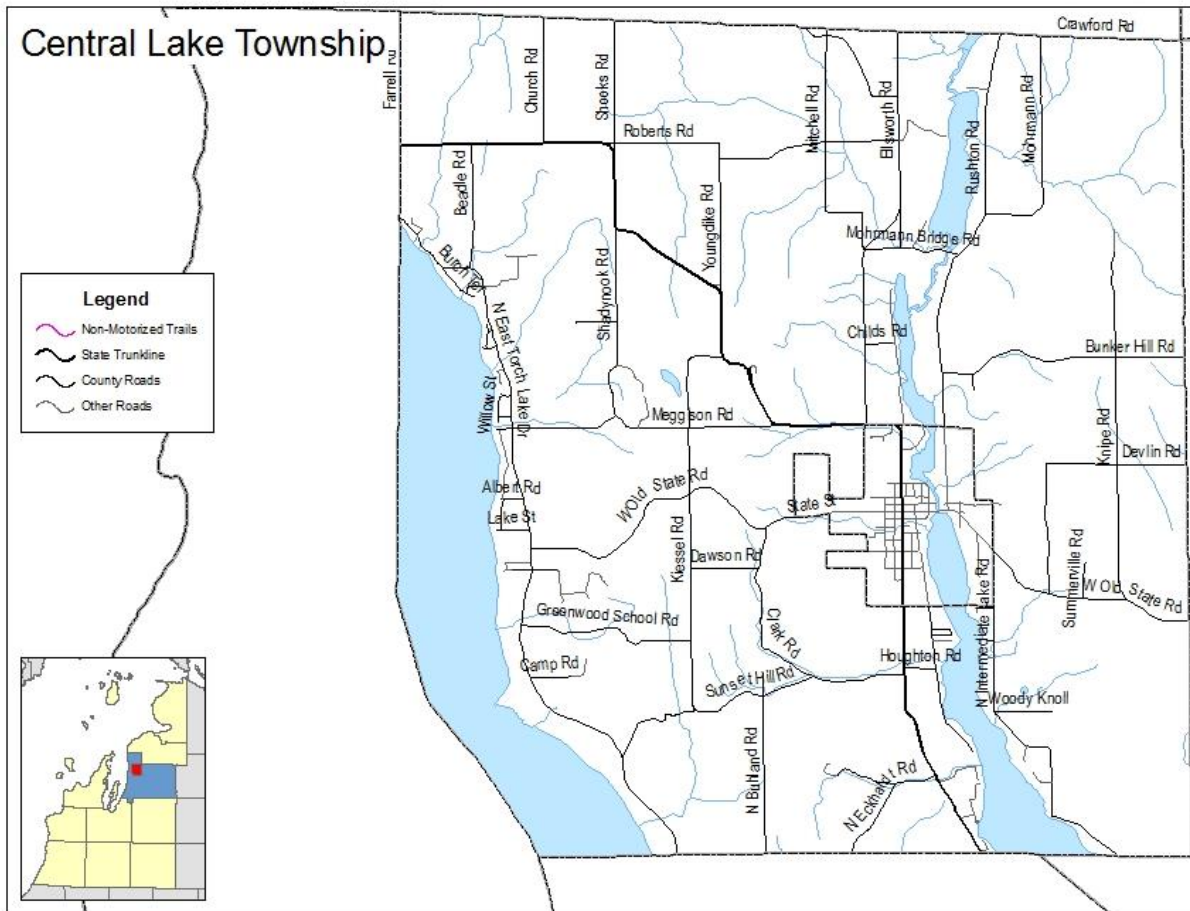


Central Lake Township

Township Office	1622 North M-88 Highway PO Box 748 Central Lake, Michigan 49622 clerk@centrallaketownship.com 231.544.6687 phone 231.544.1114 fax
Office Hours	Officials can be contacted during their office hours
Website	http://www.centrallaketownship.org/
Supervisor	Stanley Bean 231-649-8244 phone Tuesday and Thursday: 9:00 A.M. – 12:00 P.M.
Assessor	Jim Keller 231.584.2150 phone Office Hours: Wednesday and Thursday 9:00 a.m. to 2:30 p.m.

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Central Lake Township Map

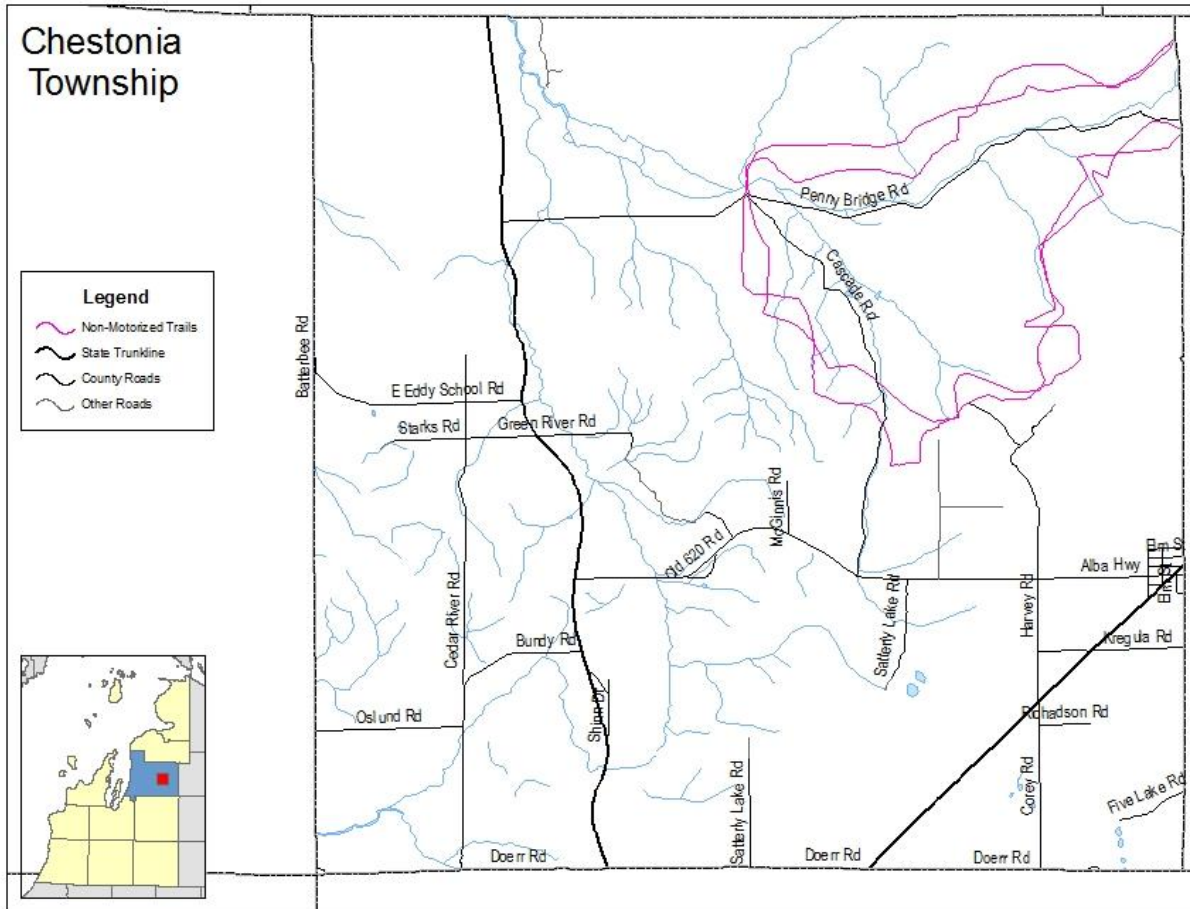


Chestonia Township

Township Office	5845 Alba Highway Alba, Michigan 49611 231.584.3222 phone
Office Hours	No regular hours
Website	https://www.michigantownships.org/twp_details.asp?fips=15380
Supervisor	Gerald Averill PO Box 295 Alba MI 49611 Alba, Michigan 49611 (231) 584-3222 phone
Assessor	Jim Keller 231.584.2150 phone

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Chestonia Township Map

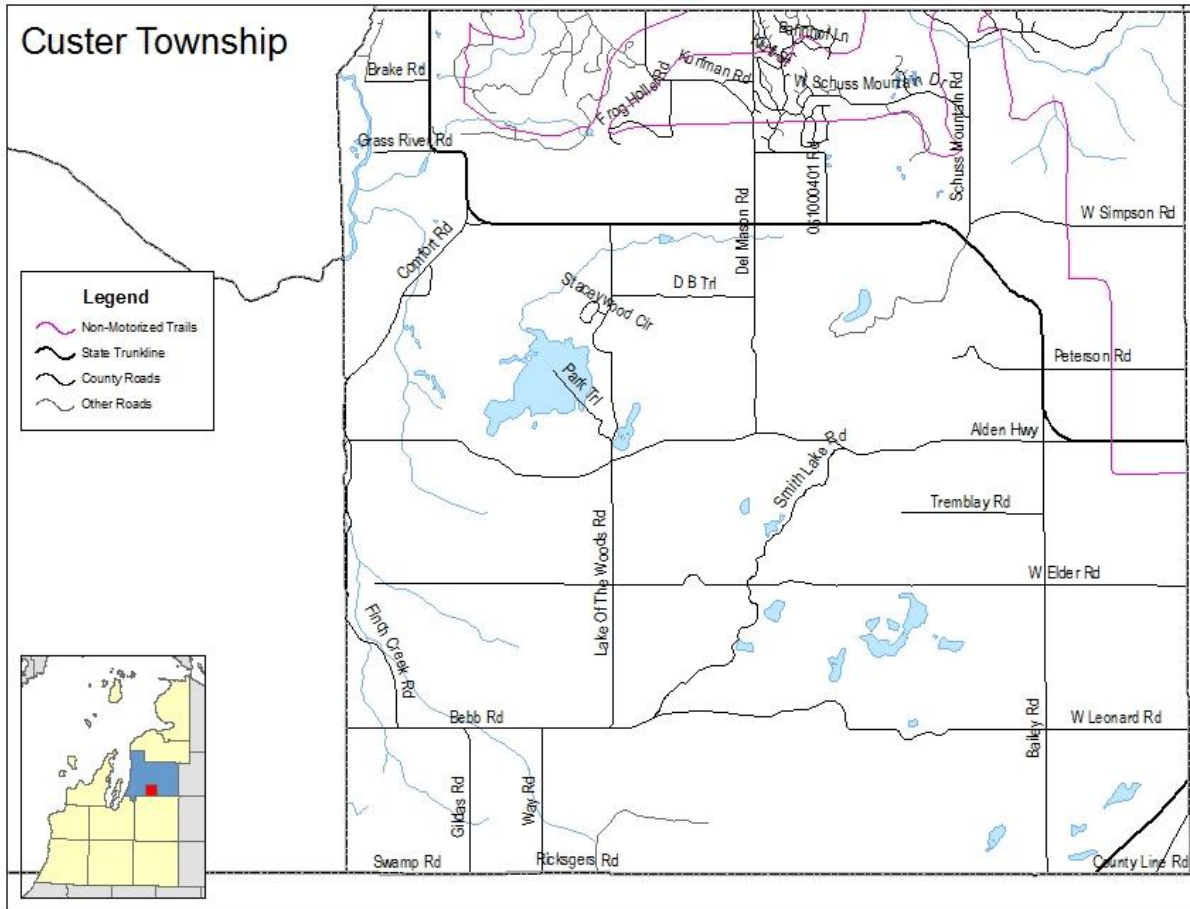


Custer Township

Township Office	2949 Alden Highway Mancelona, Michigan 49659
Office Hours	No regular hours
Website	http://www.custertownshipantrim.org/
Supervisor	Roxann Flake P.O Box 606 Mancelona, Michigan 49659 231.587.5363 phone
Assessor	Robert Logee P.O. Box 193 Alden, Michigan 49612 231.331.7303 phone

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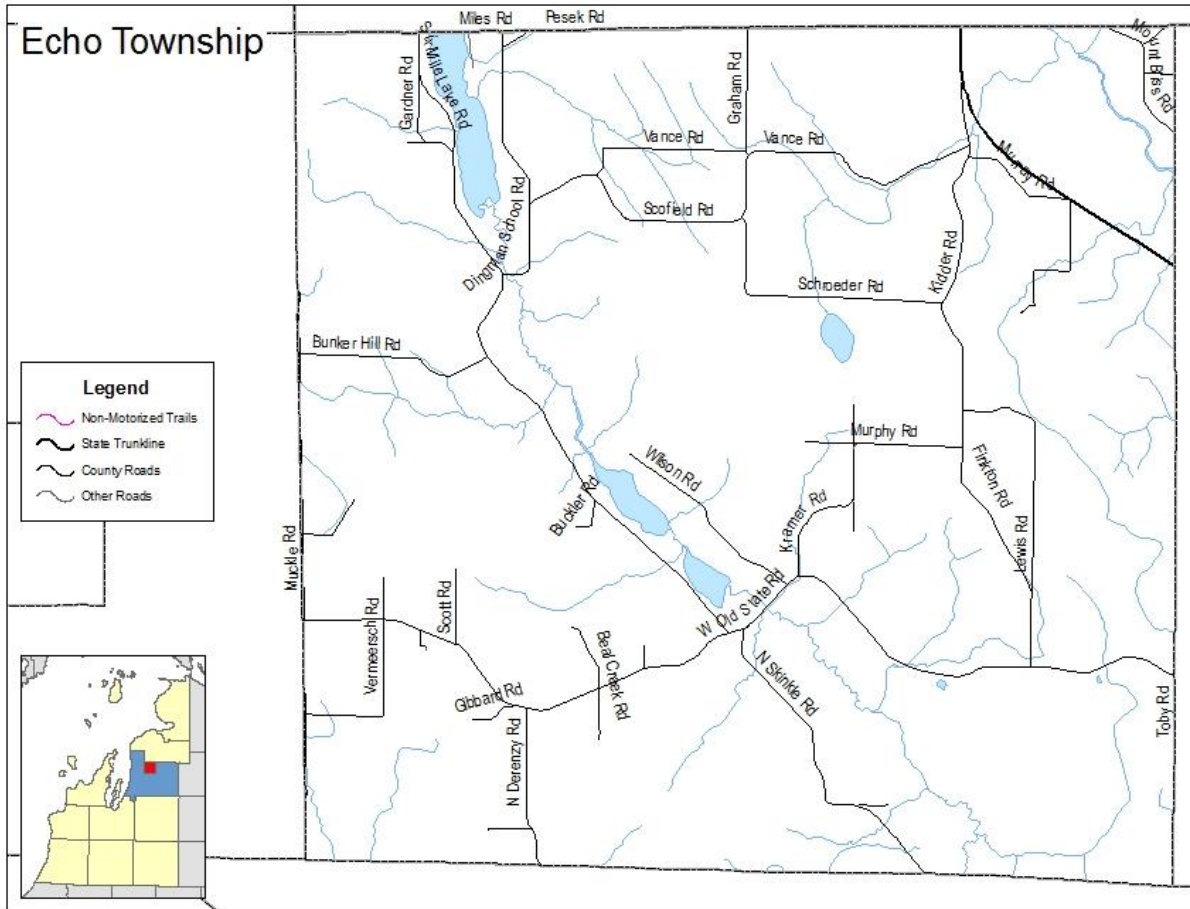
Custer Township Map



Echo Township

Township Office	1720 Six-Mile Lake Road East Jordan, Michigan 49727 231.544.6269 phone
Office Hours	No regular hours
Website	https://www.michigantownships.org/twp_details.asp?fips=24640
Supervisor	William Derenzy 4954 West Old State Road Central Lake, Michigan 49622 231.544.6100 phone
Assessor	Amy Jenema 231.632.3529 phone assessoramy@gmail.com

Echo Township Map

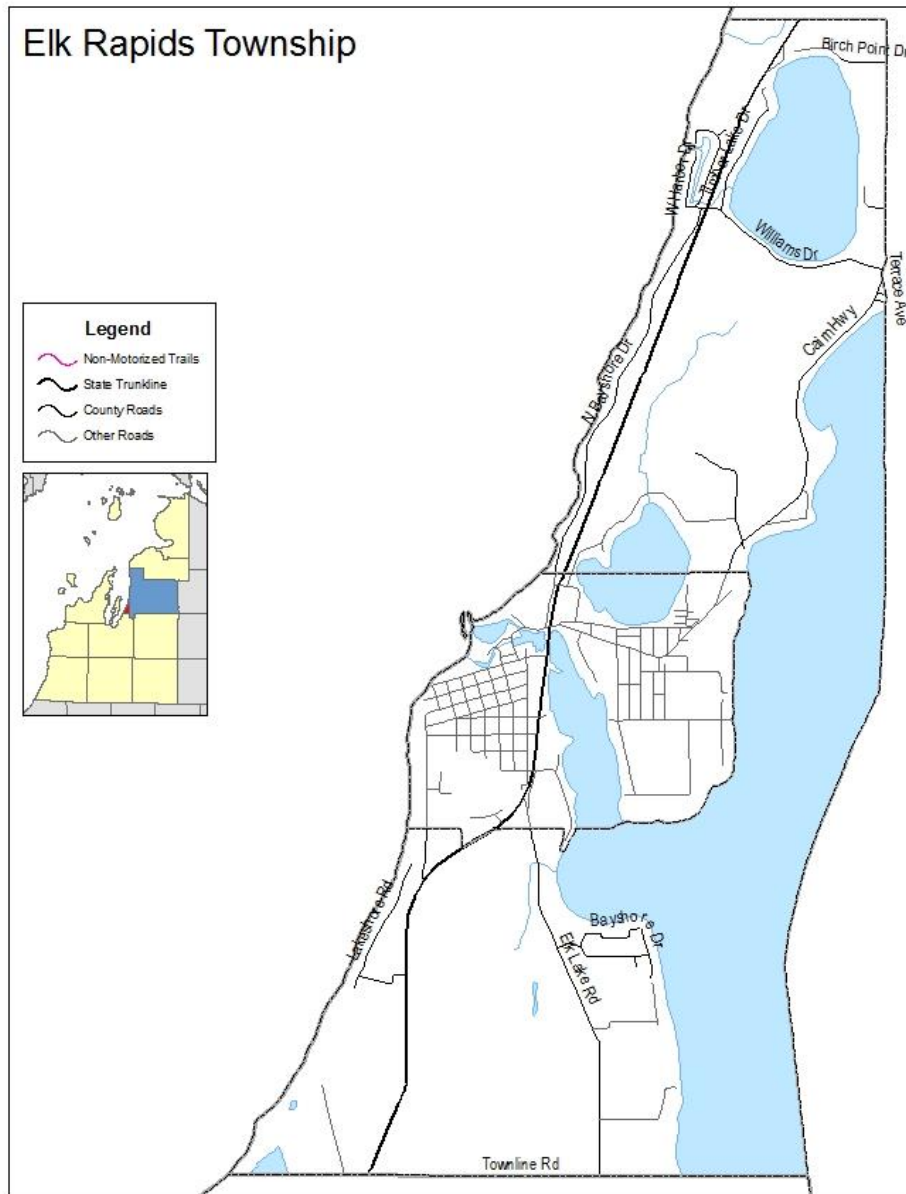


Elk Rapids Township

Township Office	315 Bridge Street PO Box 365 Elk Rapids, Michigan 49629 231.264.9333 phone 231.264.6676 fax cboals@elkrapids.com
Office Hours	Monday through Friday 9:00 a.m.to 3:00 p.m.
Website	www.elkrapids.com
Supervisor	Dorance Amos 231.264.9333 phone bwhite@elkrapids.com
Zoning Administrator	Leonard Harrett 231.264.9333 (extension 115) phone 231.264.6965 phone zonead@elkrapids.com
Assessor	KARLEEN HELMREICH PO BOX 365 ELK RAPIDS, MI 49629 231.264.9333 WEDNESDAYS 9 - 3
Documents	
Zoning Ordinance-	http://elkrapids.com/Township/2016-ZoningOrdinance/2016-CombinedOrdinance.pdf
Applications and Forms-	http://elkrapids.com/Township/H-download.htm

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Elk Rapids Township Map



Forest Home Township

Township Office 321 North Bridge Street
PO Box 317
Bellaire, Michigan 49615
231.533.8003 phone
231.533.5067 fax

Office Hours No regular hours

Website www.foresthometwp.com

Supervisor/
Zoning Administrator Terry Smith
231.533.8003 phone

Assessor Bob Logee
231.331.7303 phone

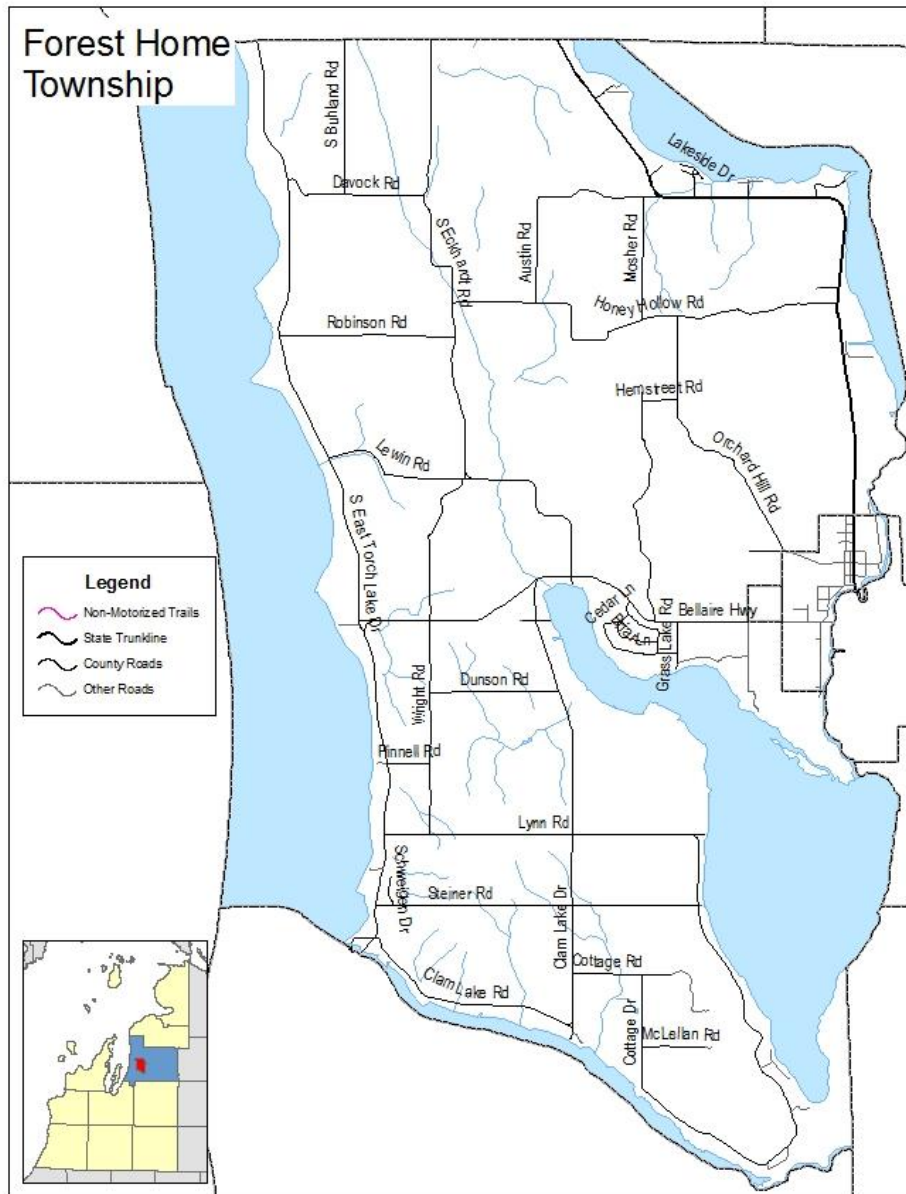
Documents

Zoning Ordinance- <http://www.foresthometwp.com/wp-content/uploads/2016/03/Zoning-Ordinance-as-amended-through-02-04-2016.pdf>

Applications and Forms-
<http://www.foresthometwp.com/wp-content/uploads/2015/09/Land-Use-Application.pdf>

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Forest Home Township Map

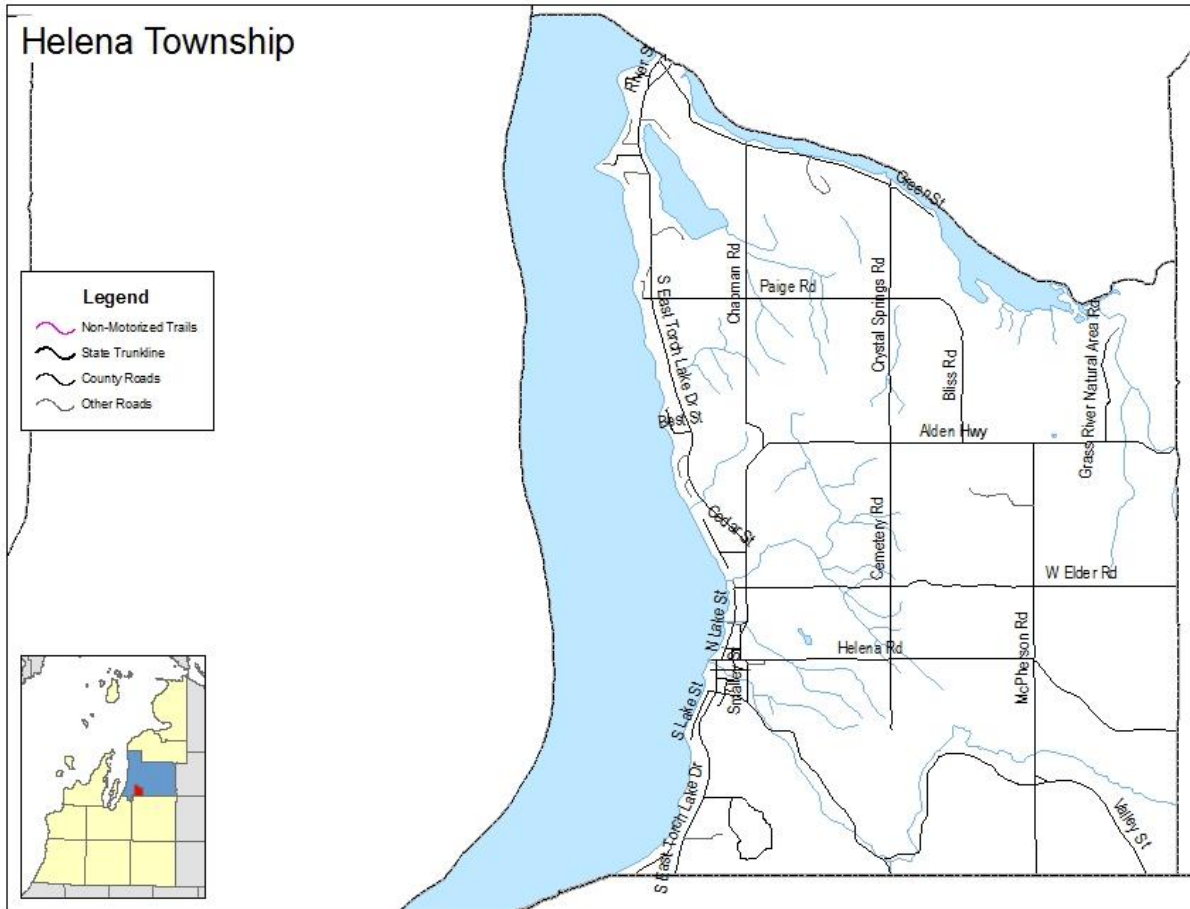


Helena Township

Township Office	P.O. Box 177 8751 Helena Road Alden, Michigan 49612 231.331.4643 phone 231.331.6713 fax
Office Hours	Monday through Thursday, 9:00 a.m. to 12:00 p.m.
Website	http://www.helenatownship.com/
Supervisor	Rick Teague 231.331.4643 phone supervisor@helenatownship.com
Assessor	Bob Logee 231.331.7303 phone assessor@helenatownship.com
Zoning/Permits	Guy Molby 231.331.7303 phone zoning@helenatownship.com
Documents	
Zoning Ordinance-	http://www.helenatownship.com/wp-content/uploads/2016/03/ZO-12-17-2016-FINAL-.pdf
Applications and Forms-	http://www.helenatownship.com/wp-content/uploads/2017/04/ZONING-PERMIT.pdf

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Helena Township Map

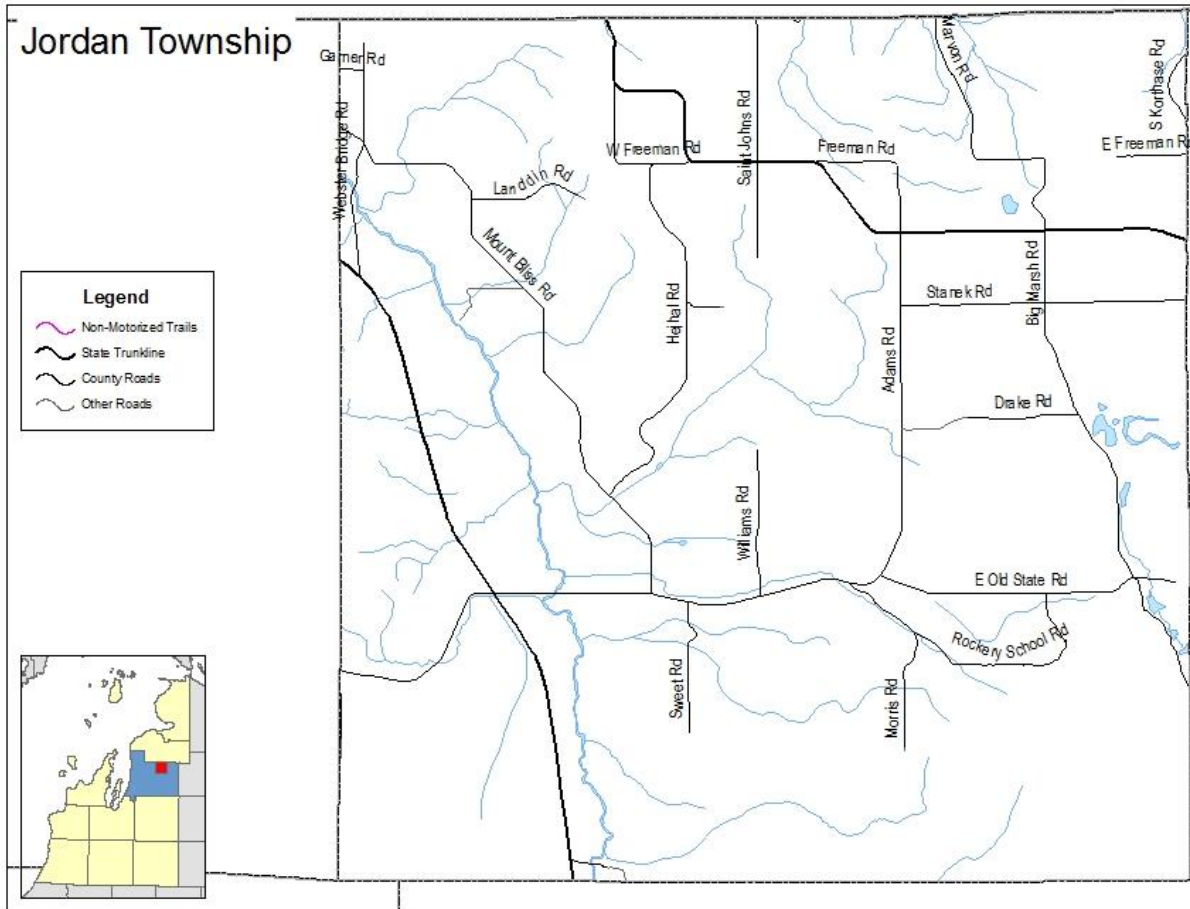


Jordan Township

Township Office	2647 Mount Bliss Road East Jordan, Michigan 49727
Office Hours	No regular hours
Website	http://www.jordantwp.org/
Supervisor	Tim Morris 981 Morris Road East Jordan, Michigan 49727 231.536.7413 phone
Assessor	Jim Keller 231.584.2150 phone
Documents	
Zoning Ordinance-	http://www.jordantwp.org/documents/special_documents/orvord.doc

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Jordan Township Map



Kearney Township

Township Office 202 North Bridge Street
PO Box 51
Bellaire, Michigan 49615
kearneytp@live.com
231.533.5719 phone
231.533.5290 fax

Office Hours no regular hours

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

Supervisor Ed Niepoth
231.350.7733 phone

Assessor Karleen Helmreich
231.533.5811 phone

Zoning Administrator Dan Hiltz
231.533.5811 office

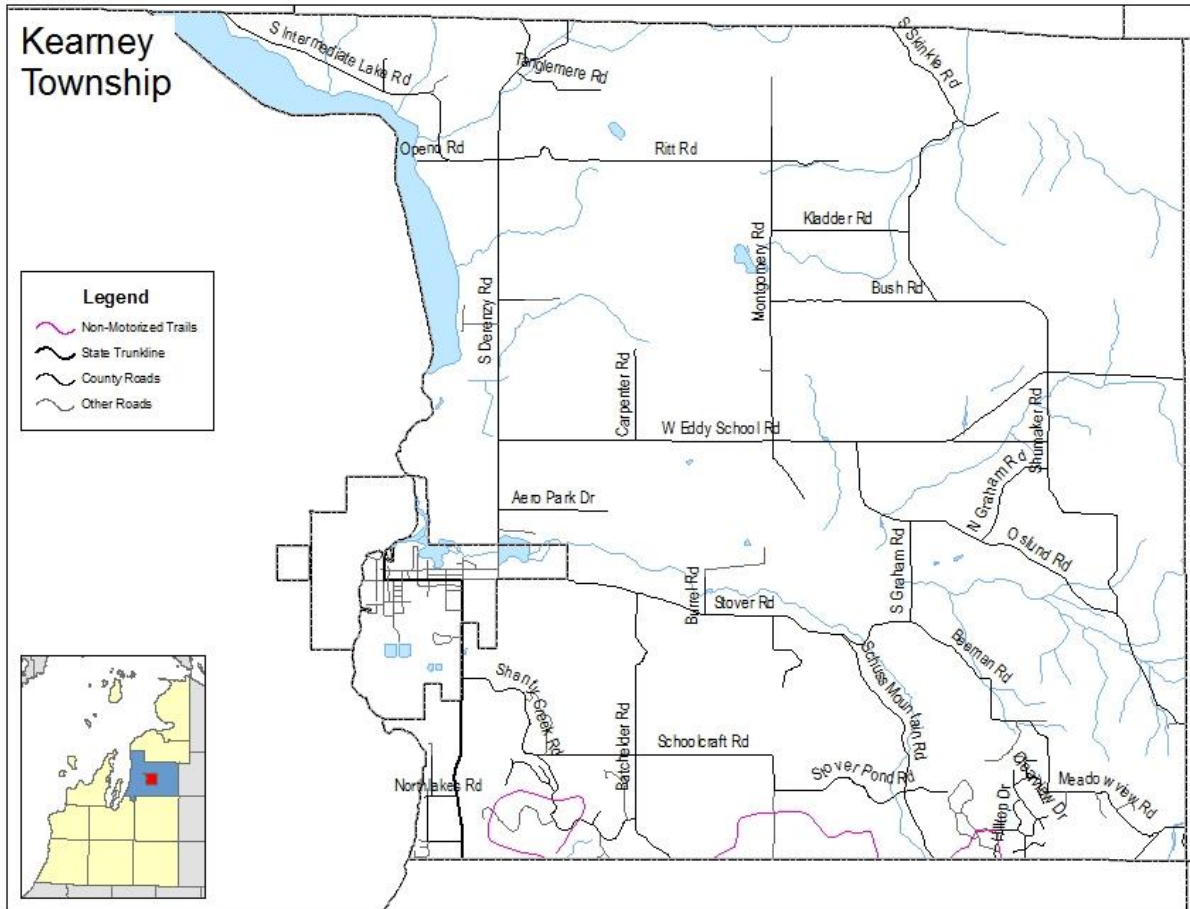
Documents

Zoning Ordinance- <http://www.kearneytownship.org/zoning/ZoningOrdinance05202013.pdf>

Applications and Forms-
<http://www.kearneytownship.org/zoning/KEARNEY-TOWNSHIP-ZONING-APPLICATION.pdf>

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Kearney Township Map



Mancelona Township

Township Office	9610 South M-88 Highway PO Box 332 Mancelona, Michigan 49659 231.587.8651 phone 231.587.0708 fax
Office Hours	Monday through Friday 8:30 a.m. to 1:00 p.m.
Website	http://www.mancelonatownship.com/
Supervisor	Chuck Johnson 231.587.8651 phone
Assessor	Amy Jenema Dawn Plude, Deputy 231.587.4737 phone assessoramy@gmail.com

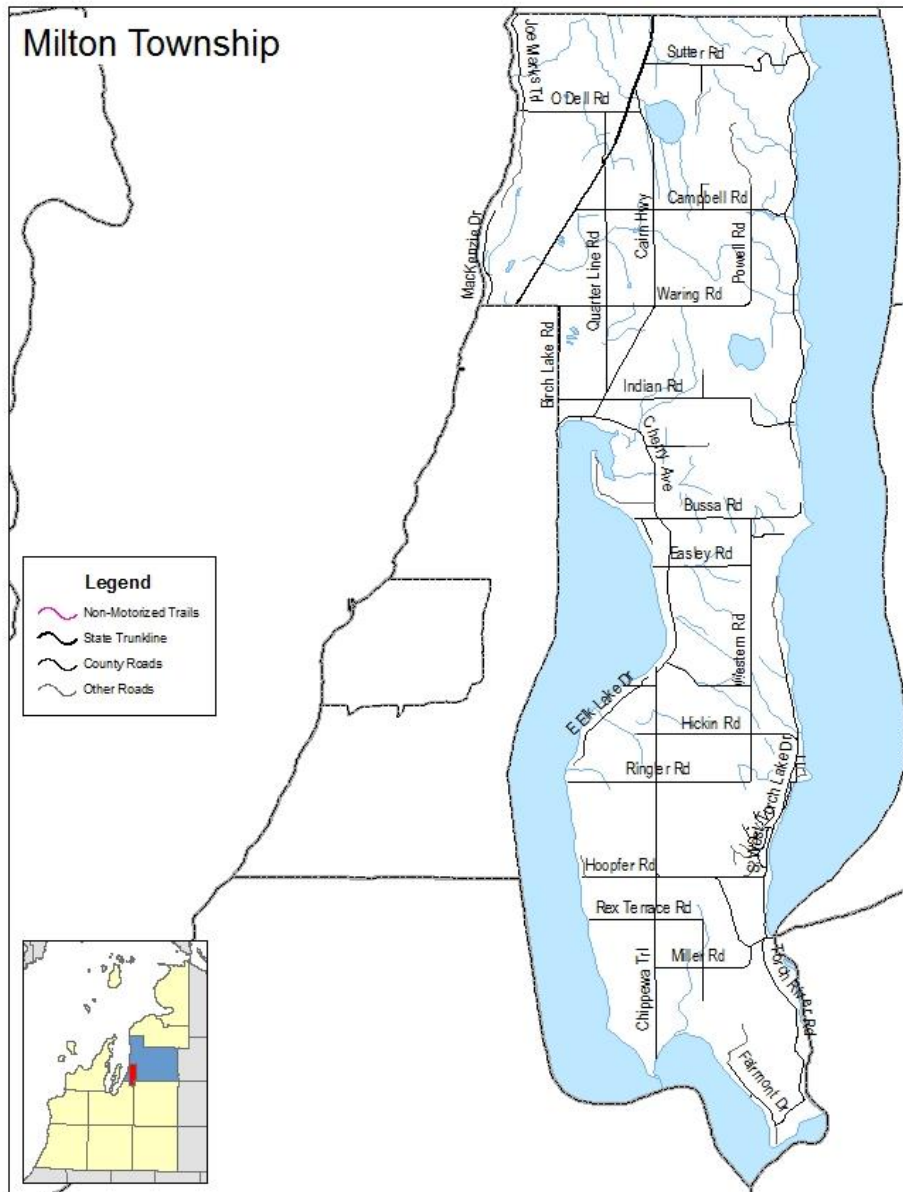
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Milton Township

Township Office	7023 Cherry Ave PO Box 309 Kewadin, Michigan 49648 231.264.6612 phone 231.264.6728 fax
Office Hours	Monday through Wednesday: 8:30 a.m. to 3:30 p.m.
Website	http://www.miltontownship.org/index.html
Supervisor	Lon Bargy 231.264.5190 phone
Assessor	Amy Jenema 231.264.6100 phone assessoramy@gmail.com Hours: Wednesday. 8:30 a.m. to 4:00 p.m.
Zoning Administrator	Chris Weinzapfel 231.264.6697 phone miltonzoning@gmail.com Hours: Monday through Friday 7:00 a.m. to 3:00 p.m.
Documents	
Zoning Ordinance-	http://www.miltontownship.org/zoning/revisedzoningord.pdf
Applications and Forms-	http://www.miltontownship.org/forms.html Zoning Application: http://www.miltontownship.org/zoningforms/zoningapp1.pdf Zoning Permit: http://www.miltontownship.org/zoningforms/zoningpermit.pdf

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Milton Township Map

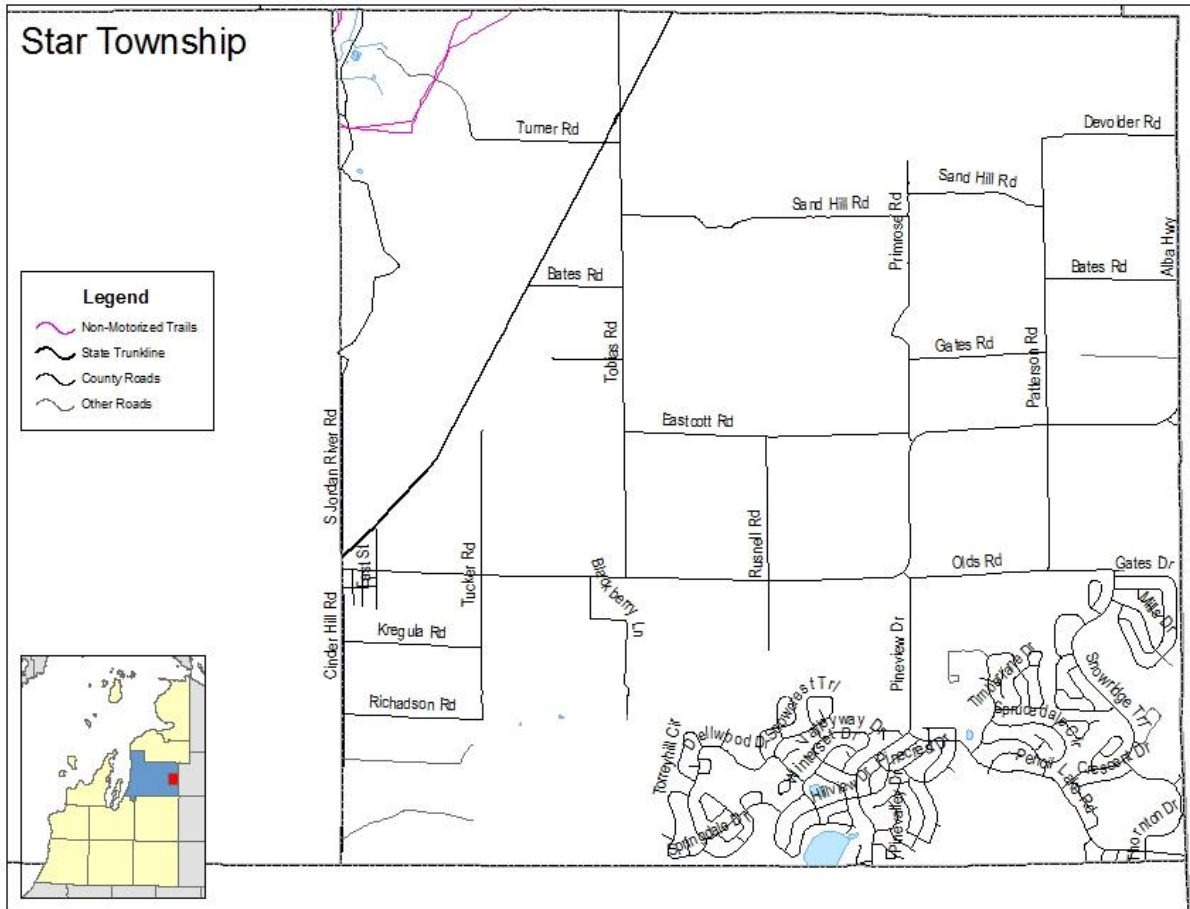


Star Township

Township Office	6775 Alba Highway Alba, Michigan 49611
Office Hours	No regular hours
Website	http://www.startownship.com/
Supervisor	Robert Marsh 231.584.3308 phone
Assessor	Jim Keller 231.584.2150 phone

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Star Township Map

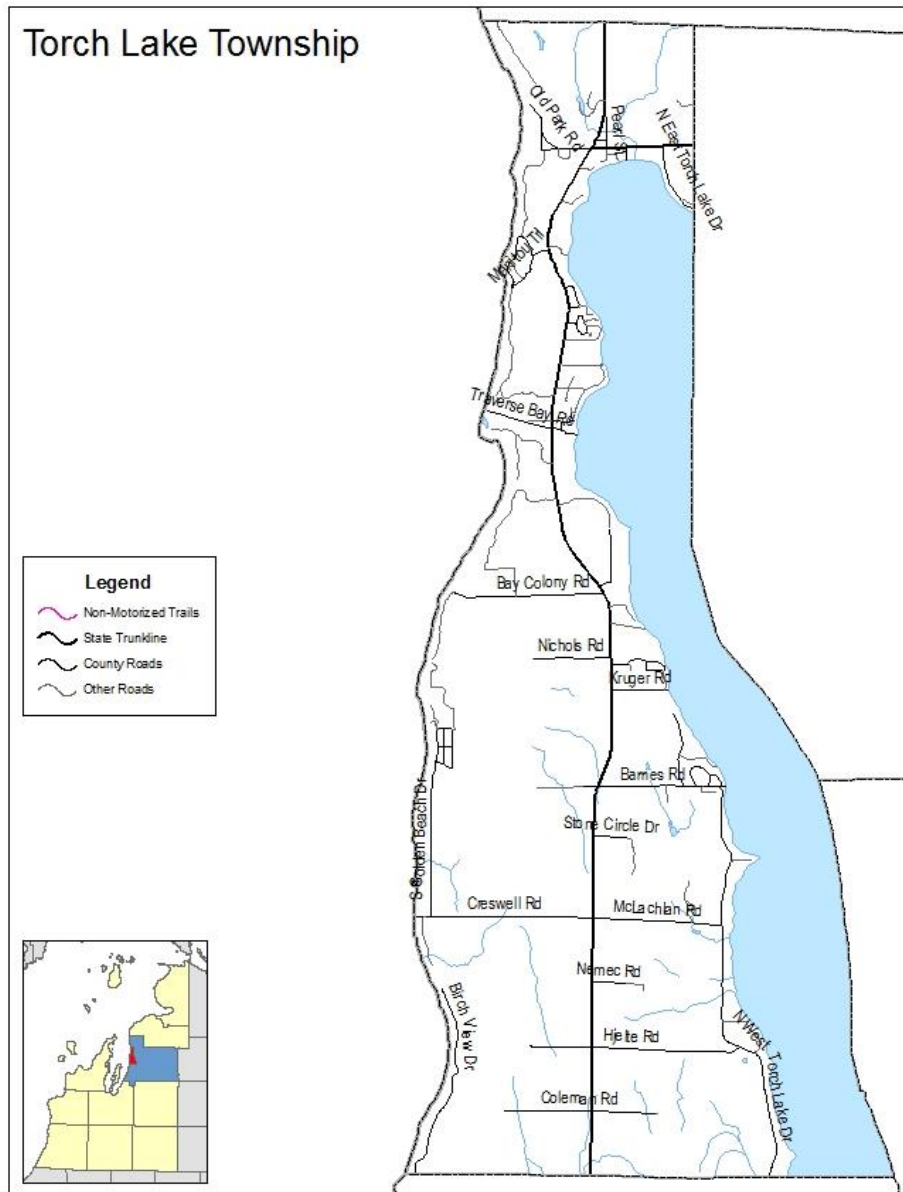


Torch Lake Township

Township Office	2355 North US-31 PO Box 713 Eastport, Michigan 49627 231.599.2036 phone 231.599.2981 fax
Office Hours	Monday, Wednesday & Friday 9:00 a.m. to 12:00 pm.
Website	http://www.torchlaketownship.org/index.htm
Supervisor	Alan Martel 231.599.2981 phone Fax: 231.599.2981 supervisor@torchlaketownship.org Office hours by appointment
Assessor	Amy Jenema assessor@torchlaketownship.org 231.632.3529 phone Office hours by appointment
Zoning Administrator	Josh Vey zoningadministrator@torchlaketownship.org 231.599.2036 phone Office Hours Tuesday & Thursday from 8:00 am to 3:00 pm (and by appointment)
Documents	
Zoning Ordinance-	http://www.torchlaketownship.org/forms_torch_lake/Zoning_Ordinance.PDF
Other Ordinances-	
	http://www.torchlaketownship.org/torch_lake_township_%20pending_and_new_ordinances.htm
Applications and Forms-	
	http://www.torchlaketownship.org/torch_lake_township_forms_and_applications.htm

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Torch Lake Township Map

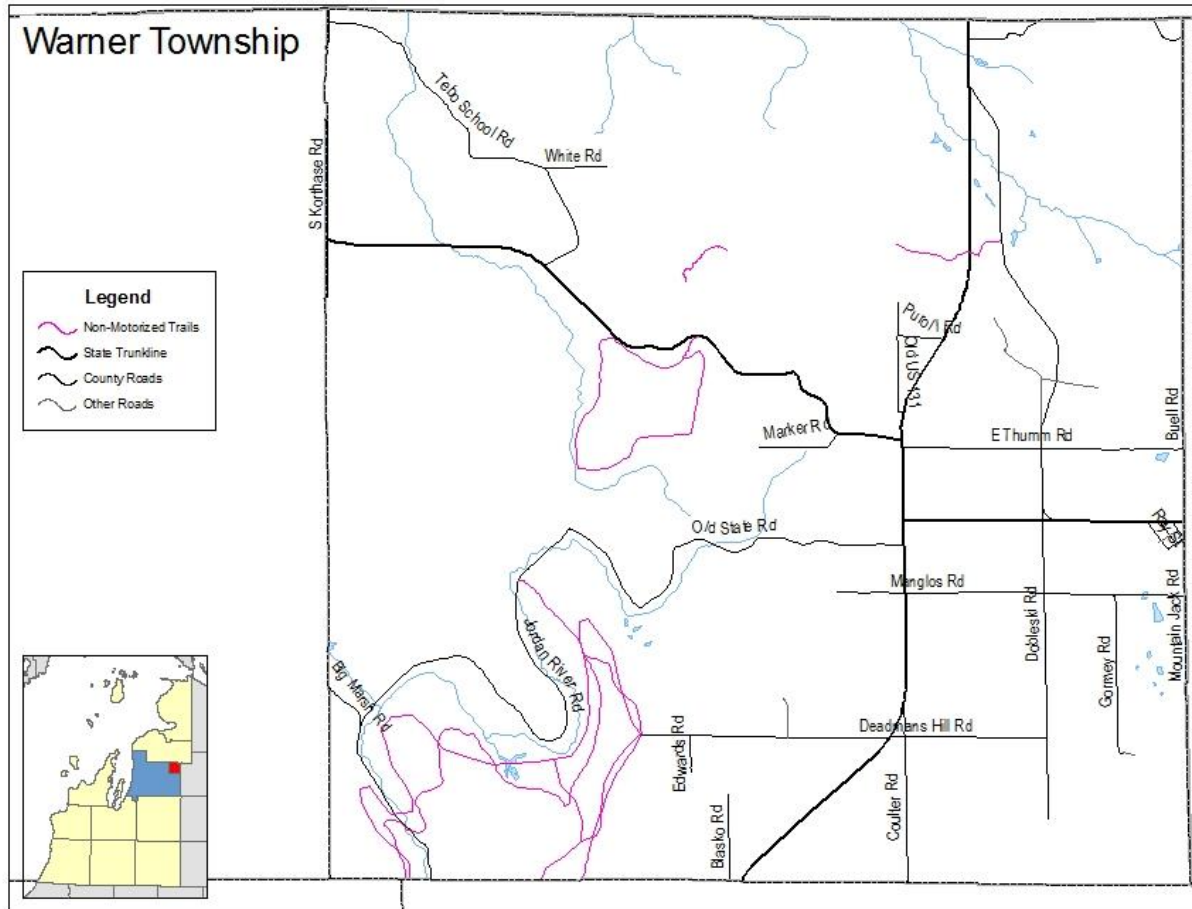


Warner Township

Township Office	2434 Ray Street PO Box 176 Elmira, Michigan 49730 231.546.3568 phone
Office Hours	No regular hours
Website	https://www.michigantownships.org/twp_details.asp?fips=83300
Supervisor	Martin Franckowiak 2174 Dobleski Road Elmira, Michigan 49730 989.858.3818 phone
Assessor	Amy Jenema 231.632.3529 phone assessoramy@gmail.com

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Warner Township Map



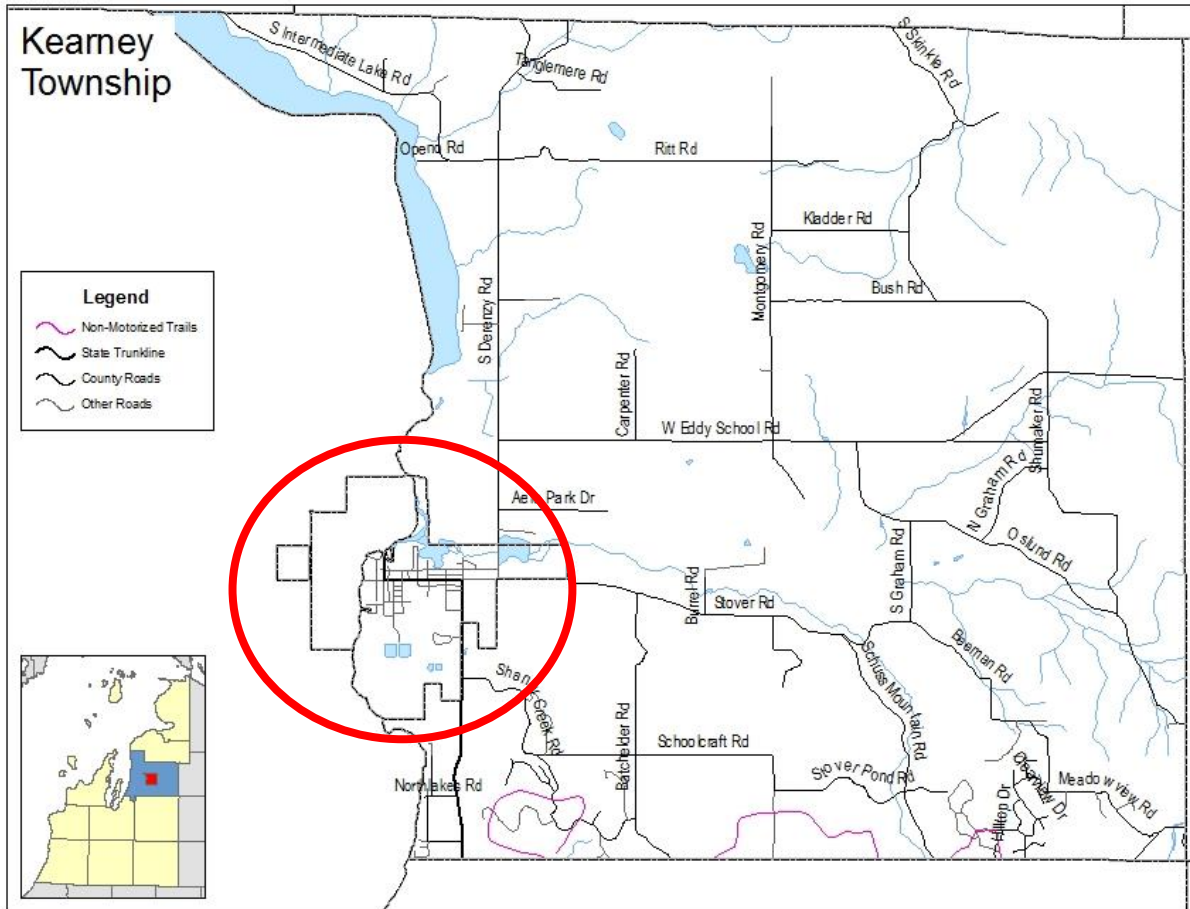
SECTION III – Village Permitting & Zoning Process

Village of Bellaire

Village Office	202 North Bridge Street PO Box 557 Bellaire, Michigan 49615 231.533.8213 phone 231.533.4183 fax vlgclerk@bellairemichigan.com
Office Hours	Monday – Friday, 8:00 a.m. to 4:00 p.m.
Website	http://www.bellairemichigan.com/
President	David Schulz 231.533.8213 phone vlgpres.dschulz@bellairemichigan.com Hours: Thursday 2:00 p.m. to 4:00 p.m.
Zoning Administrator	Lori Lockett 231.533.8213 phone vlgclerk@bellairemichigan.com
Documents:	
Zoning Ordinance:	
	http://www.bellairemichigan.com/images/zoning_ordinance_adopted_%2006_01_2016.pdf
Applications & Forms	http://www.bellairemichigan.com/zoning_permits.html Fence Permit Application Land Division Permit Application Land Use Permit Application (for a single family residence, shed, etc.) Planned Unit Development Application Sign Permit Application Special Use Permit Application Change of Use Permit Demand for Appeal Form Nonconforming Use Classification - Class A Petition to Amend the Zoning Ordinance

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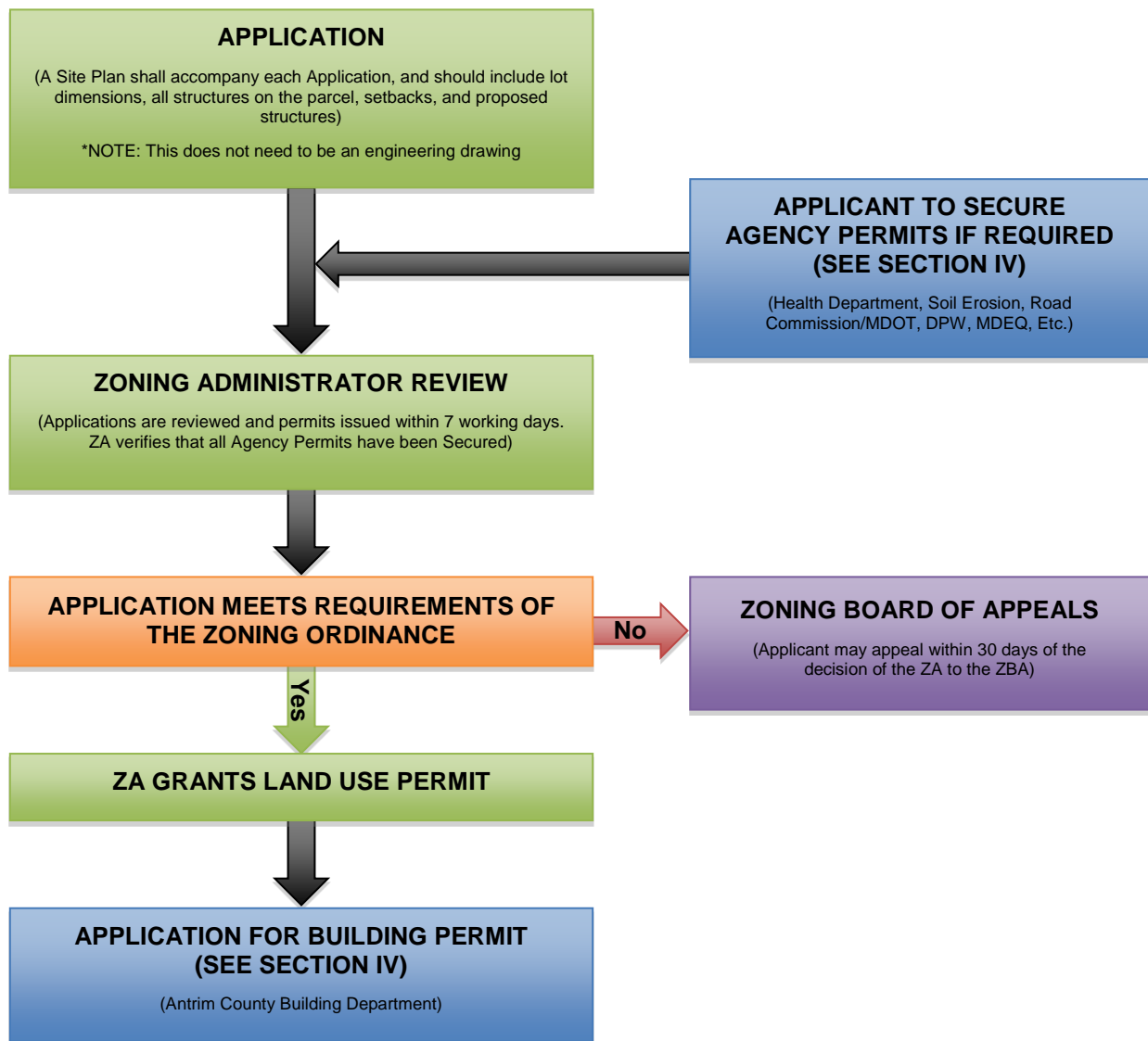
Village of Bellaire Map



Village of Bellaire Permitting Process Flowchart

Land Use Permits

(For single family, duplexes and accessory structures permitted by right in the zoning ordinance)



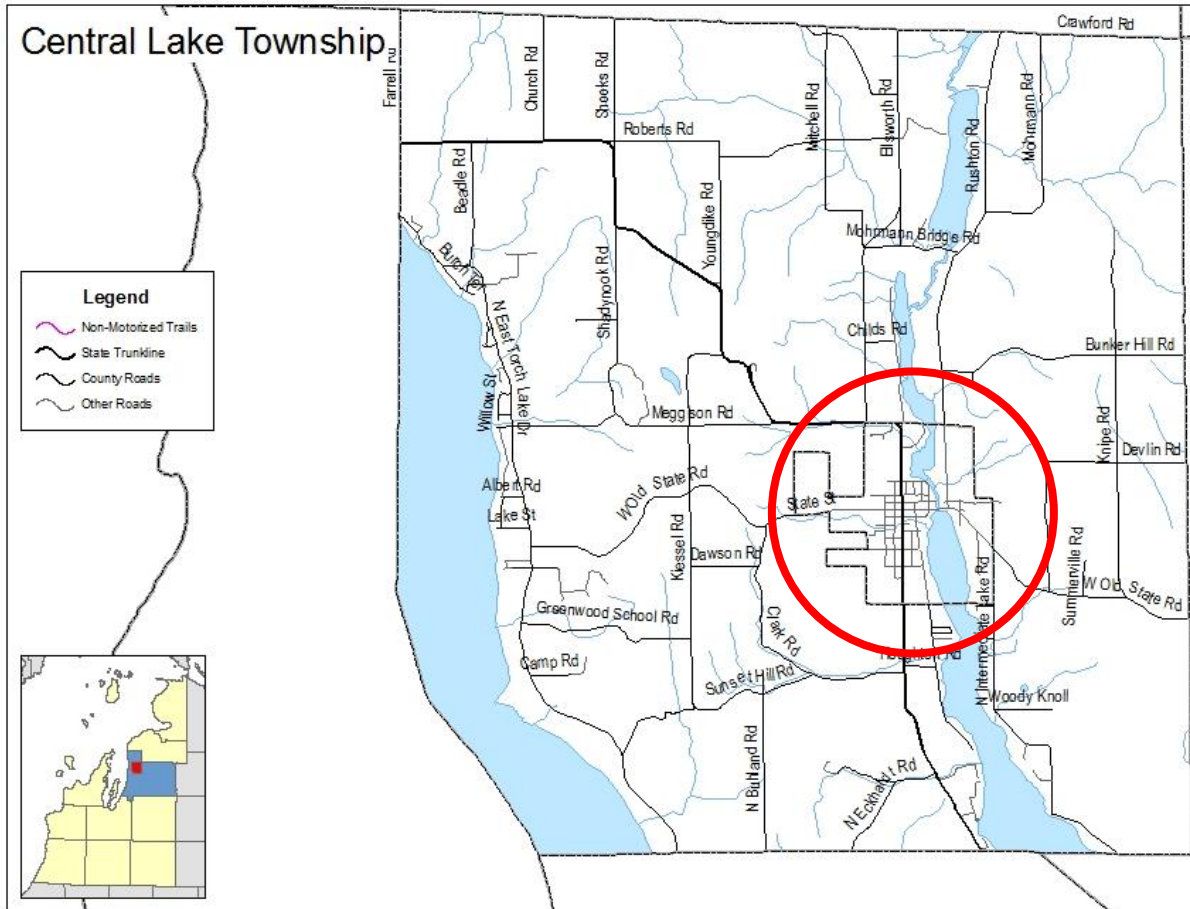
*NOTE – The flowcharts included in this guide are for educational purposes on the general process and following them does not guarantee a permit or approval. Please use contact information provided for each municipality included in this document for specific permitting direction.

Village of Central Lake

Village Office	1622 North M-88 Highway PO Box 368 Central Lake, Michigan 49622 231.544.6483 phone 231.544.2218 fax vclk@charterinternet.com
Office Hours	Monday-Thursday - 7:45 a.m. to 3:45 p.m.
Website	http://www.centrallakemi.org/
President	Larry Eckhardt 231.544.6483 phone
Zoning Administrator	Scott Barrett 231.544.6483 phone
Documents:	
Zoning Ordinance-	http://www.centrallakemi.org/wp-content/uploads/2014/10/Single-Document.pdf.pdf.pdf (Ordinance contents also available by section)
Applications, Permits and forms-	http://www.centrallakemi.org/?page_id=13 Fence Permit Application Land Use Zoning Permit Application Sign Permit Application Special Use Zoning Permit Application Zoning Ordinance Fee Schedule
Village Code -	http://www.centrallakemi.org/wp-content/uploads/2015/01/Village-Code-Manual-Final-Copy-12.pdf2.pdf

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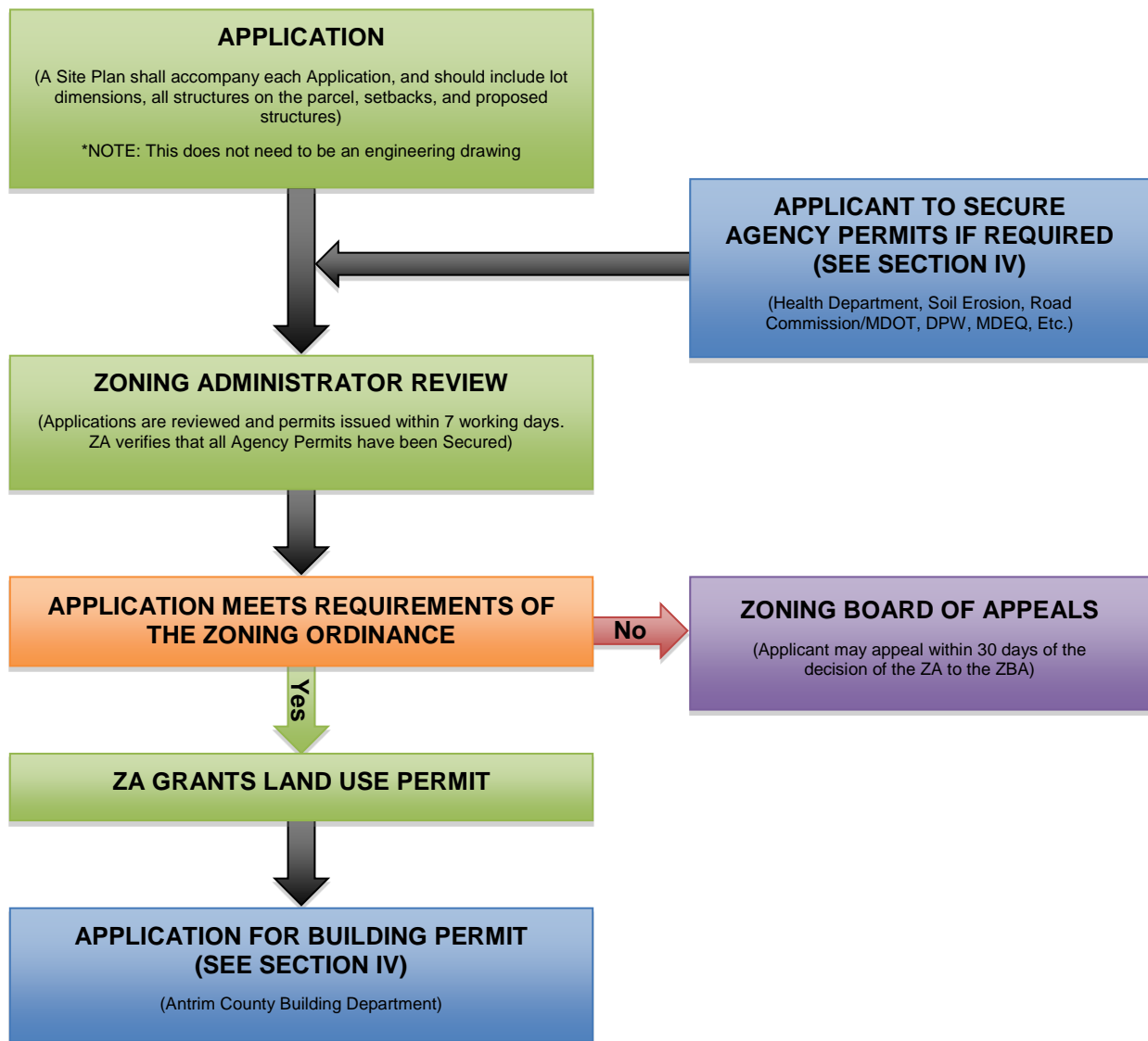
Village of Central Lake Map



Village of Central Lake Permitting Process Flowchart

Land Use Permits

(For single family, duplexes and accessory structures permitted by right in the zoning ordinance)

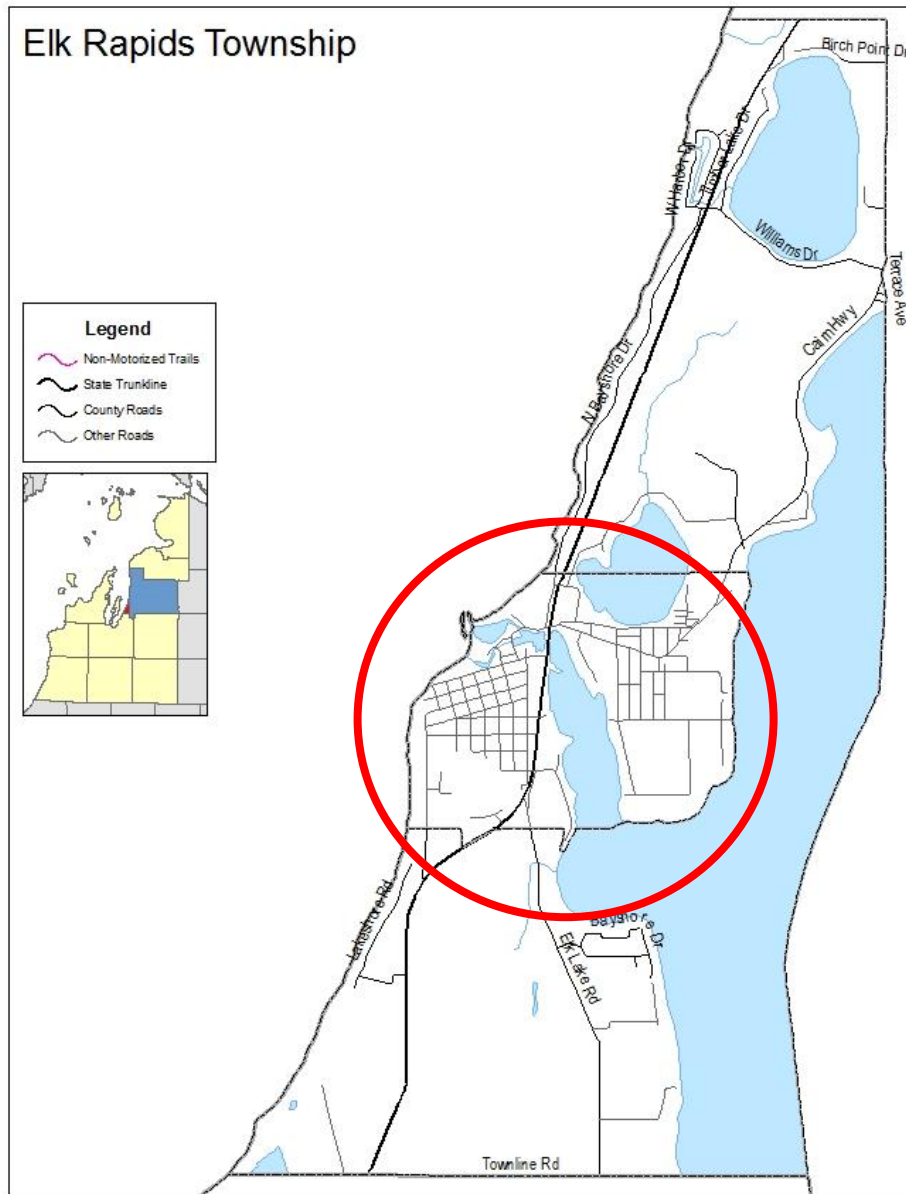


*NOTE – The flowcharts included in this guide are for educational purposes on the general process and following them does not guarantee a permit or approval. Please use contact information provided for each municipality included in this document for specific permitting direction.

Village of Elk Rapids

Village Office	315 Bridge Street PO Box 398 Elk Rapids, Michigan 49629 231.264.9274 phone 231.264.6337 fax
Office Hours	Monday - Friday, 8:00 a.m. to 5:00 p.m.
Website	http://www.elkrapids.org/
President	James Janisse 231.313.7380 phone vllgclerk@elkrapids.org
Zoning Administrator	Steven Ravezzani 231.264.9274 phone vllgzoning@elkrapids.org
Documents:	
Zoning Code-	http://www.elkrapids.org/wp-content/uploads/2013/04/ADOPTED-ZONING-CODE-2017-S-3.pdf
Applications and Forms-	http://www.elkrapids.org/permit-application-forms-2/

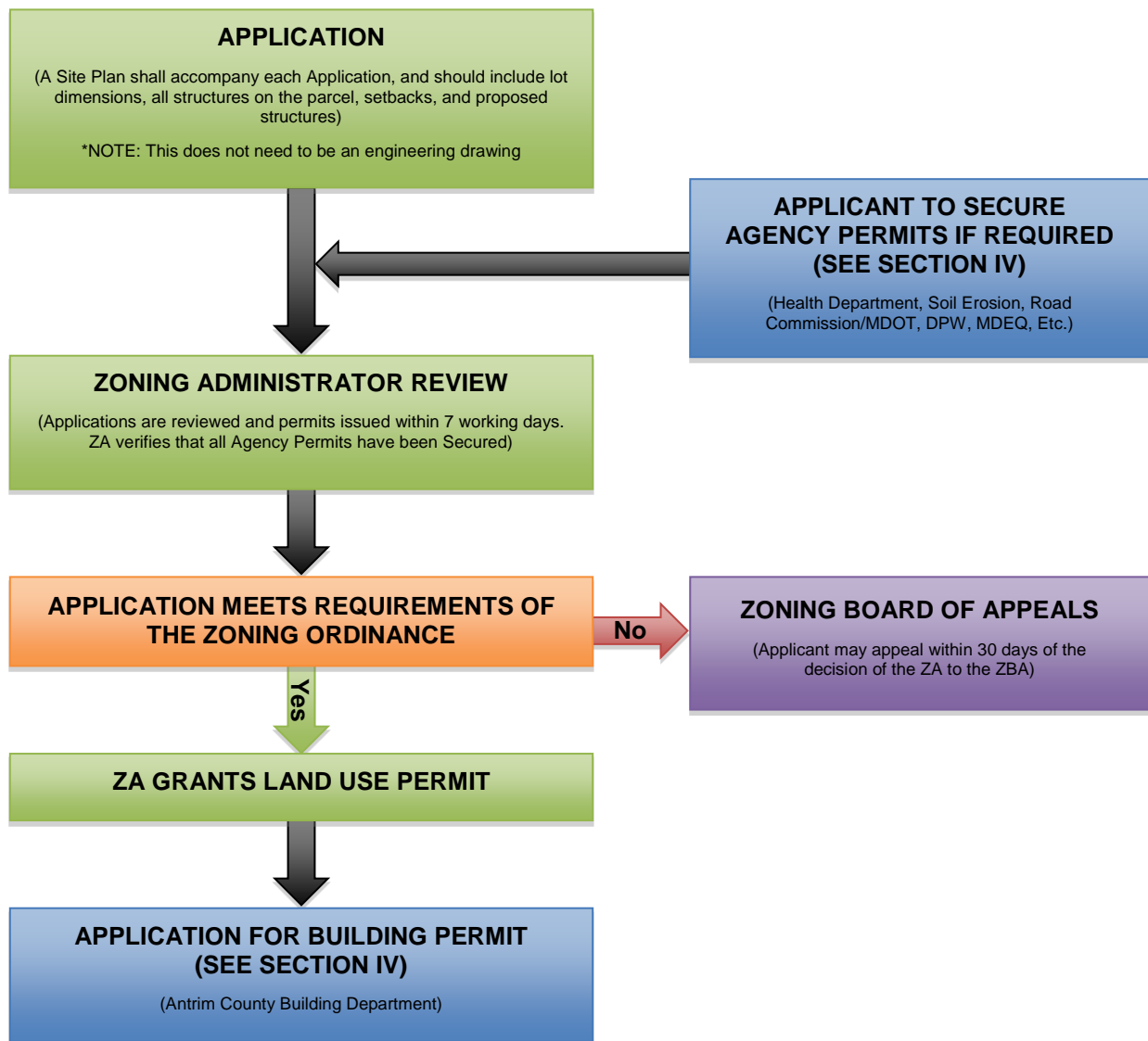
Village of Elk Rapids Map



Village of Elk Rapids Permitting Process Flowchart

Land Use Permits

(For single family, duplexes and accessory structures permitted by right in the zoning ordinance)



*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.

Village of Ellsworth

Village Office 6520 Center Street
 PO Box 265
 Ellsworth, Michigan 49729
 231.588.7411 phone
 231.588.2079 fax
 office@villageofellsworth.com

Office Hours No regular hours

Website <http://villageofellsworth.com/>

President Hugh Campbell

Zoning Administrator Andrew Veenstra
Forms and applications to: 11712 Atwood Rd.
 Ellsworth, Michigan 49729
 231.599.2647 phone

Documents:

Zoning Ordinance-

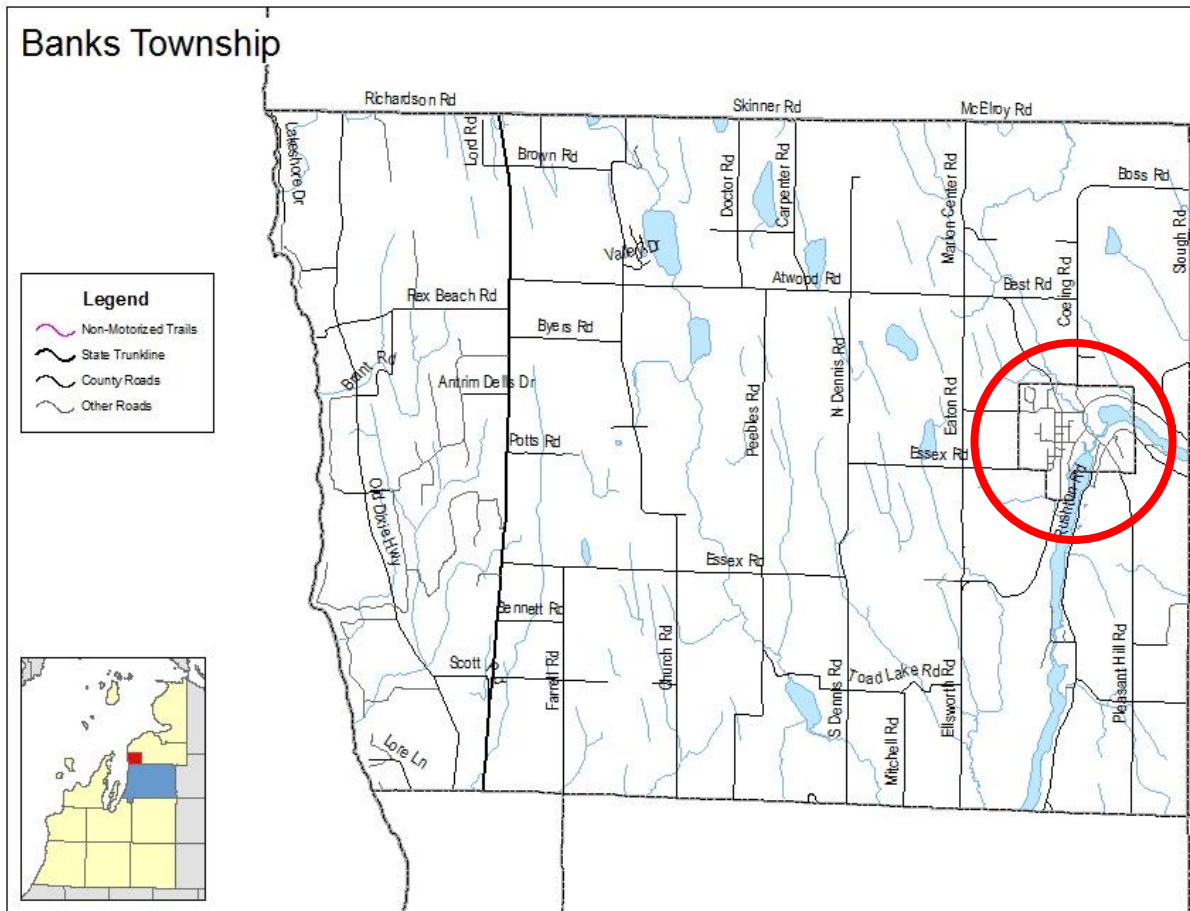
<http://villageofellsworth.com/sites/default/files/1611EllsworthZoningOrdinance.pdf>

Other Ordinances and Documents:

<http://villageofellsworth.com/village-infomation>

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.

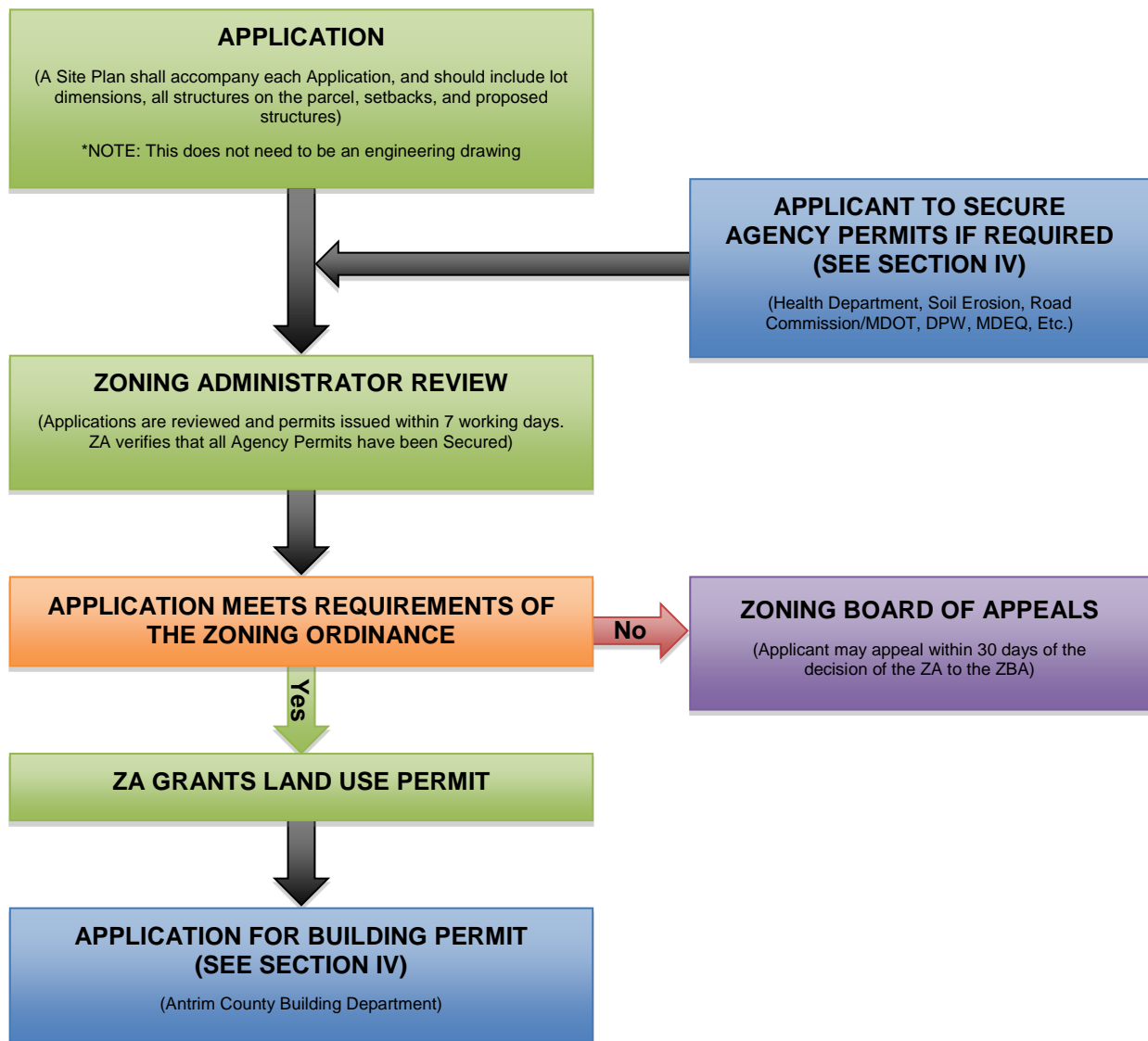
Village of Ellsworth Map



Village of Ellsworth Permitting Process Flowchart

Land Use Permits

(For single family, duplexes and accessory structures permitted by right in the zoning ordinance)



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Village of Mancelona

Village Office	120 West State Street PO Box 648 Mancelona, Michigan 49659 231.587.8331 phone 231.587.5730 fax mancelonaclerk@sbcglobal.net
Office Hours	Monday, Wednesday and Thursday 9:00 a.m. to 4:00 p.m.
Website	http://www.villageofmancelona.org/
President	Michael Allison 231.587.8331 phone
Zoning Administrator	Michael Allison 616.587.8331 phone

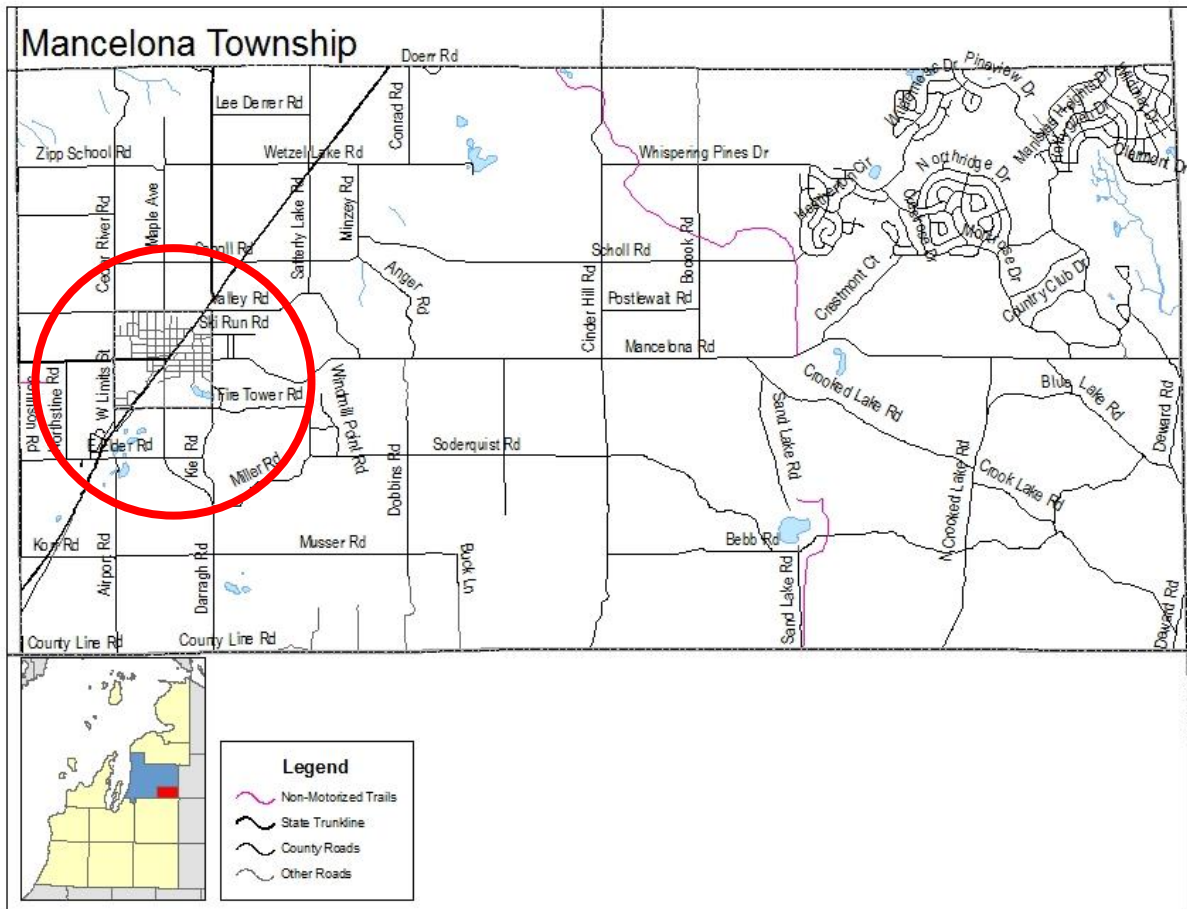
Documents:

Zoning Ordinance- (Zoning Ordinance is split into individual articles 1.0-13.0, there is no full copy)
<http://www.villageofmancelona.org/ordinances>

Other Ordinances - <http://www.villageofmancelona.org/ordinances>

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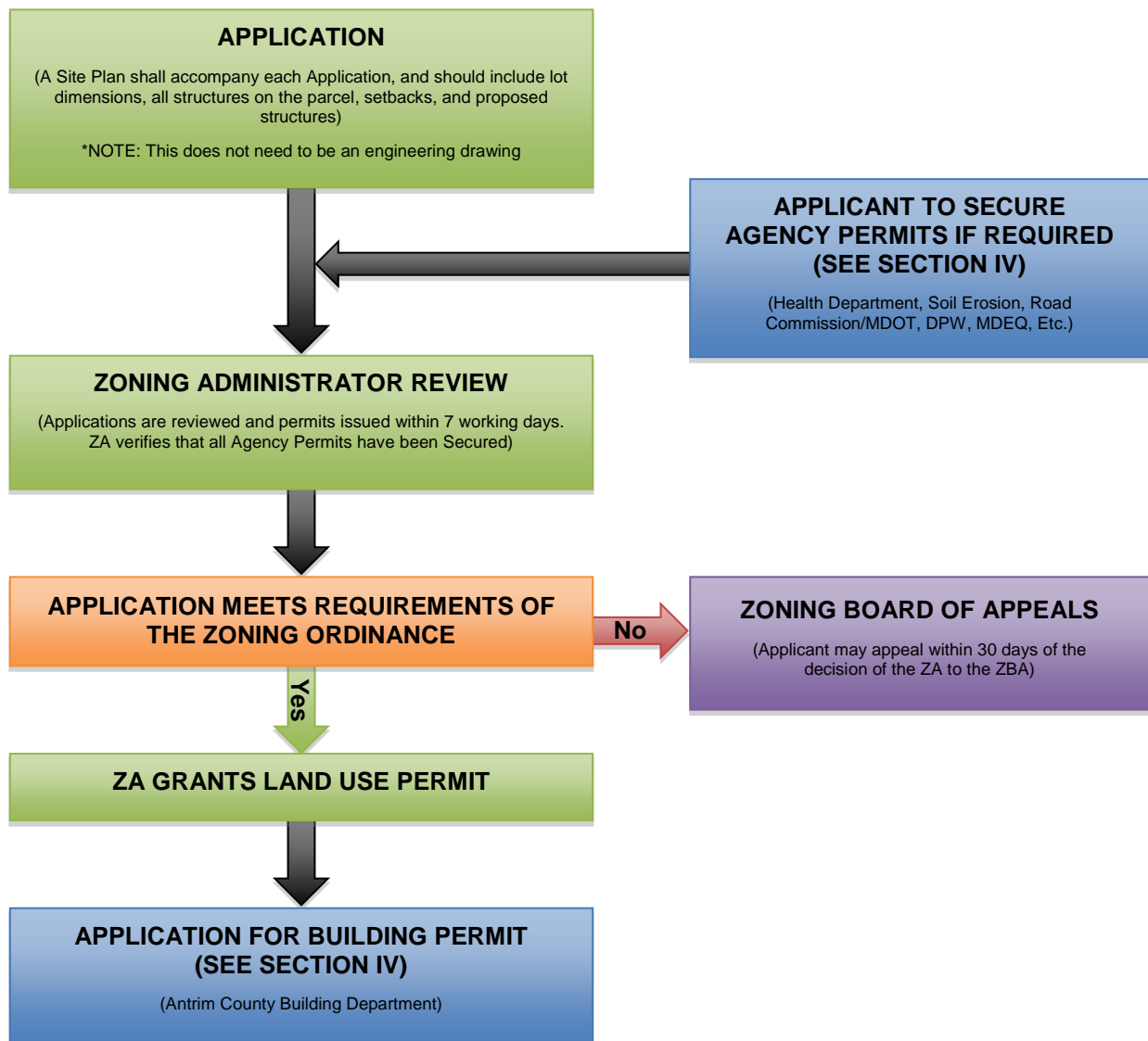
Village of Mancelona Map



Village of Mancelona Permitting Process Flowchart

Land Use Permits

(For single family, duplexes and accessory structures permitted by right in the zoning ordinance)



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SECTION IV – Antrim County Governmental Agencies

Antrim County Departments & Government Agencies

Register of Deeds

Patty Niepoth
PO Box 376
Bellaire, Michigan 49615
231.533.6683 phone
231.533.8317 fax
registerofdeeds@antrimcounty.org

County Administrator

Peter Garwood
231.533.6265 phone
231.533.8111 fax
countyadmin@antrimcounty.org

Antrim County Construction Code

Office	203 East Cayuga Street PO Box 188 Bellaire, Michigan 49615 231.533.8373 phone constructioncode@antrimcounty.org
Office Hours	Monday – Friday, 8:00 a.m. to 4:30 p.m.
Website	http://www.antrimcounty.org/constructioncode.asp
Building Official	Mark Haynes 231.533.8373 phone constructioncode@antrimcounty.org
Building Inspector	Frank Hersha 231.533.8373 phone constructioncode@antrimcounty.org

Antrim County Drain Commissioner

Office	PO Box 287 Bellaire, Michigan 49615 231.533.6265 phone
Website	http://www.antrimcounty.org/drain_commission.asp
Drain Commissioner	Mark Stone 231.264.6800 stonem@antrimcounty.org

Antrim County Emergency Management Agency

Office PO Box 333
Bellaire, Michigan 49615
231.533.6569 phone

Website <http://www.antrimcounty.org/eoc.asp>

Director Leslie Meyers
231.533.6569 phone
231.533.6569 fax
meyersl@antrimcounty.org

Health Department of Northwest Michigan

Mancelona Office	Mancelona Family Resource Center 205 Grove Street Mancelona, Michigan 49659 231.587.5052 phone 231.587.5313 fax
Dental Clinic	231.587.5068 phone
Bellaire Office	209 Portage Drive Bellaire, Michigan 49615 231.533.8670 phone 231.533.8450 fax 800.432.4121 toll free phone
Website	www.nwhealth.org/

Antrim County Commission on Aging

Office	308 East Cayuga PO Box 614 Bellaire, Michigan 49615 231.533.8703 phone 231.533.5310 fax
Office Hours	Monday - Friday, 8:30 a.m. - 4:30 p.m.
Website	http://www.antrimcounty.org/coa.asp
Director	Judy Parliament 231.533.8703 phone 231.533.5310 fax coa@antrimcounty.org

Antrim County Road Commission

Office	319 East Lincoln Street PO Box 308 Mancelona, Michigan 49659 231.587.8521 phone 231.587.8156 fax email@antrimcrc.org
Office Hours	Monday – Friday, 7:00 a.m. to 3:30 p.m.
Website	http://www.antrimcrc.org/
Superintendent	Peter Stumm pstumm@antrimcrc.org
Engineer/Manager	Burt Thompson bthompson@antrimcrc.org
Office Manager	Dale Farrier dfarrier@antrimcrc.org
Applications	Right Of Way Permit Application www.antrimcrc.org/wp-content/uploads/2011/05/CRA-100-03_05.pdf

Antrim County Soil Erosion Control Program

Office	Antrim Conservation District 4820 Stover Road Bellaire, Michigan 49615 231.533.8363 phone 231.533.6388 fax
Soil Erosion Officer	Heidi Shaffer 231. 676.4003 phone
Website	http://www.antrimsoil.com/
Application	http://www.antrimsoil.com/forms-and-links.php