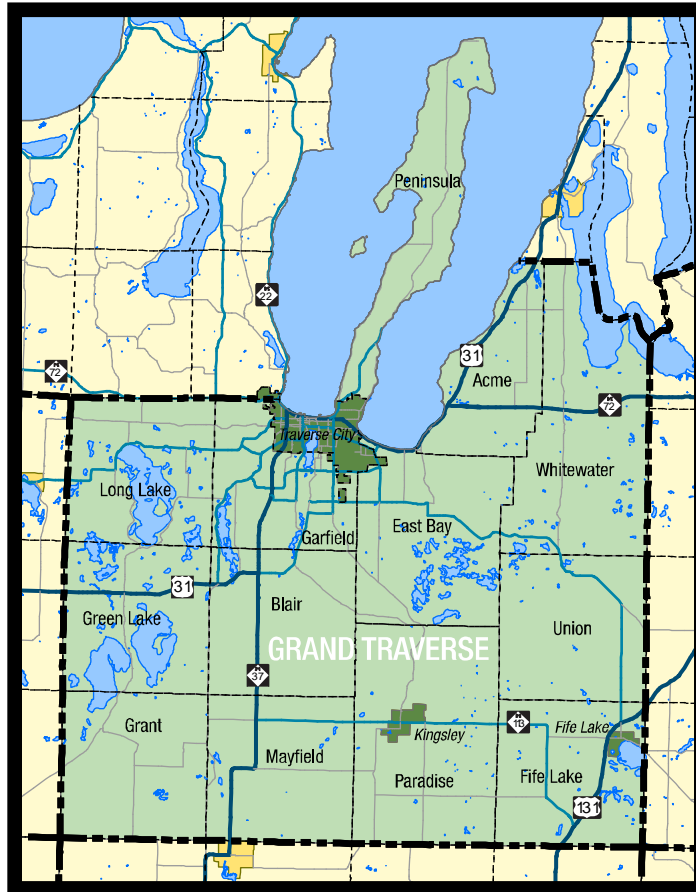


2017 Guide to Permitting and Zoning

Grand Traverse County



Created and Produced by:
Northwest Michigan Council of Governments, Traverse City Area Chamber of Commerce &
Grand Traverse County Planning & Development Department

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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 Grand Traverse 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/

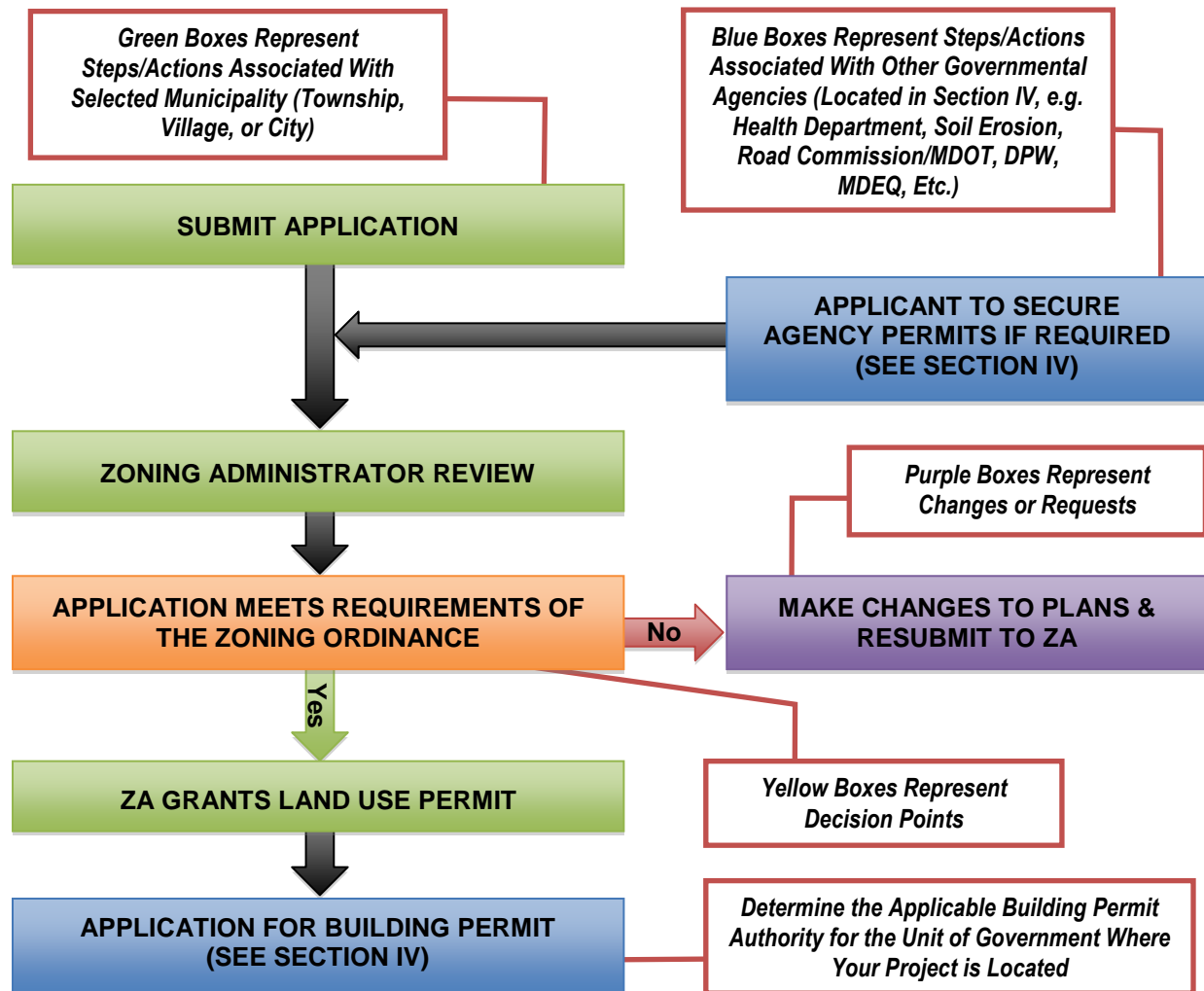
New Designs for Growth – A Citizen’s Guide to Planning & Zoning in Northwest Michigan

www.nwm.org/citizensguide-planning

How to Use This Guide

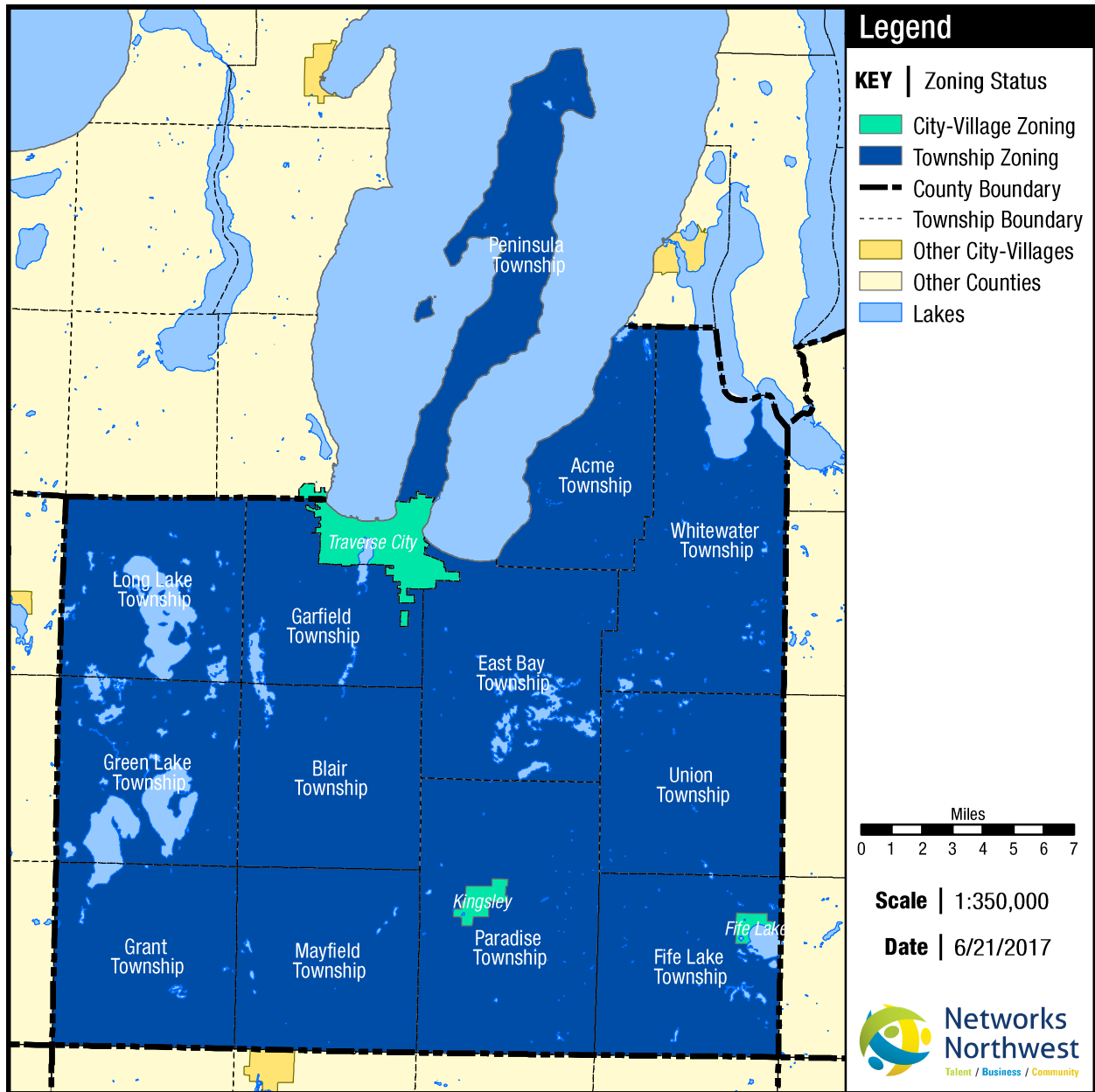
Flowchart Legend

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.

Grand Traverse County Governmental Units



As you can see from the zoning map shown above, there are 2 incorporated villages, 1 city, and 13 townships that are zoned in Grand Traverse County.

SECTION II – Township Permitting & Zoning Process

Acme Township

Township Office	6042 Acme Road Acme, Michigan 49610 231.938.1350 phone 231.938.1510 fax ask@acmetownship.org
Office Hours	Monday through Thursday 7:30 a.m. to 6:00 p.m.
Website	www.acmetownship.org
Supervisor	Jay Zollinger 231.938.1350 phone jzollinger@acmetownship.org
Assessor	Dawn Kuhns 231.409.1827 cell
Zoning Administrator	Shawn Winter 231.938.1350 phone 231.938.1510 fax swinter@acmetownship.org

Documents:

Zoning Ordinance-

http://www.acmetownship.org/uploads/2/4/3/0/24300134/zoning_ordinance_w_amendments_10-04-2016.pdf

Other Ordinances-

<http://www.acmetownship.org/ordinances.html>

Master Plans-

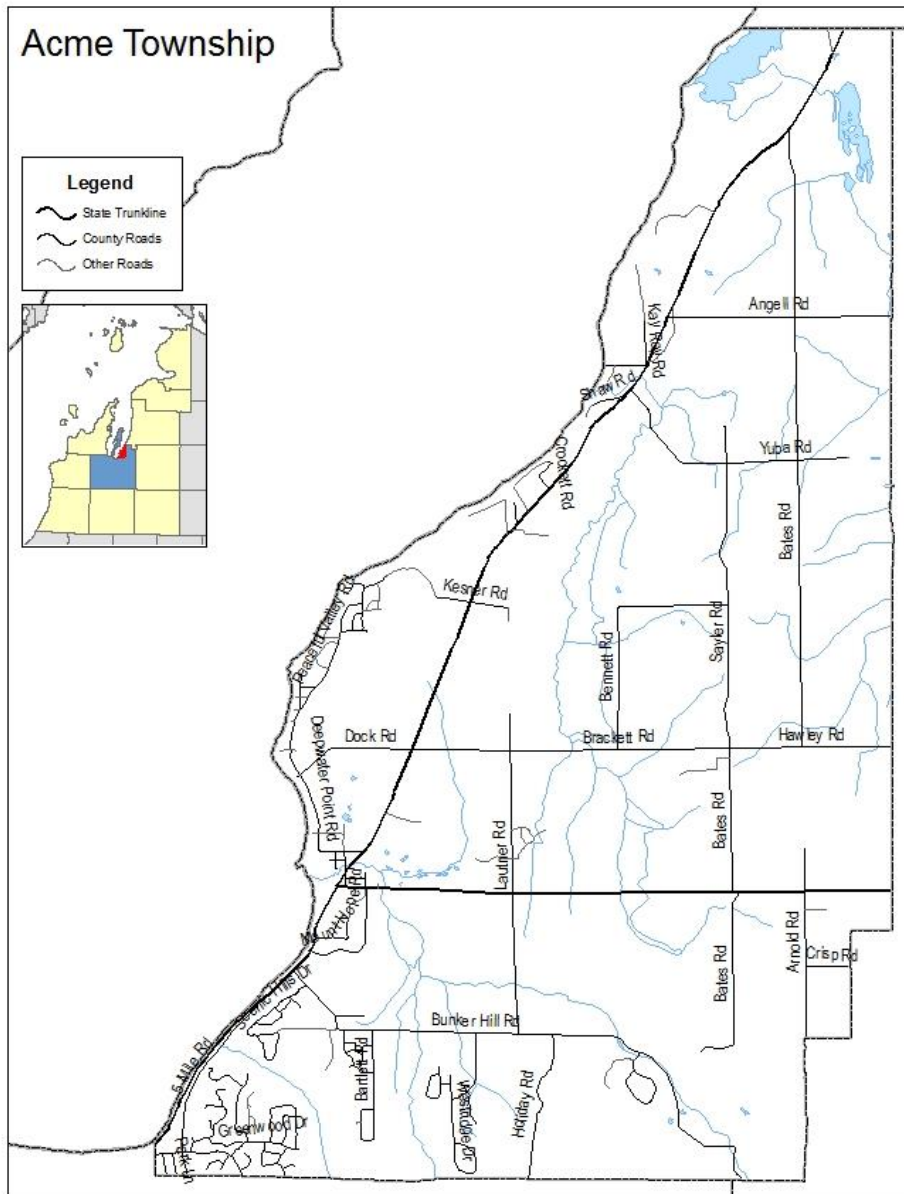
http://www.acmetownship.org/uploads/2/4/3/0/24300134/acmetownshipmasterplan_finaldraft_withp_mtable_08052014_web.pdf

Applications, Forms & Permits-

<http://www.acmetownship.org/forms.html>

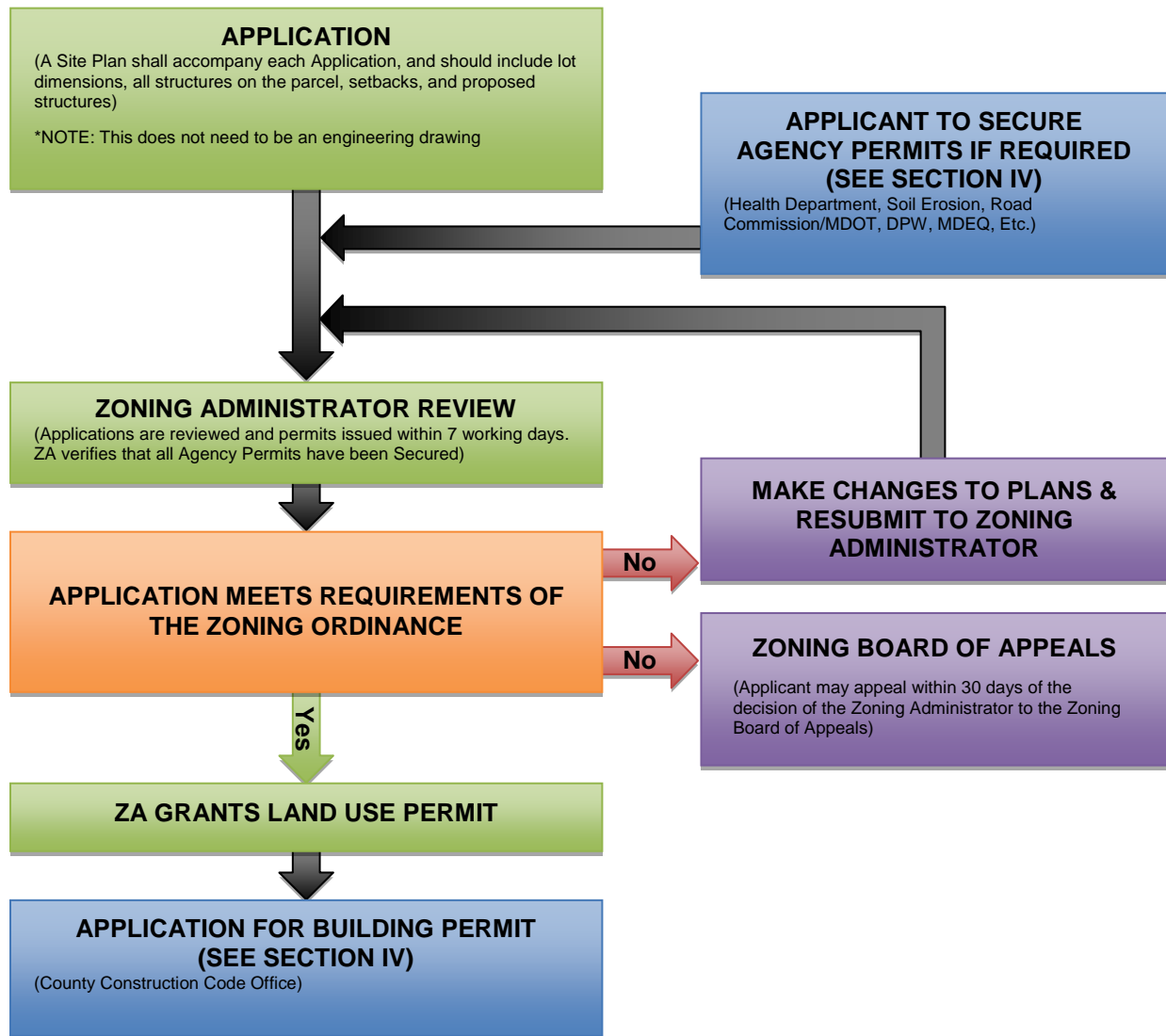
This guide to permitting and zoning was completed through the best efforts of staff working with local officials to determine jurisdiction-specific policy and processes associated with development. If the information contained herein needs to be updated or expanded, please contact the Northwest Michigan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

Acme Township Map



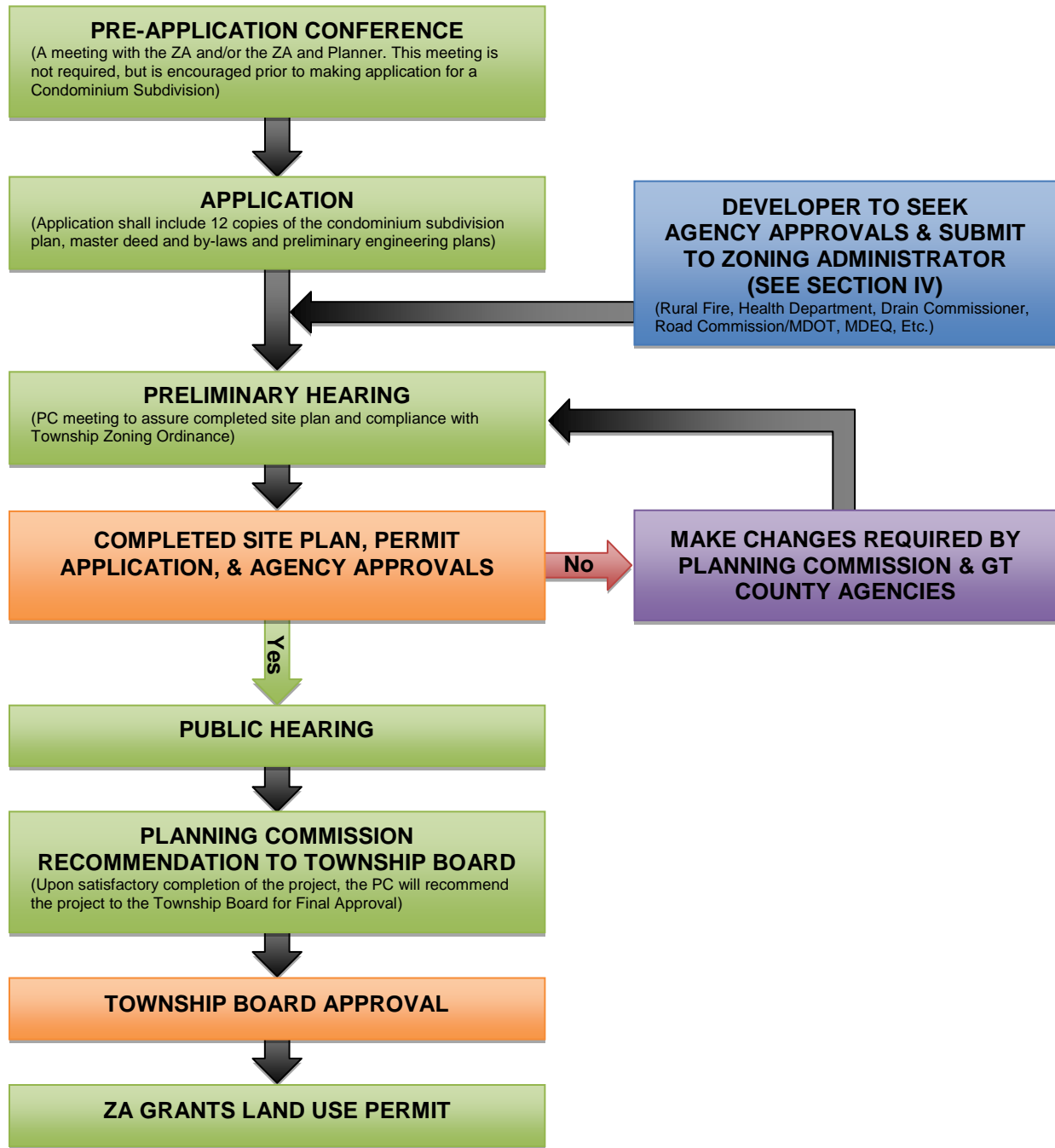
Acme Township Land Use Permits Review Flowchart

For Single Family and Accessory Structures



*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.

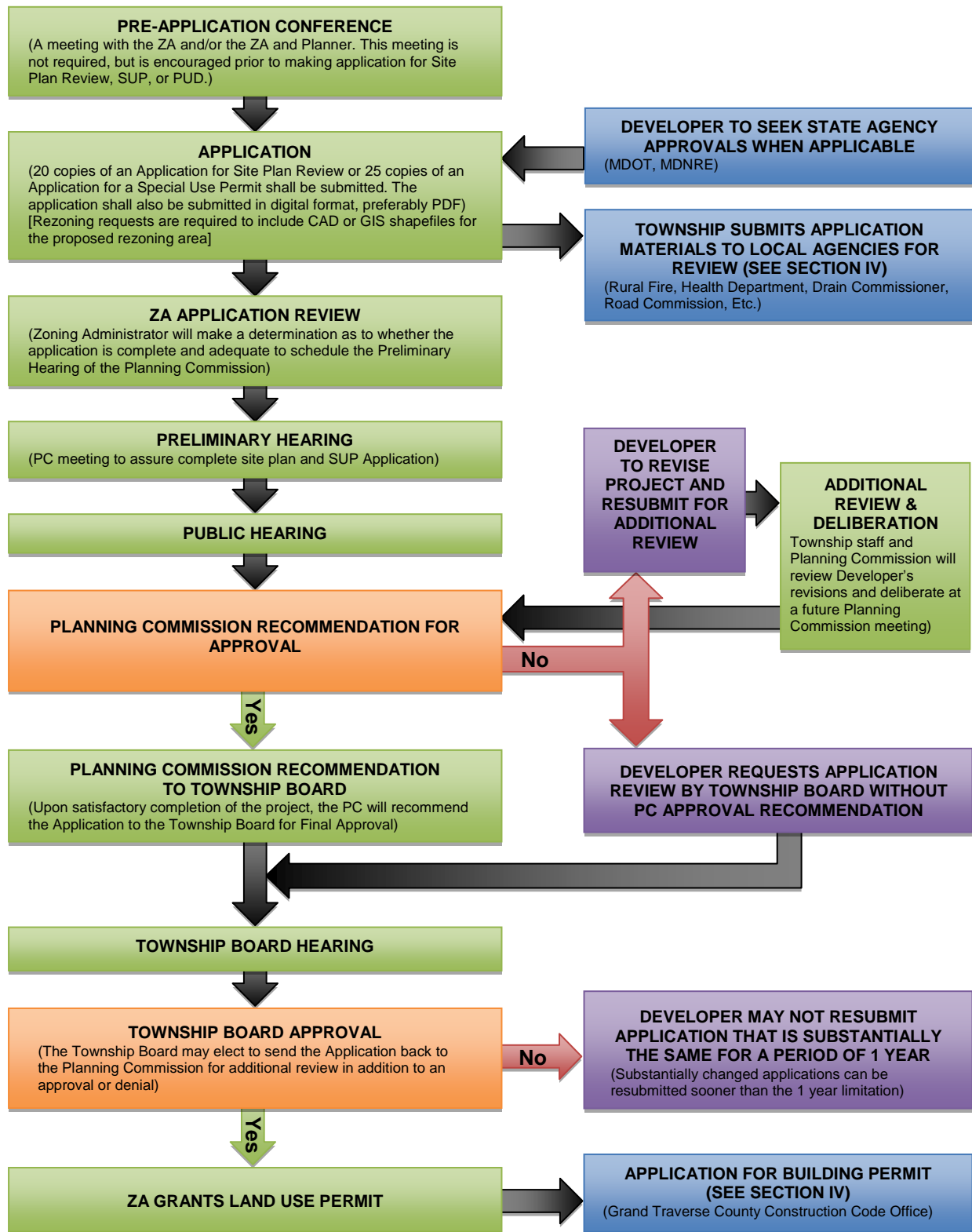
Acme Township Condominium Subdivisions Review Flowchart



*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.

Acme Township Special Use Permit & PUD Review Flowchart

For Residential and Commercial Projects



Blair Township

Township Office	2121 County Road 633 Grawn, Michigan 49637 231.276.9263 phone 231.276.5111 fax
Office Hours	Tuesday – Friday: 7:30 a.m. – 6:00 p.m.
Website	www.blairtownship.org
Supervisor	Nicole Blonshine 231.276.9263 phone (ext. 104) phone supervisor@blairtownship.org Office Hours: Tuesday through Friday from 7:30 a.m. to 6:00 p.m.
Planning & Zoning Administrator	Lindsey Wolf 231.276.9263 phone (ext. 105) phone zoning@blairtownship.org
Assessor	Wendy Witkop 231.276.9263 (ext. 107) phone assessor@blairtownship.org

Documents:

Zoning Ordinance & Other Ordinances-
<http://www.blairtownship.org/blair-township-ordinances.html>

Zoning Map-
http://www.blairtownship.org/assets/Land_Use_Map.pdf

Master Plan-
http://www.blairtownship.org/assets/Draft_Report_November_29_2016_-_reduced.pdf

Applications, Forms & Permits-
<http://www.blairtownship.org/forms-applications.html>

From the Zoning Administrator:

In Blair Township, we would like to encourage growth and try to make it an easy process. If there are any questions feel free to stop by the office and we can guide you in the right direction. It is highly recommended that a pre-application meeting with the Zoning Administrator be made early on in the development process. This allows for the Zoning Administrator and developer to resolve any issues early on and help to prevent delays later.

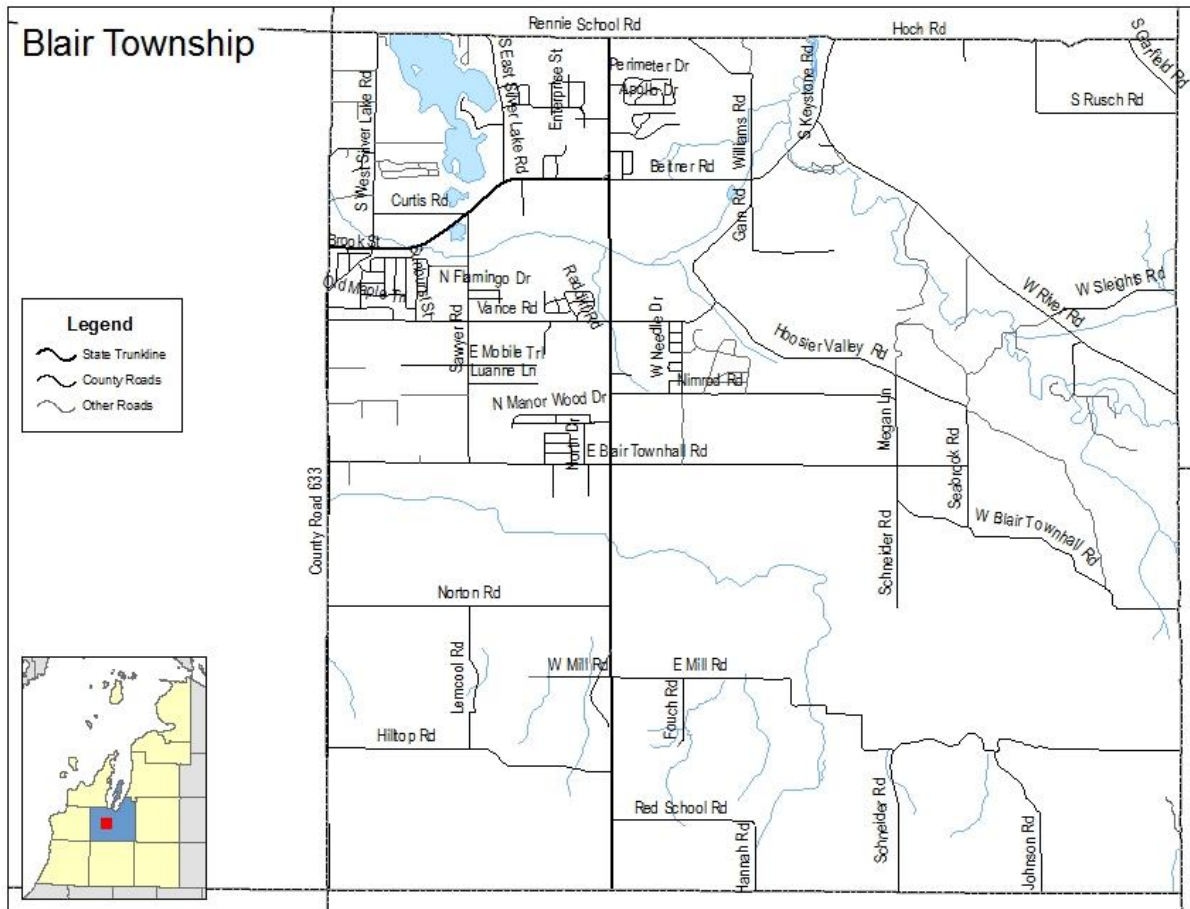
To help you in the process here are a few things to watch out for. All of the applications must be signed by the owner of the property. This includes, but not limited to, land use permit applications, water permit applications, administrative review applications, site plan review and special use applications.

The developer/builder may get a letter from the property owner authorizing the contractor to sign permit applications for them. This is helpful if the property owner does not live in the area. Also make sure that applications are filled out completely. If they are not, the process may be delayed.

Since Blair Township has a water and sewer system in much of the commercial district, it is important to get a water and sewer permit. These permits must be submitted before a land use permit is granted. Water permits can be obtained at the Township Offices and the sewer permit can be obtained at the Grand Traverse County DPW. We also require a Fire Department Site Plan Review before issuing all commercial land use permits. Please contact the fire department to see what is necessary.

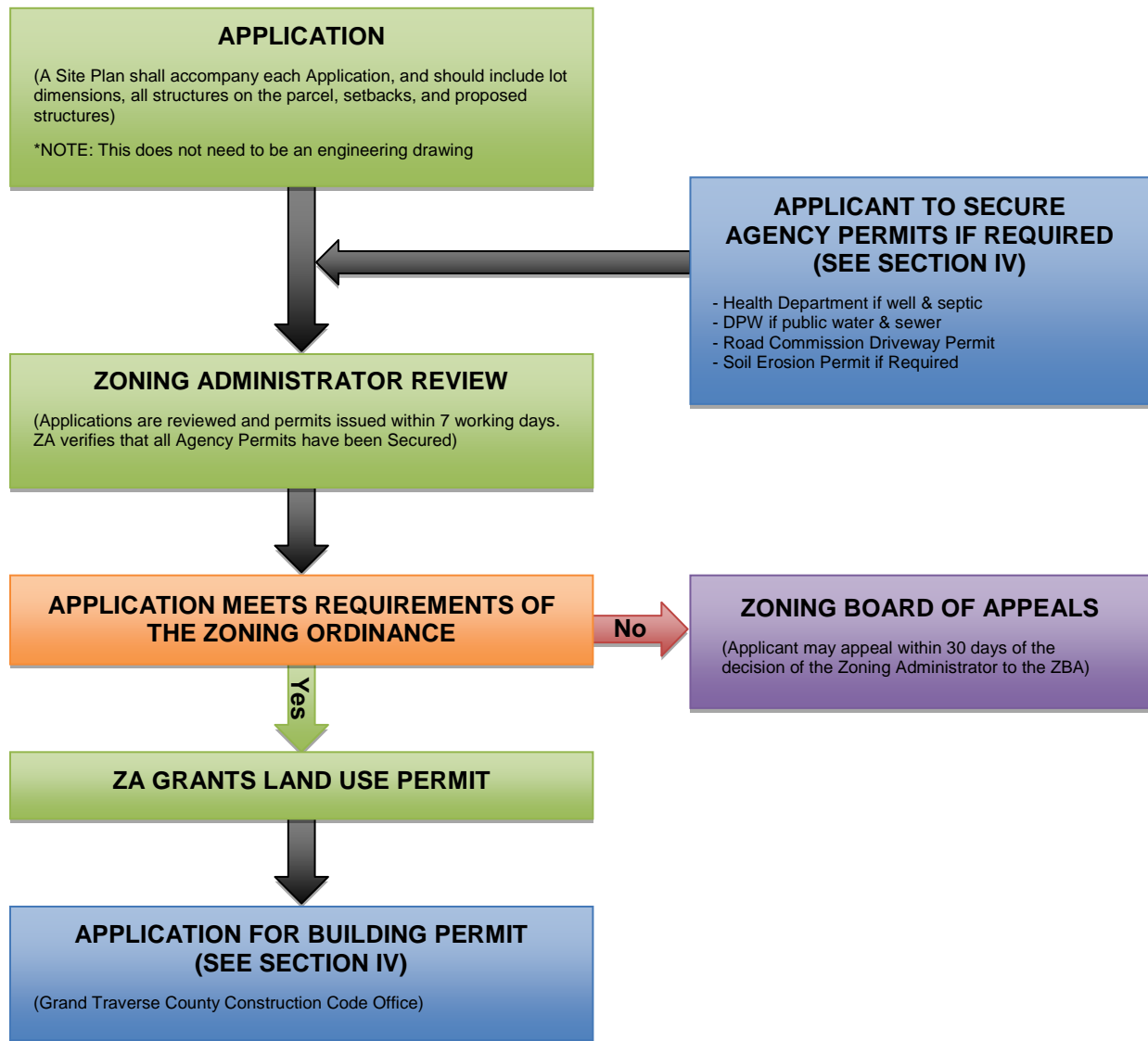
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Blair Township Map



Blair Township Land Use Permits Flowchart

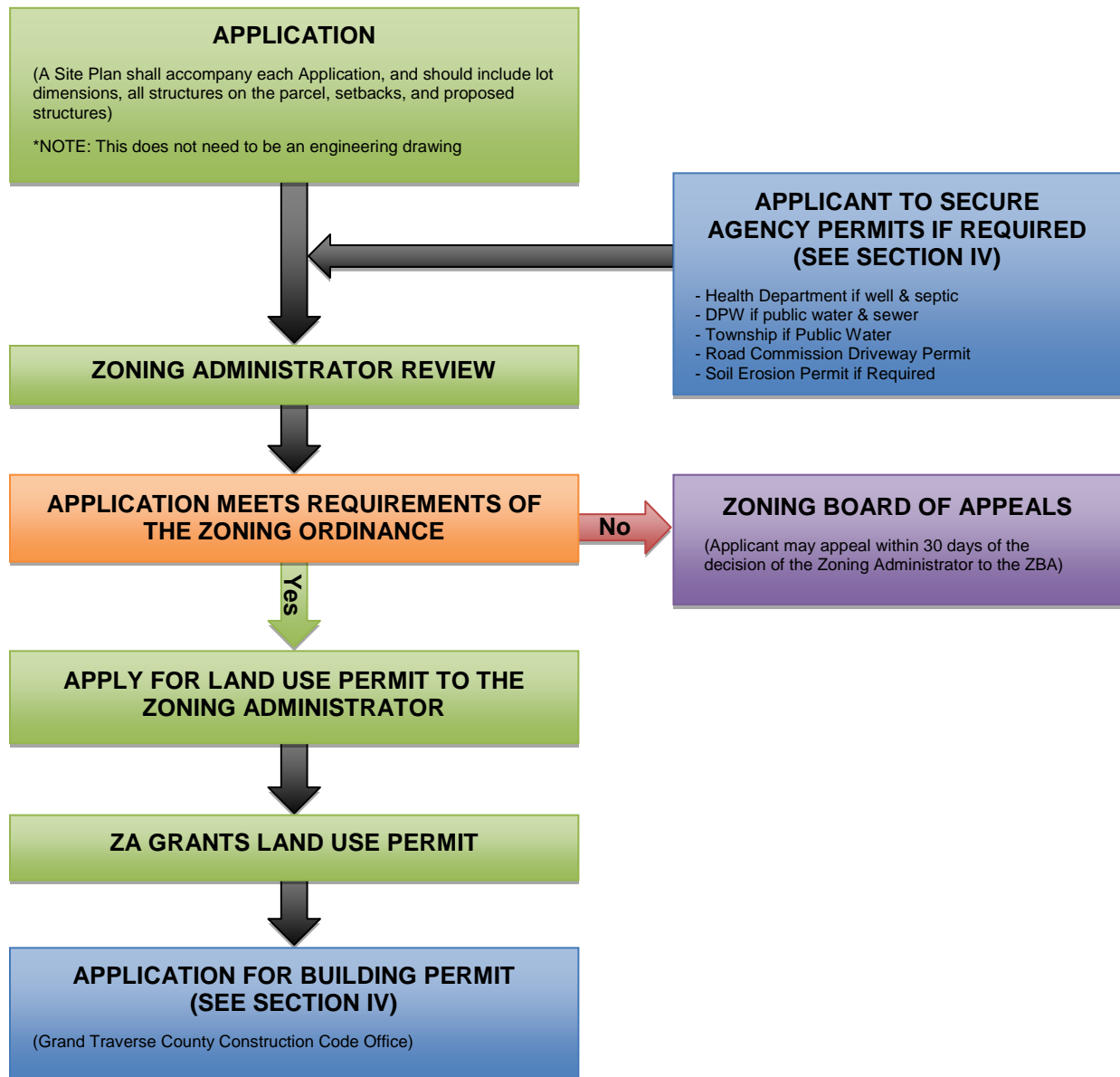
For Single Family, Duplexes, and Accessory Structures



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Blair Township Site Plan Review Flowchart

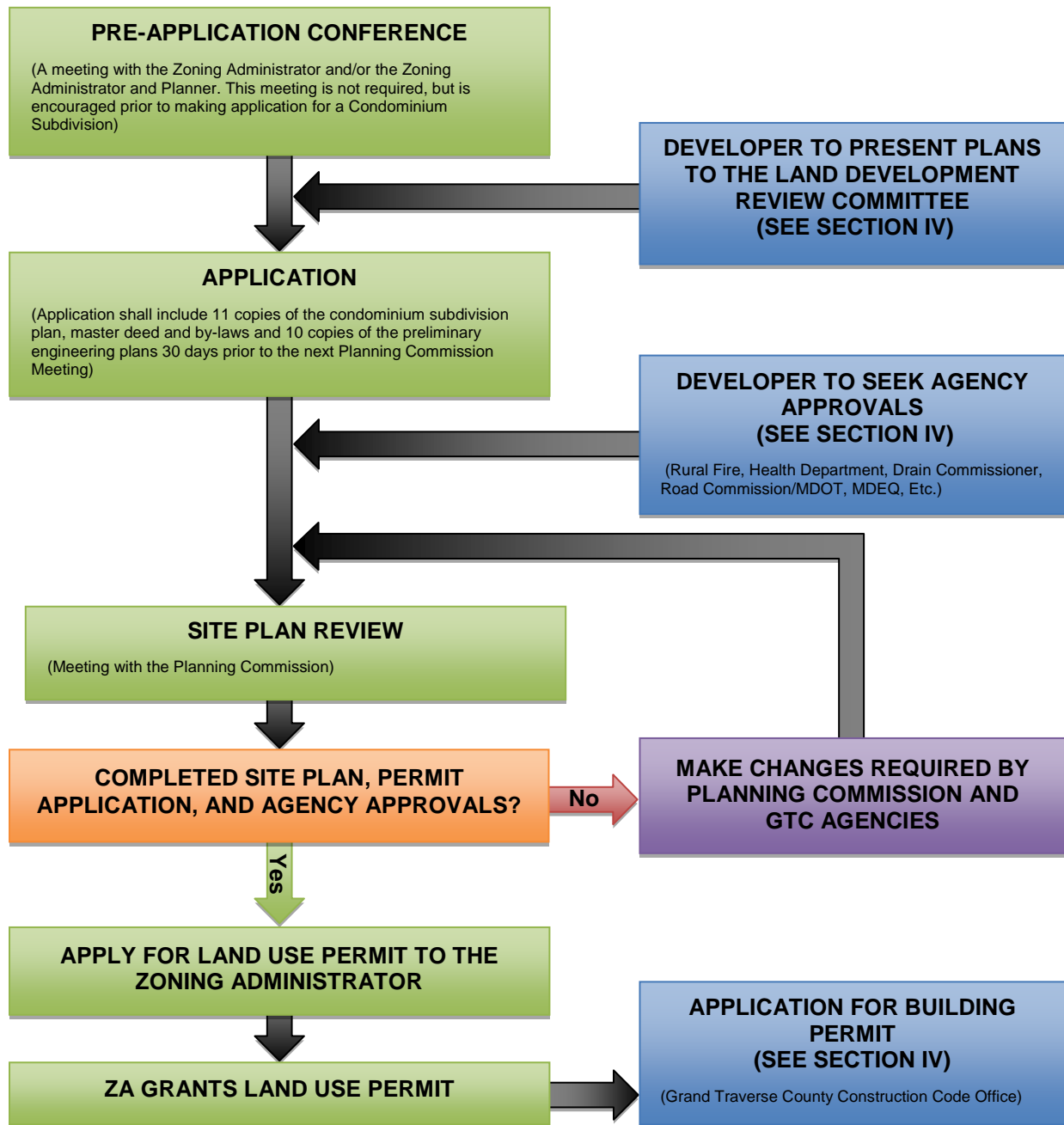
Administrative Review



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Blair Township Site Plan Review Flowchart

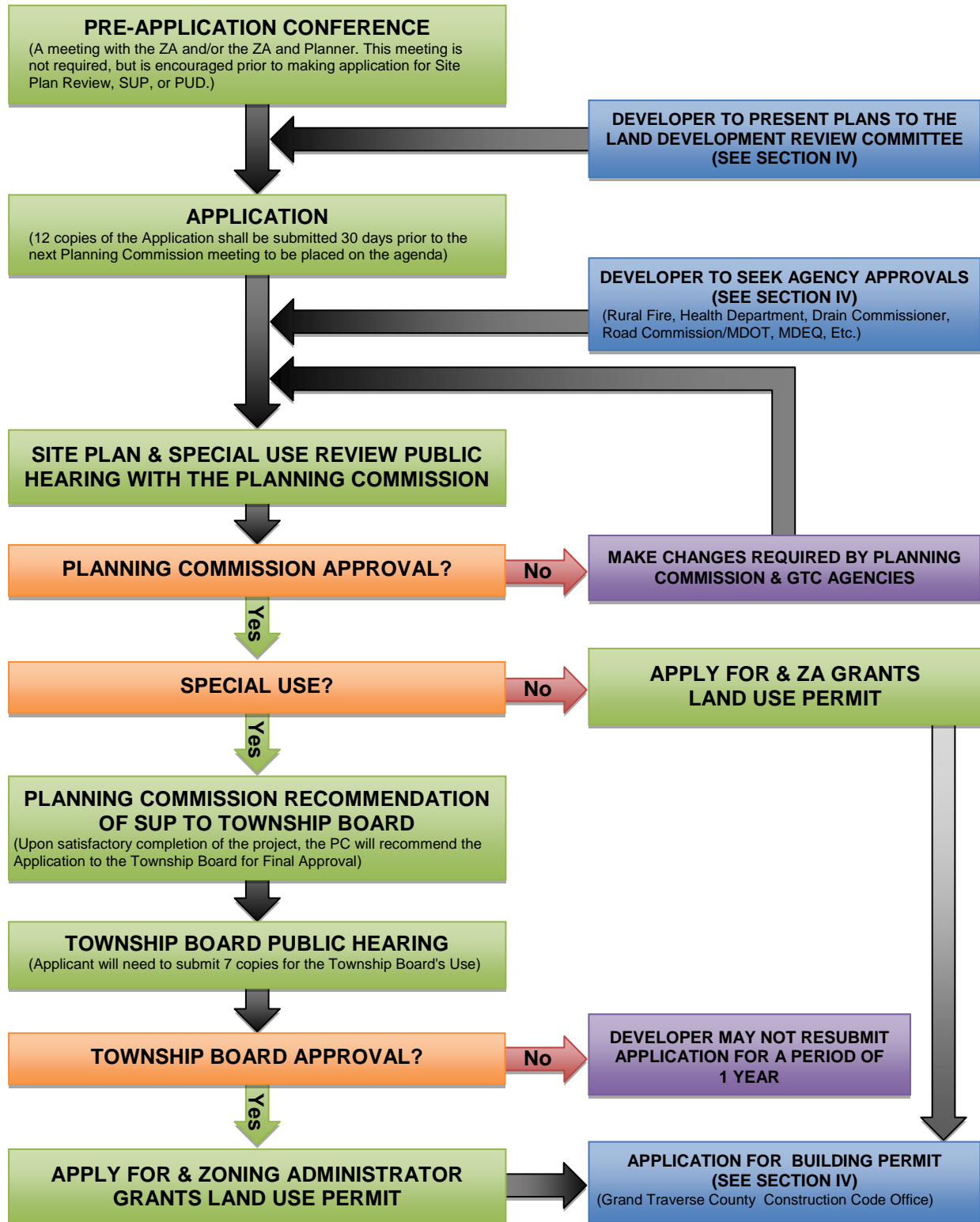
For Condominium Subdivisions



*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.

Blair Township Special Land Use & PUD Review Flowchart

For Residential and Commercial Projects



East Bay Charter Township

Township Office	1965 North Three Mile Road Traverse City, Michigan 49696 231.947.8647 Phone 231.922.2094 Fax
Office Hours	Monday – Thursday, 7:00 a.m. – 5:30 p.m.
Website	www.eastbaytwp.org
Supervisor	Beth Friend bfriend@eastbaytwp.org
Zoning Administrator	Leslie Couturier CZA 231.947.8681 lcouturier@eastbaytwp.org
Assessor	Susan Karakos skarakos@grandtraverse.org

Documents:

Zoning Ordinance-

<https://eastbaytwpmi.documents-on-demand.com/Document/dd693abc-844e-e611-a245-001fbc00ed84/Zoning%20Ordinance%20with%20adj.%20thru%2012.31.15.pdf>

Zoning Map-

http://www.eastbaytwp.org/downloads/zoning_map_2014.pdf

Applications, Forms & Permits-

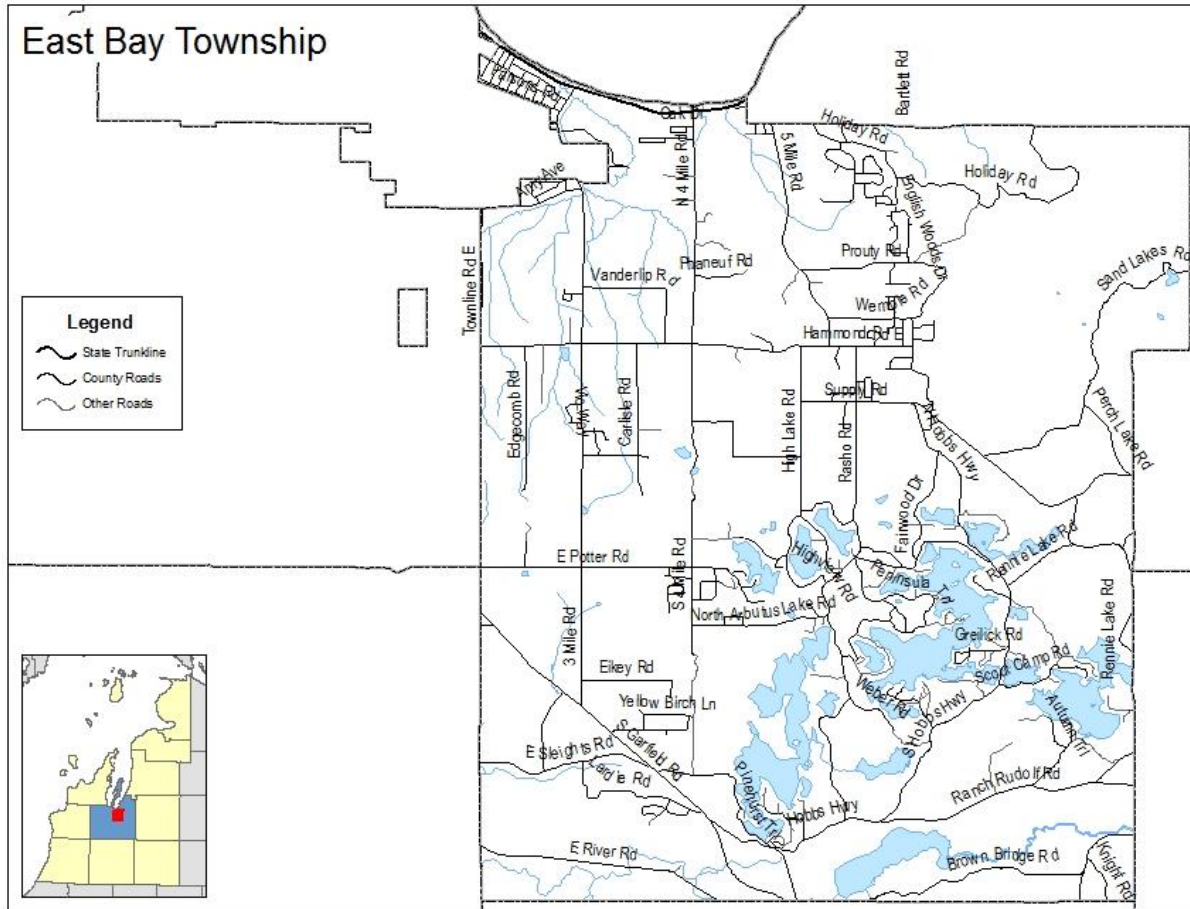
<http://www.eastbaytwp.org/permits.asp>

Master Plan-

http://www.eastbaytwp.org/downloads/east_bay_township_master_plan_12_14.pdf

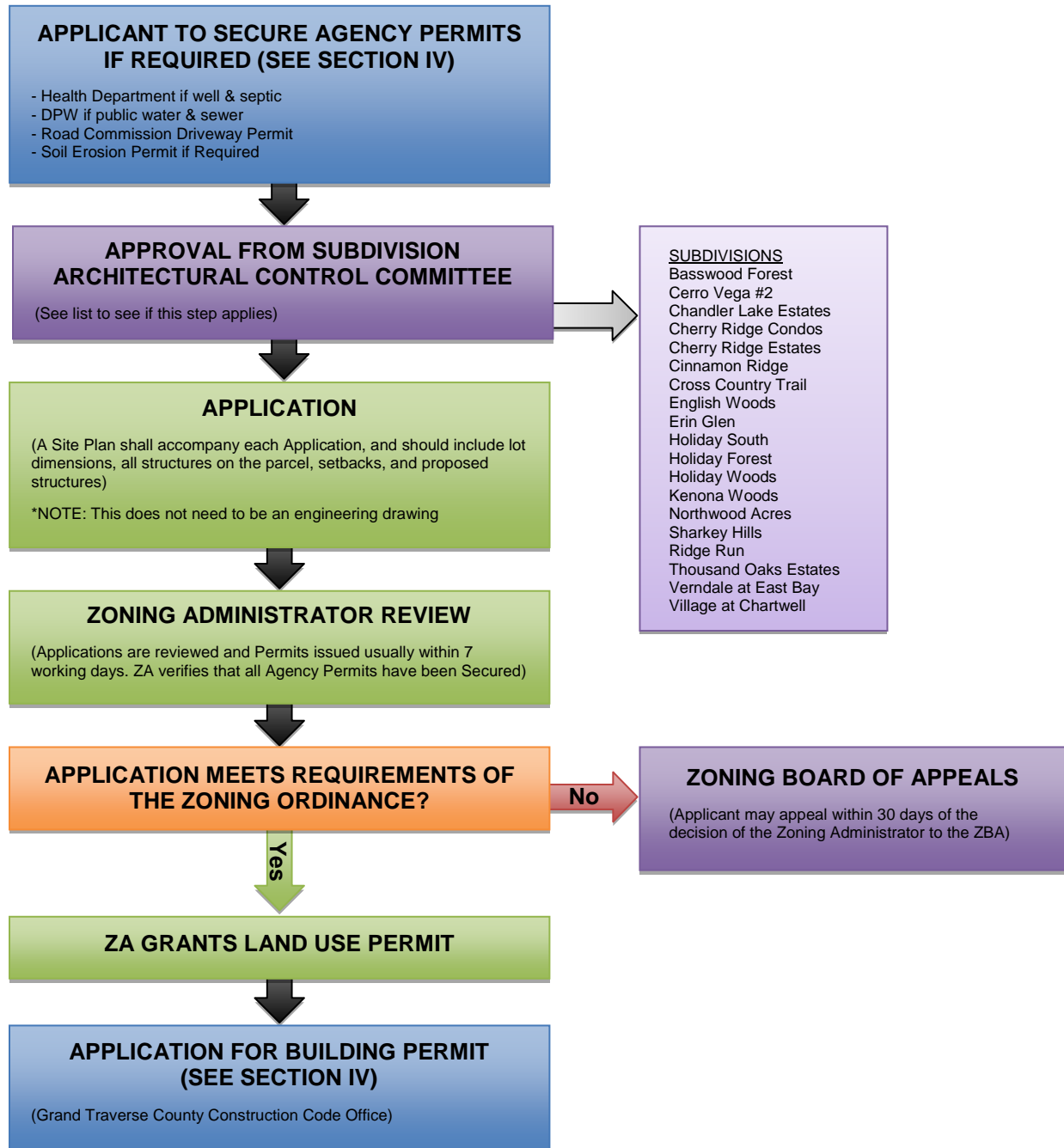
This guide to permitting and zoning was completed through the best efforts of staff working with local officials to determine jurisdiction-specific policy and processes associated with development. If the information contained herein needs to be updated or expanded, please contact the Northwest Michigan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

East Bay Township Map



East Bay Township Land Use Permits Review Flowchart

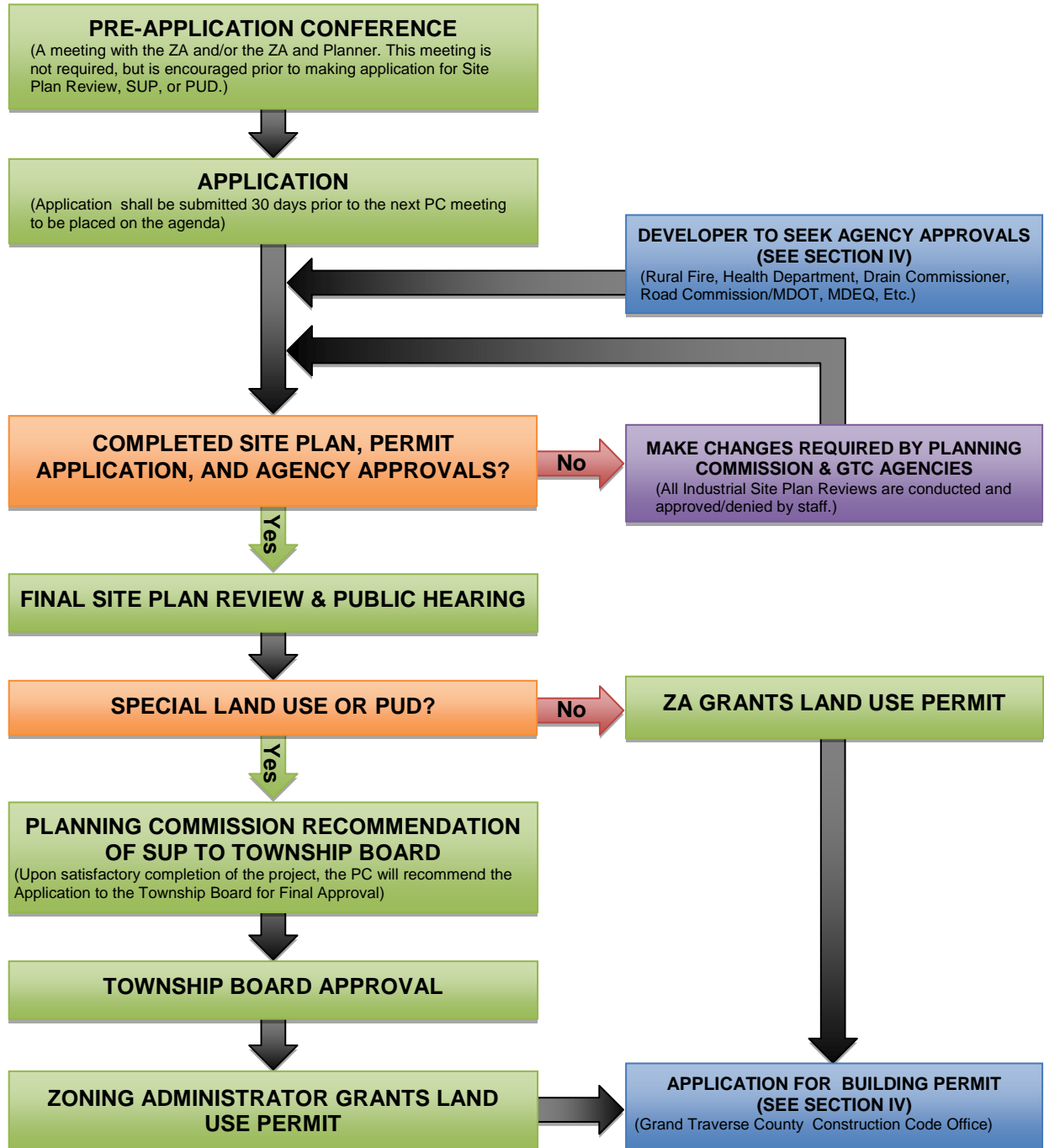
For Single Family, Duplexes, and Accessory Structures



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East Bay Township Site Plan Review & Special Land Use Permit Flowchart

For Residential, Commercial and PUD Developments



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Fife Lake Township

Township Office	134 Morgan Street P.O. Box 87 Fife Lake, Michigan 49633 231.879.3963 phone 231.879.3146 fax
Office Hours	Monday/Tuesday/Thursday 8:00 a.m. – 2:00 p.m. Wednesday 12:00 pm to 5:00 pm
Website	fifelaketwp.com
Supervisor	Linda Forwerck 231.631.1750 office 231.631.1750 cell
Zoning Administrator	Kevin McElyea 231.879.3963 office 231.645.1113 cell fifelakezoning@gmail.com Office Hours: Thursday from 10:00 am to 6:00 pm

Documents:

Zoning Ordinance-

http://fifelaketwp.com/images/docs/Zoning_Ordinances2010.pdf

Other Ordinances-

http://fifelaketwp.com/images/docs/Fife_Lake_General_Law_Ordinances_2016.pdf

Master Plan-

http://fifelaketwp.com/images/docs/Master_Plan2011.pdf

Land Division App- http://fifelaketwp.com/images/docs/Land_Division_Application.pdf

Zoning App- http://fifelaketwp.com/images/docs/Zoning_Application.pdf

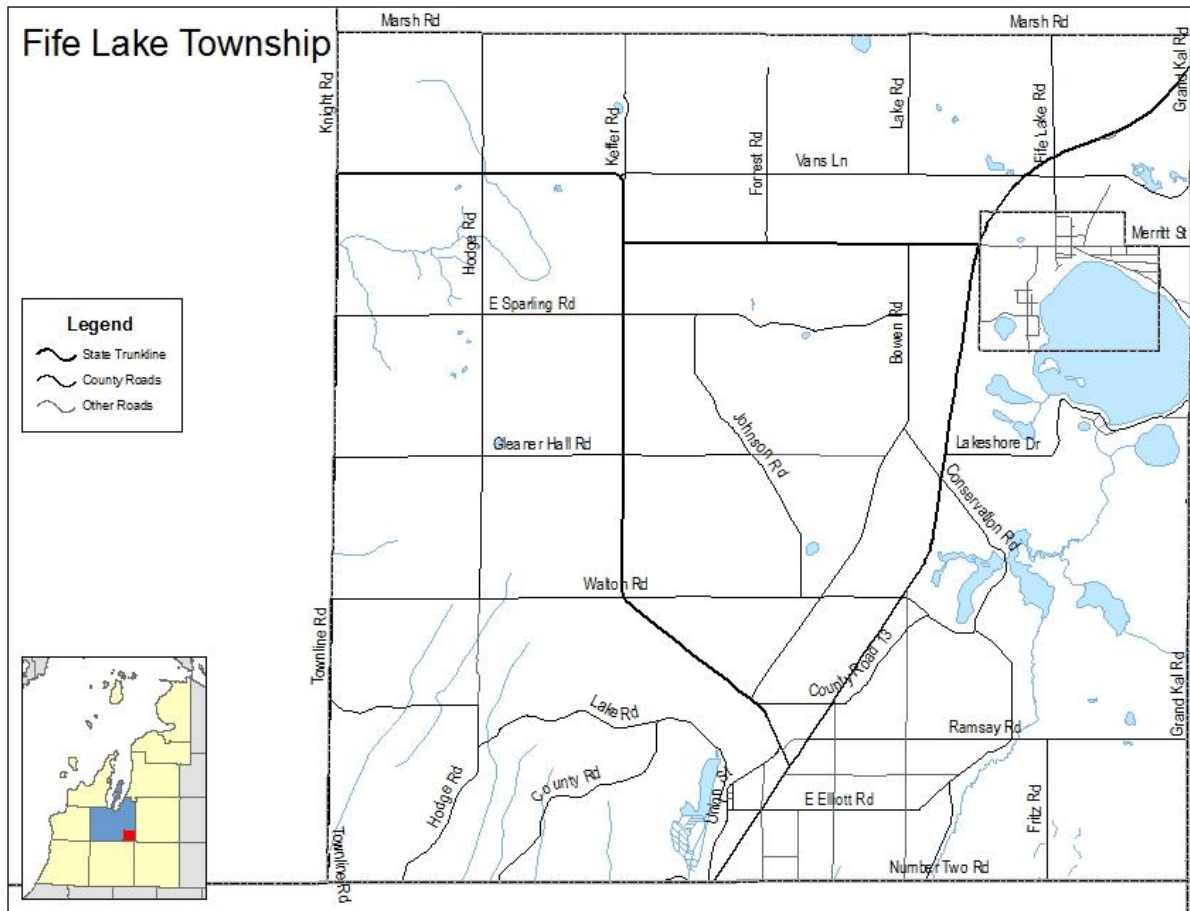
Zoning Permit- http://fifelaketwp.com/images/docs/Zoning_Permit.pdf

Planning Change Request-

http://fifelaketwp.com/images/docs/Planning_Commission_Change_Request.pdf

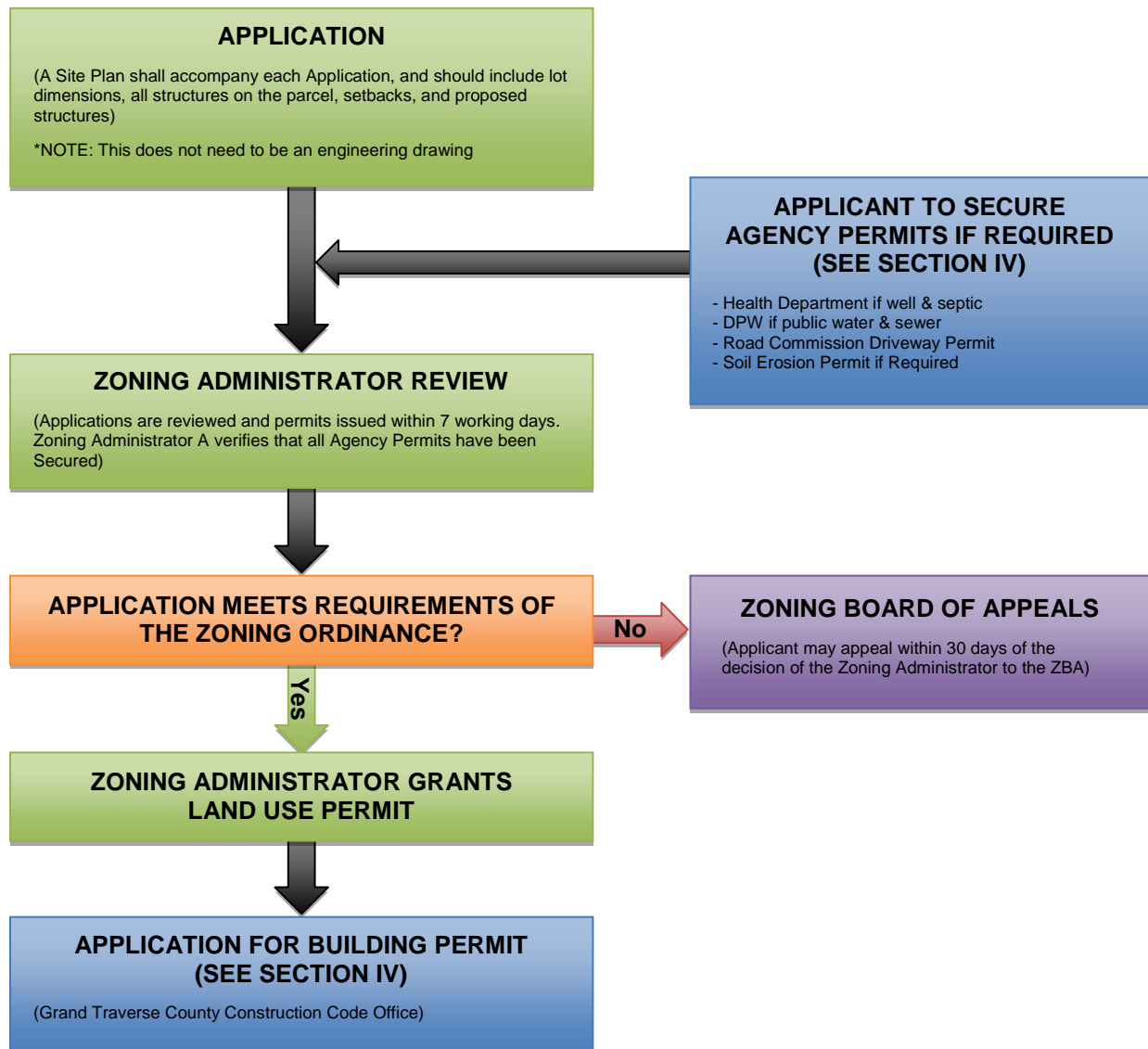
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Fife Lake Township Map



Fife Lake Township Land Use Permits Review Flowchart

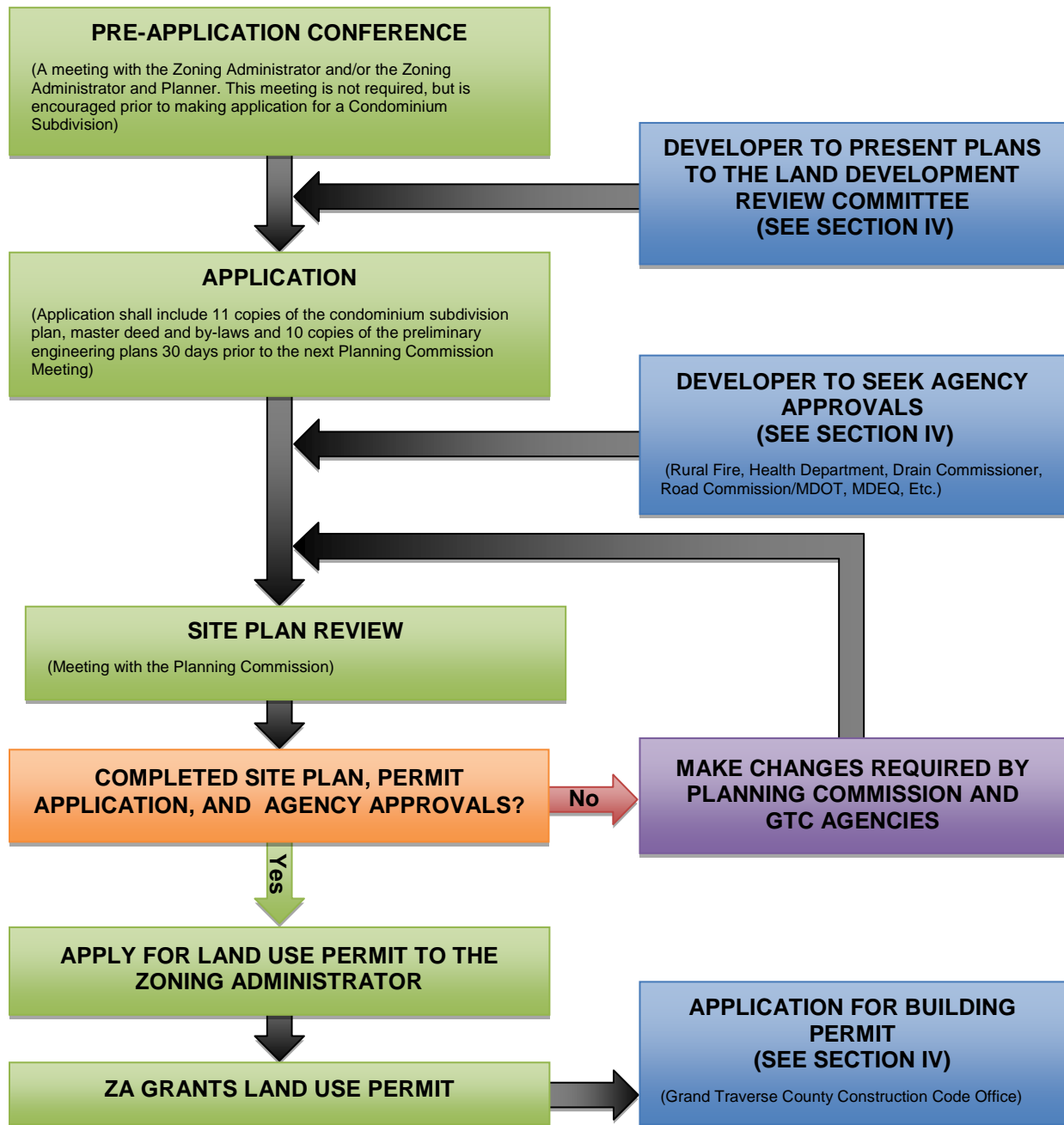
For Single Family and Accessory Structures



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Fife Lake Township Site Plan Review Flowchart

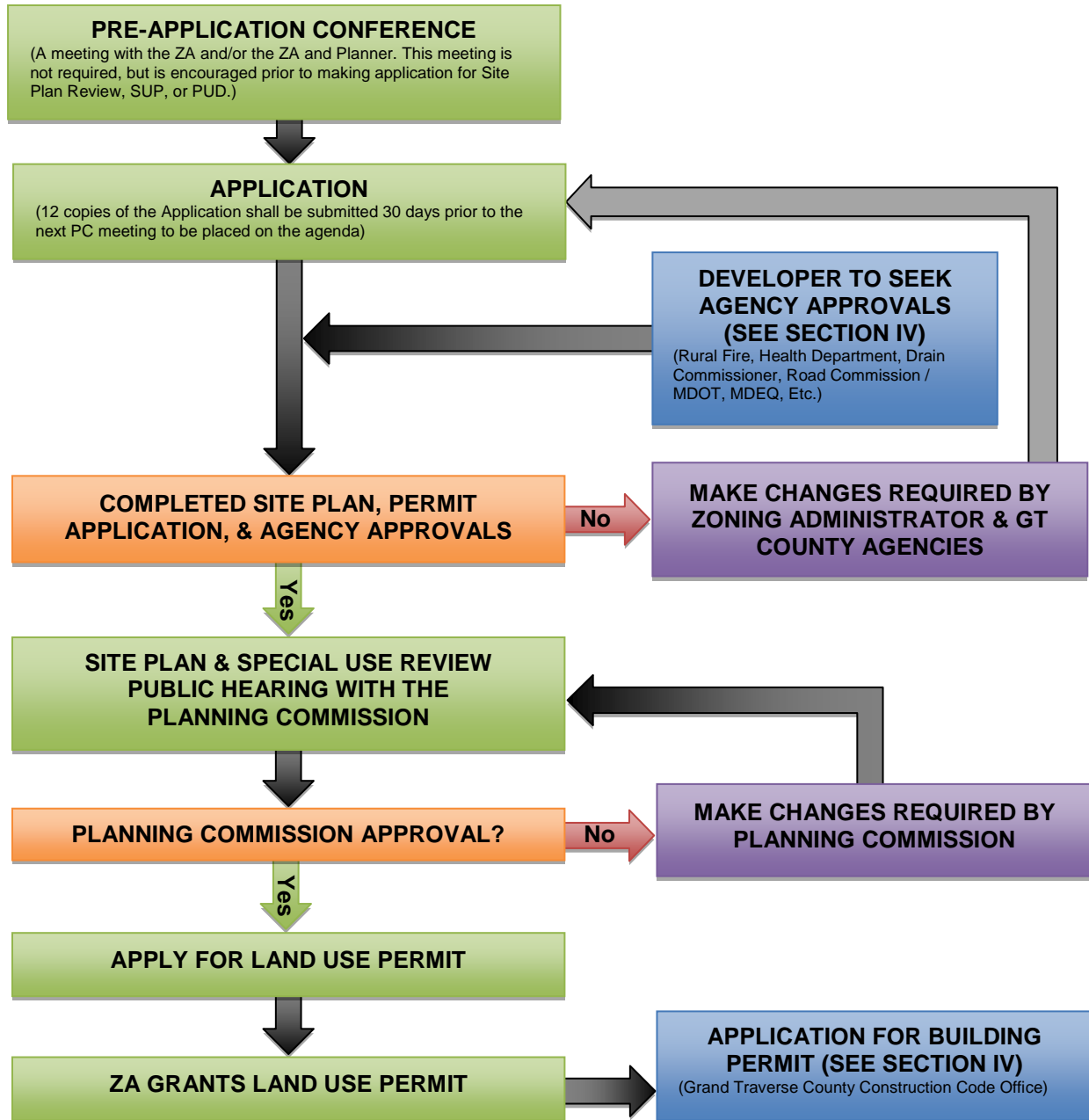
For Condominium Subdivisions



*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.

Fife Lake Township Special Land Use & Planned Unit Developments Flowchart

For Residential and Commercial Projects



*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.

Garfield Charter Township

Township Office	3848 Veterans Drive Traverse City, Michigan 49684 231.941.1620 phone 231.941.1588 fax
Office Hours	Monday through Thursday 7:30 a.m. – 6:00 p.m.
Website	www.garfield-twp.com
Supervisor	Chuck Korn ckorn@garfield-twp.com
Planner	Rob Larrea rlarrea@garfield-twp.com
Zoning Administrator	Michael Green mgreen@garfield-twp.com
Assessor	Amy Dehaan adehaan@garfield-twp.com

Documents:

Zoning Ordinance-
www.garfield-twp.com/zoningord.asp

Zoning Map-
http://www.garfield-twp.com/downloads/garfield_township_zoning_map_11x17_8_31_2016.pdf

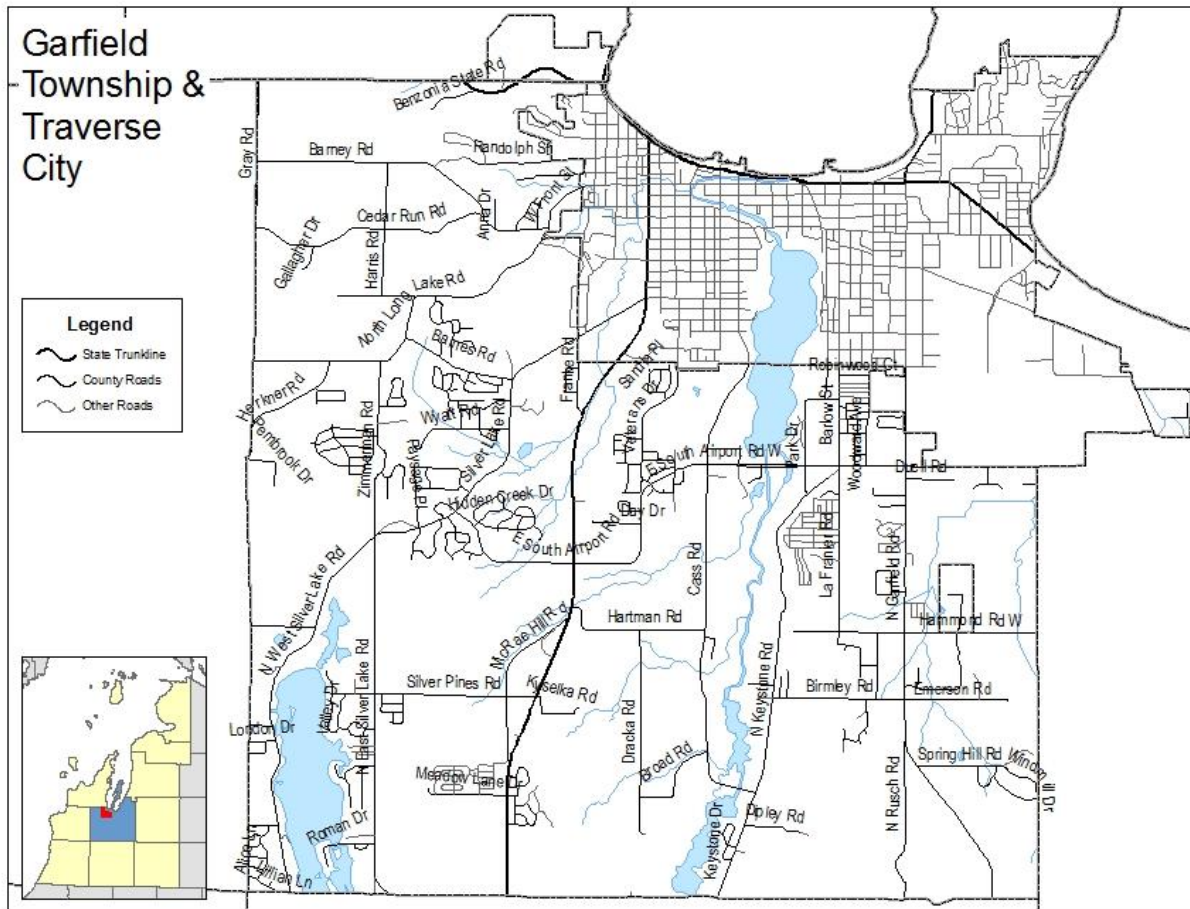
Forms & Applications-
www.garfield-twp.com/zoningforms.asp

Building Permit Applications-
www.garfield-twp.com/bldgpermitinfo.asp

Master Plan-
http://www.garfield-twp.com/downloads/website_20152020_garfield_township_draft_master_plan_january2017.pdf

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Garfield Charter Township Map

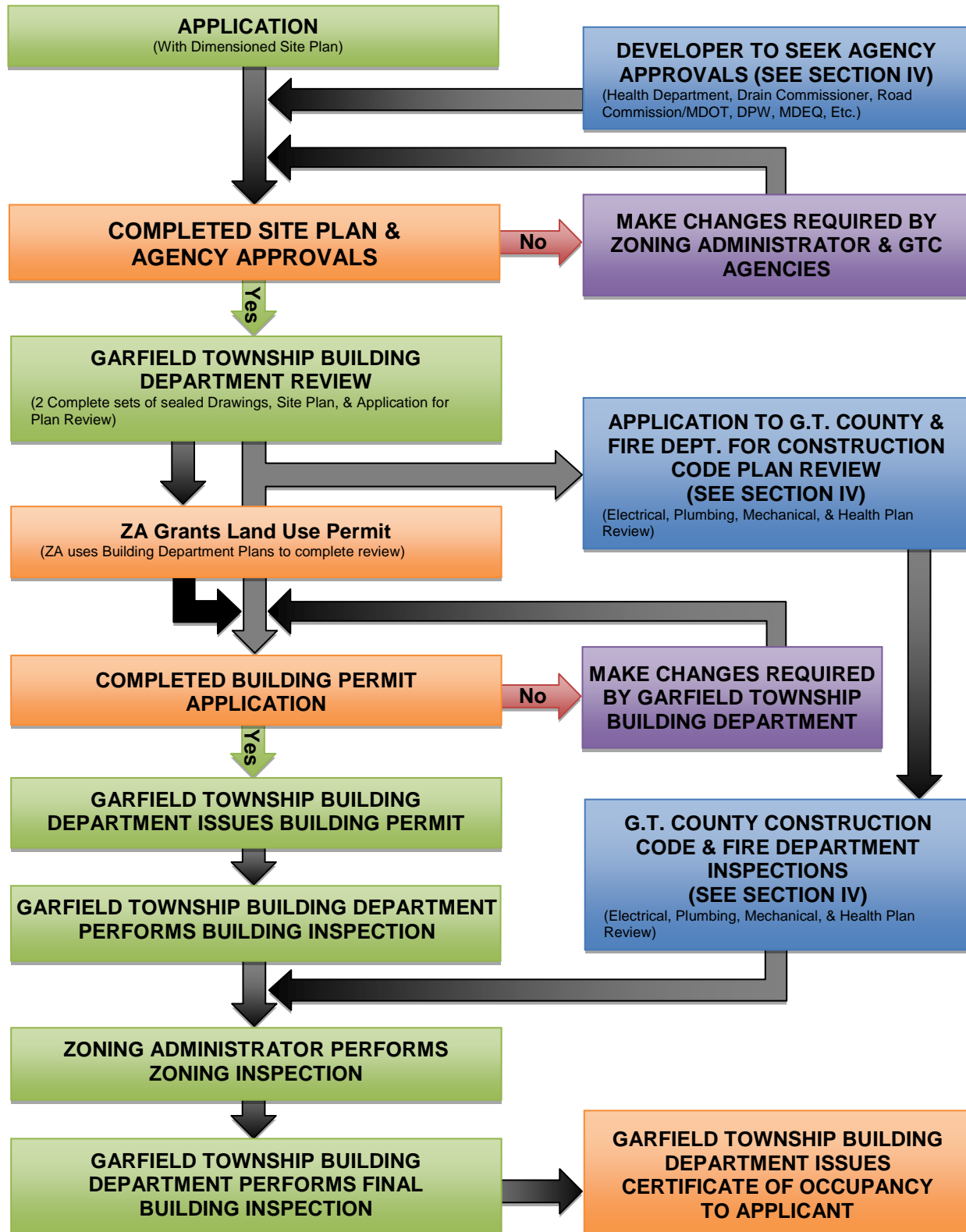


Garfield Township Permitting Flowcharts (next 3 pages)

*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.

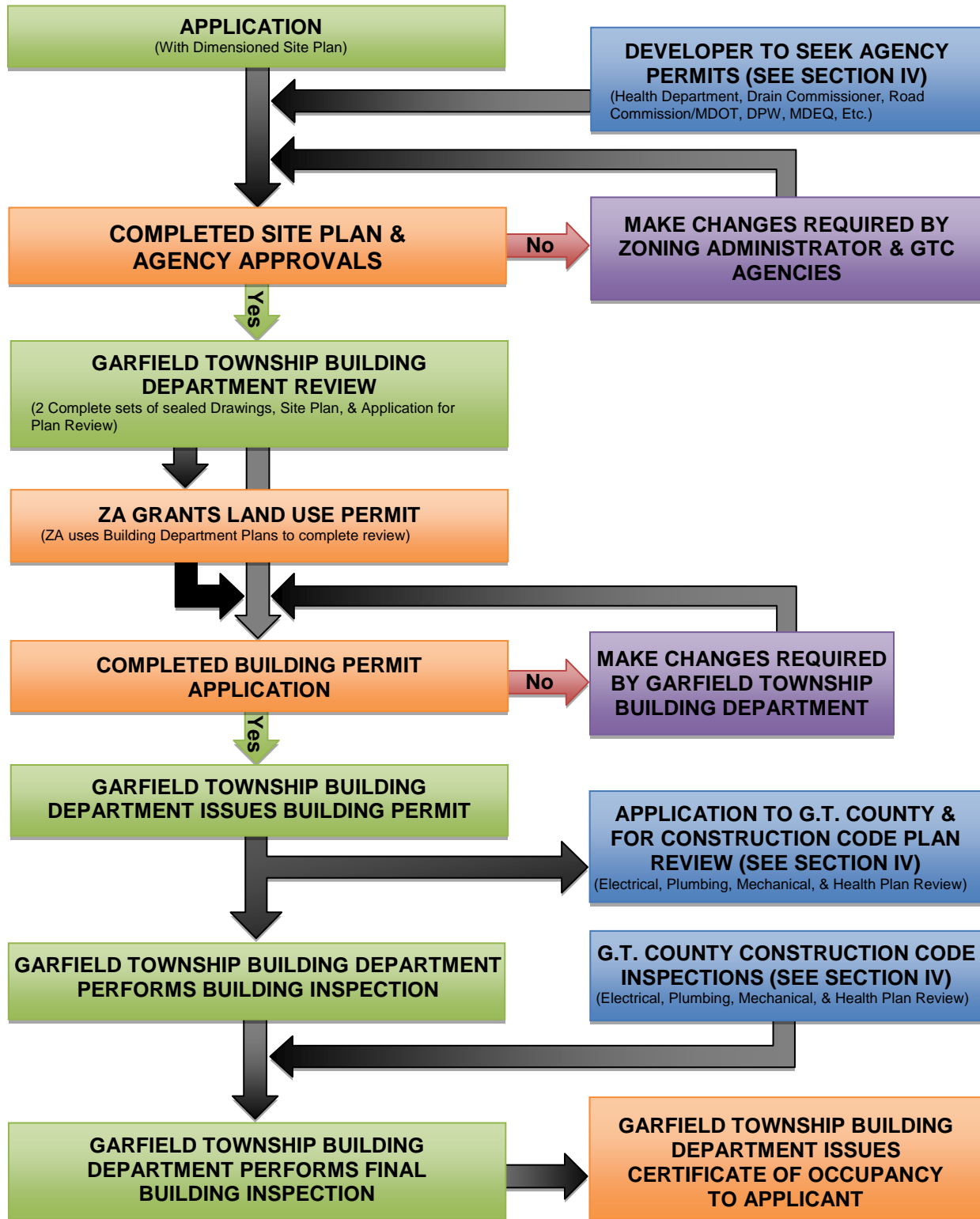
Garfield Township Land Use & Building Permits Flowchart

For Commercial Buildings

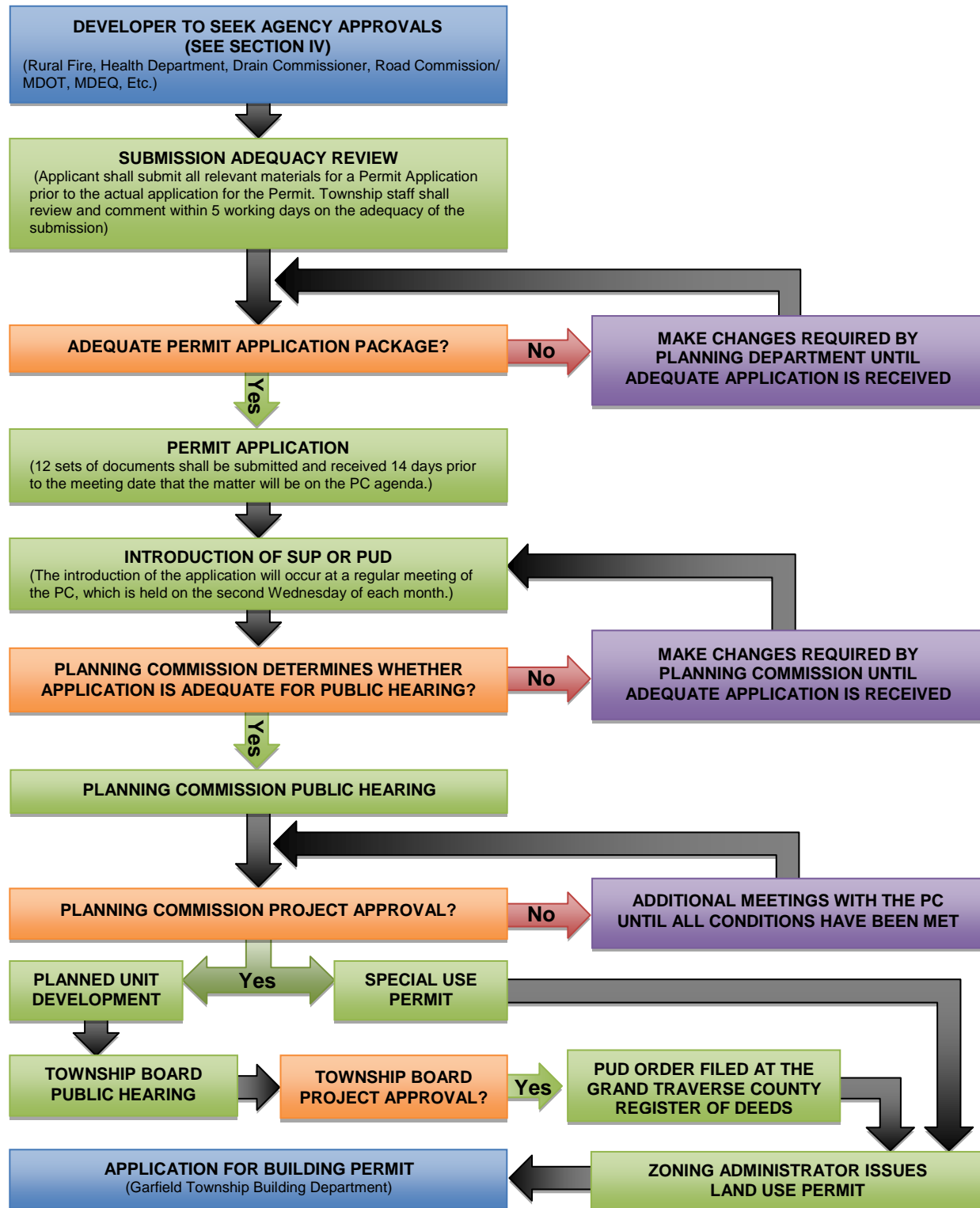


Garfield Township Land Use & Building Permits Flowchart

For Residential Buildings



Garfield Township Special Land Use Permits & Planned Unit Developments Flowchart



Grant Township

Township Office 8986 Davis Road
Buckley, Michigan 49620
231.263.7168 phone

Office Hours By appointment only

Website <http://grant-grdtraverse.com/>

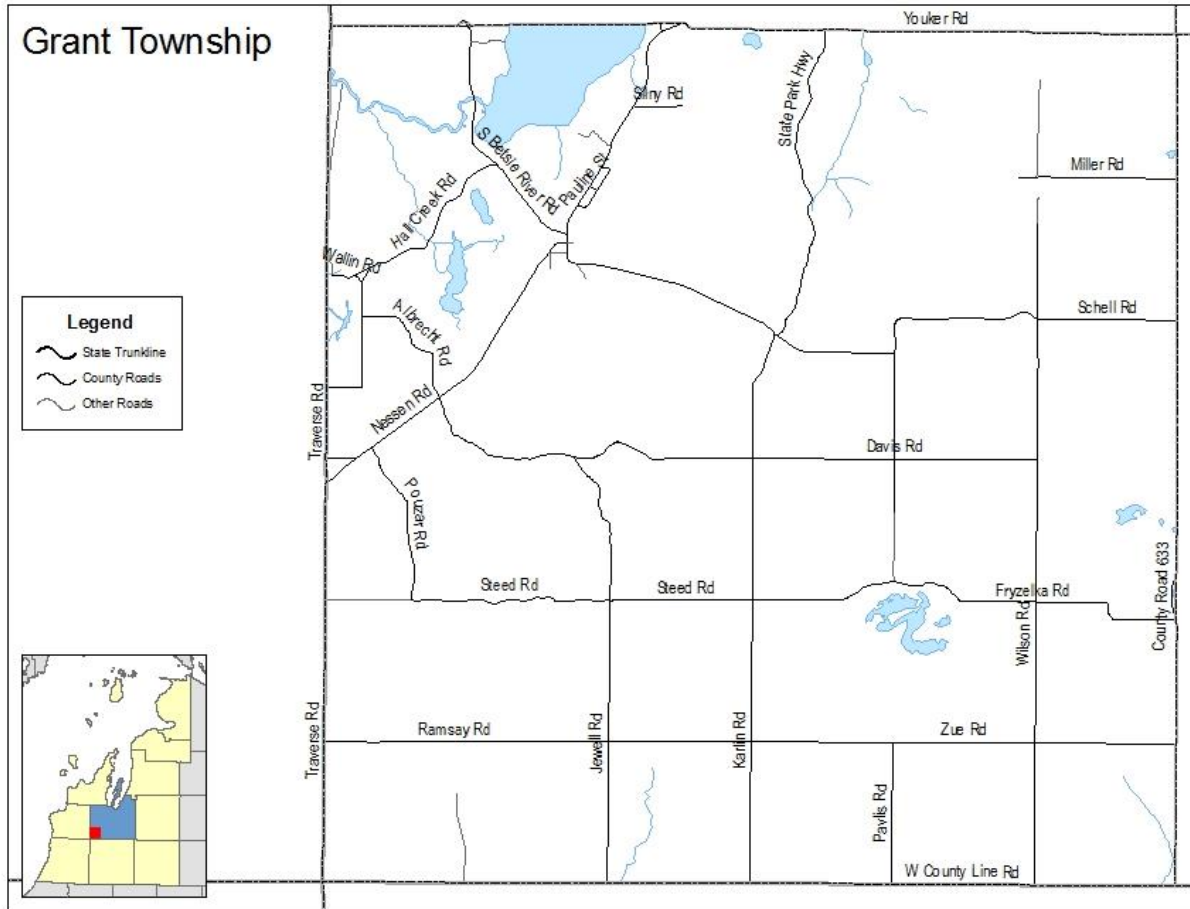
Supervisor &
Zoning Administrator Doug Moyer
231.263.7168 phone
dougem@centurytel.net

Assessor Michelle Englebrecht
231.676.3033 phone
menglebrecht@hotmail.com

Zoning Ordinance-
http://docs.wixstatic.com/ugd/2d9da1_b364e5e450fb469590be76eb1baa86f2.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.

Grant Township Map



Green Lake Township

Township Office	9394 10th Street PO Box 157 Interlochen, Michigan 49643 231.276.9329 phone 231.276.9388 fax
Office Hours	Monday through Thursday 8:00 a.m. – 5:30 p.m.
Website	www.greenlaketownship.org/
Supervisor	Marvin Radtke supervisor@greenlaketownship.org
Planner	William Muha assessor@greenlaketownship.org
Zoning Administrator	Dennis Habedank 231.276.9329 phone 231.276.9388 fax zoning@greenlaketownship.org

Documents:

Zoning Ordinance-
<http://www.greenlaketownship.org/Portals/1019/GLTZO%2005312014.pdf>

Zoning Map-
http://www.greenlaketownship.org/Portals/1019/zoning/GL_ZoningMap_15_1117%20grn%20lk%20tw_p.pdf

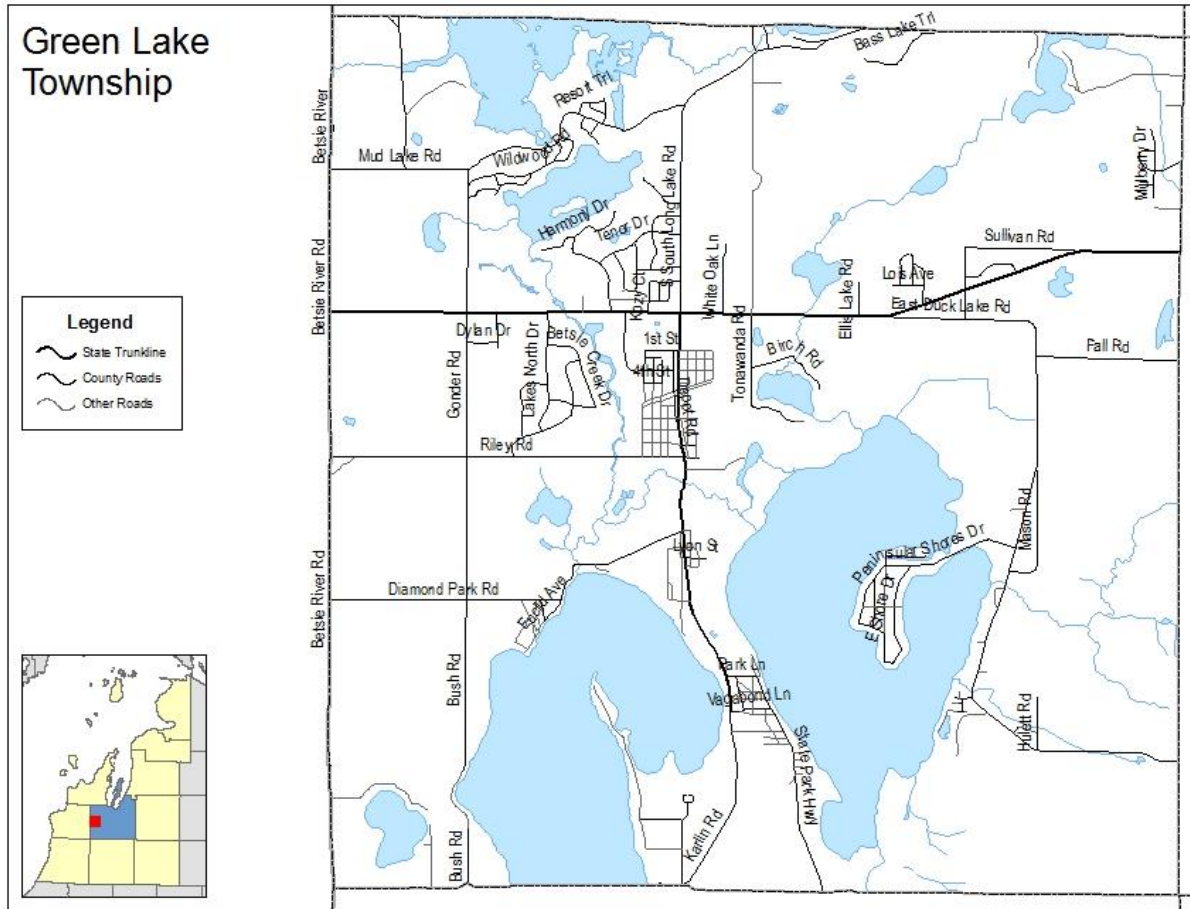
Green Lake Master Plan-
http://www.greenlaketownship.org/Portals/1019/pdf's/MasterPlan_2013_UpdateSmall.pdf

The Village of Interlochen Gateway Master Plan-
http://www.greenlaketownship.org/Portals/1019/pdf's/Gateway_Master_Plan_2013_compressed.pdf

Land Division App-
http://www.greenlaketownship.org/Portals/1019/permits%20and%20forms/Parcel_Division_Application_Oct_2011.pdf

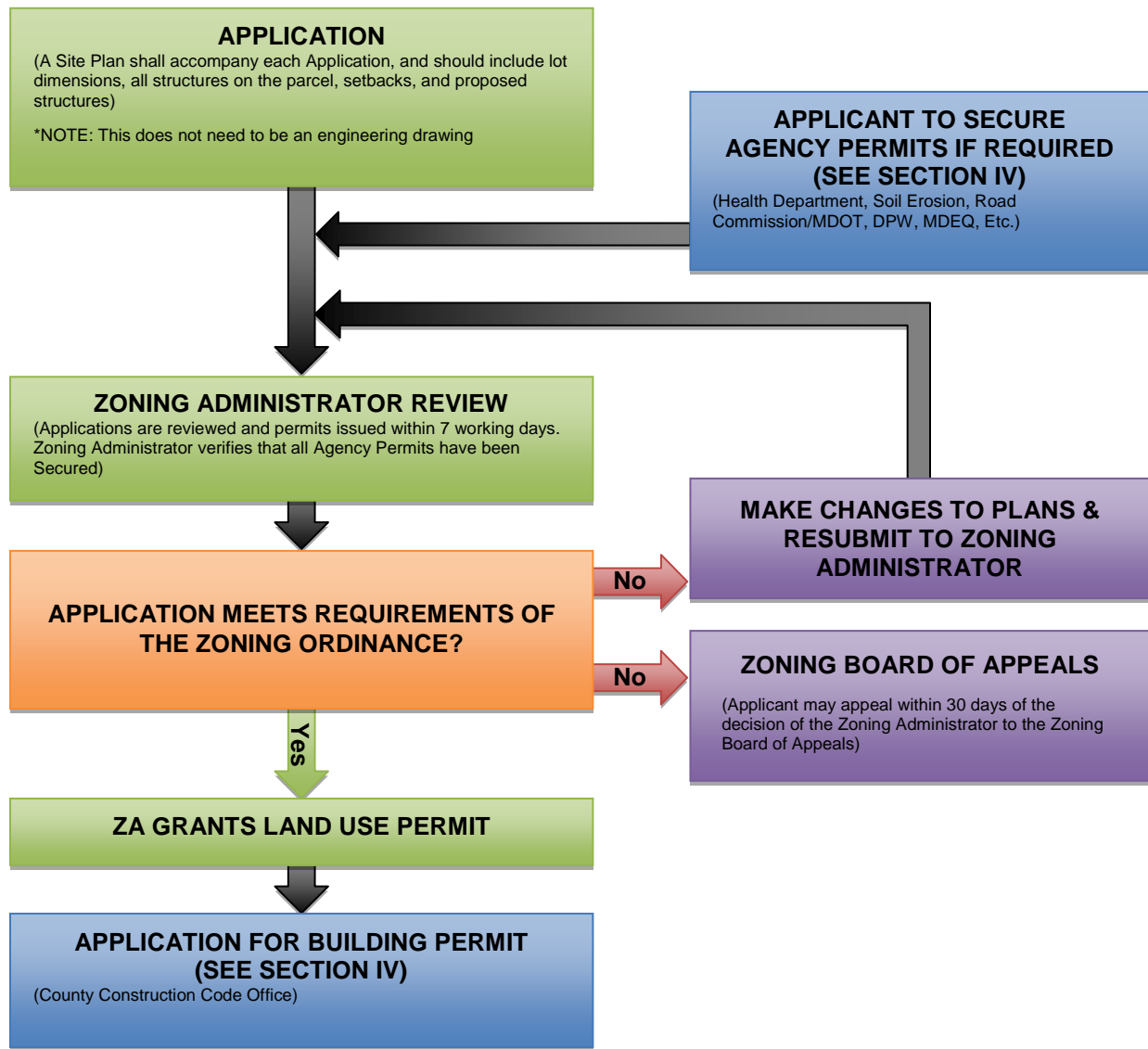
Land Use Permit-
http://www.greenlaketownship.org/Portals/1019/permits%20and%20forms/Land_Use_Permit_Application.pdf

Green Lake Township Map



Green Lake Township Land Use Permits Review Flowchart

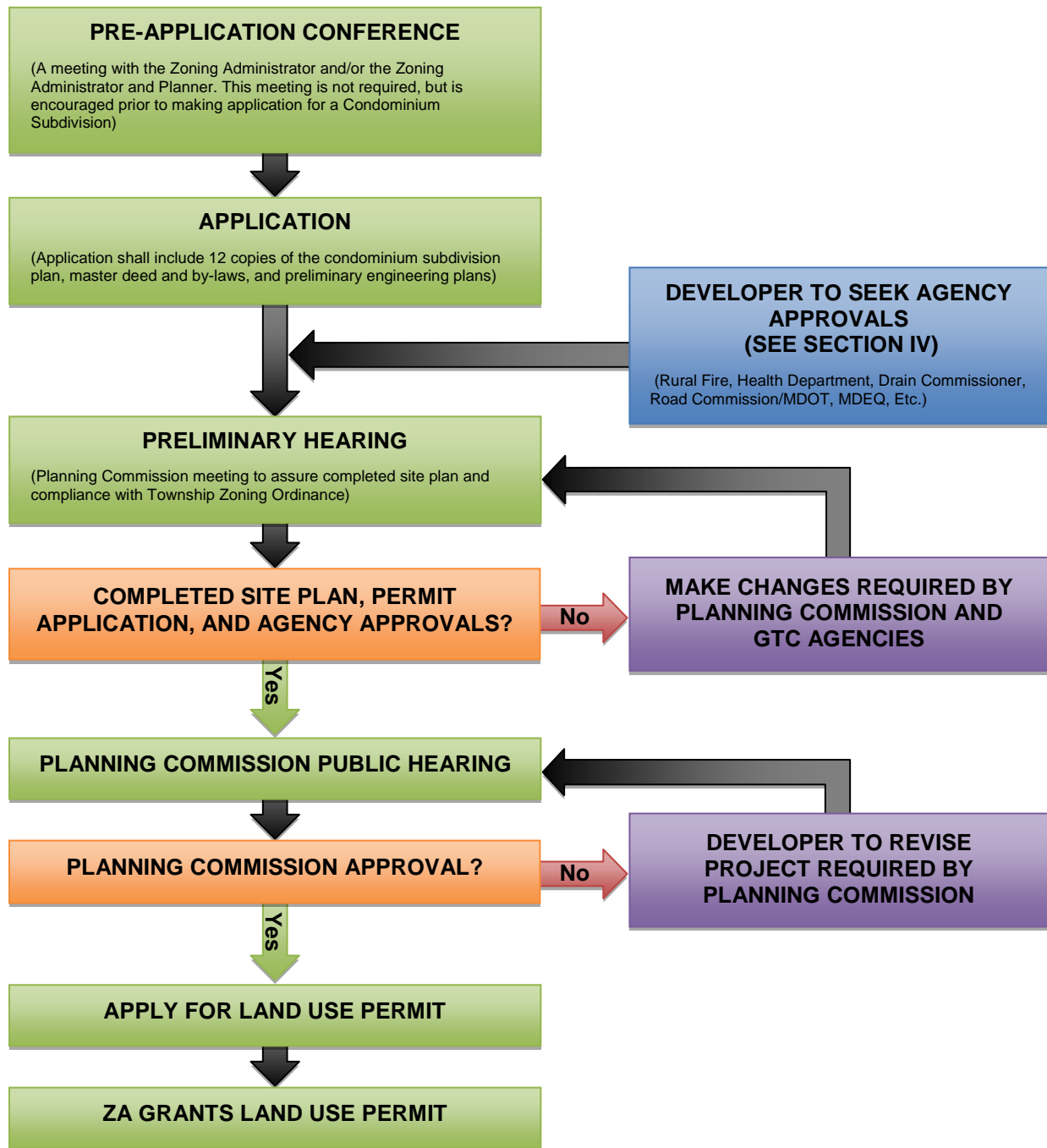
For Single Family and Accessory Structures



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Green Lake Township Site Plan Review Flow Chart

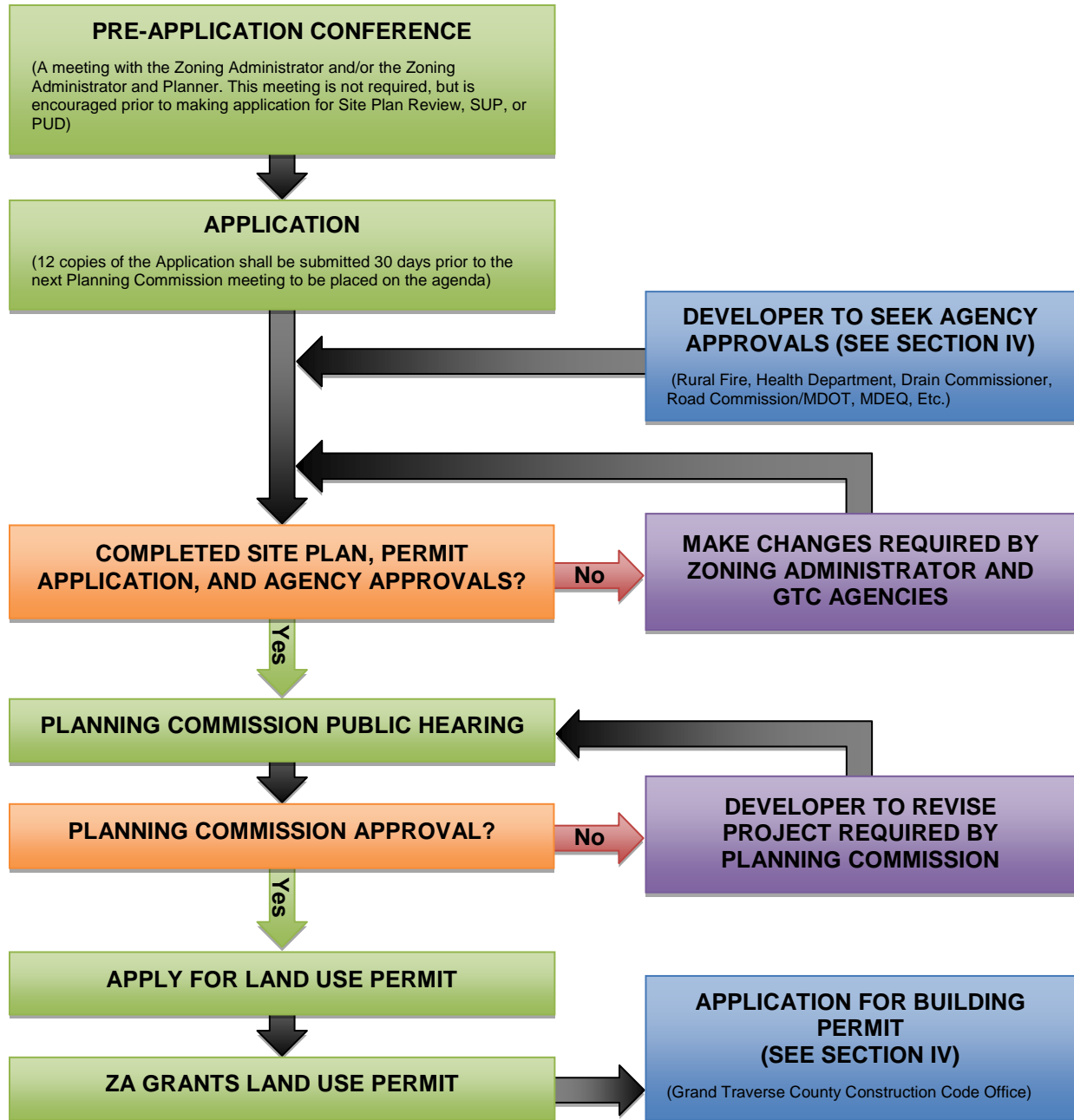
For Condominium Subdivisions



*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.

Green Lake Township Special Land Use Permits & Planned Unit Developments Flowchart

For Residential and Commercial Projects



*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.

Long Lake Township

Township Office 8870 North Long Lake Road
Traverse City, Michigan 49685
231.946.2249 phone
231.946.4573 fax
welcome@longlaketownship.com

Office Hours Tuesday through Friday 8:00 a.m. to 5:30 p.m.

Website www.longlaketownship.com/

Supervisor Karen Rosa
231.946.2249 phone
231.946.4573 fax
Supervisor@LongLakeTownship.com

Assessor Angela Friske
231.946.2249 phone
assessor@longlaketownship.com

Zoning Administrator Kim Smith
Zoning@LongLakeTownship.com

Documents:

Zoning Ordinance-
<http://www.longlaketownship.com/Portals/1040/zoning%20ordinances/Zoning%20Ord.%20109%20Final%208-25-15%20lltwp.pdf>

Zoning Map-
http://www.longlaketownship.com/Portals/1040/zoning%20ordinances/zoning_map_1-2-15.pdf

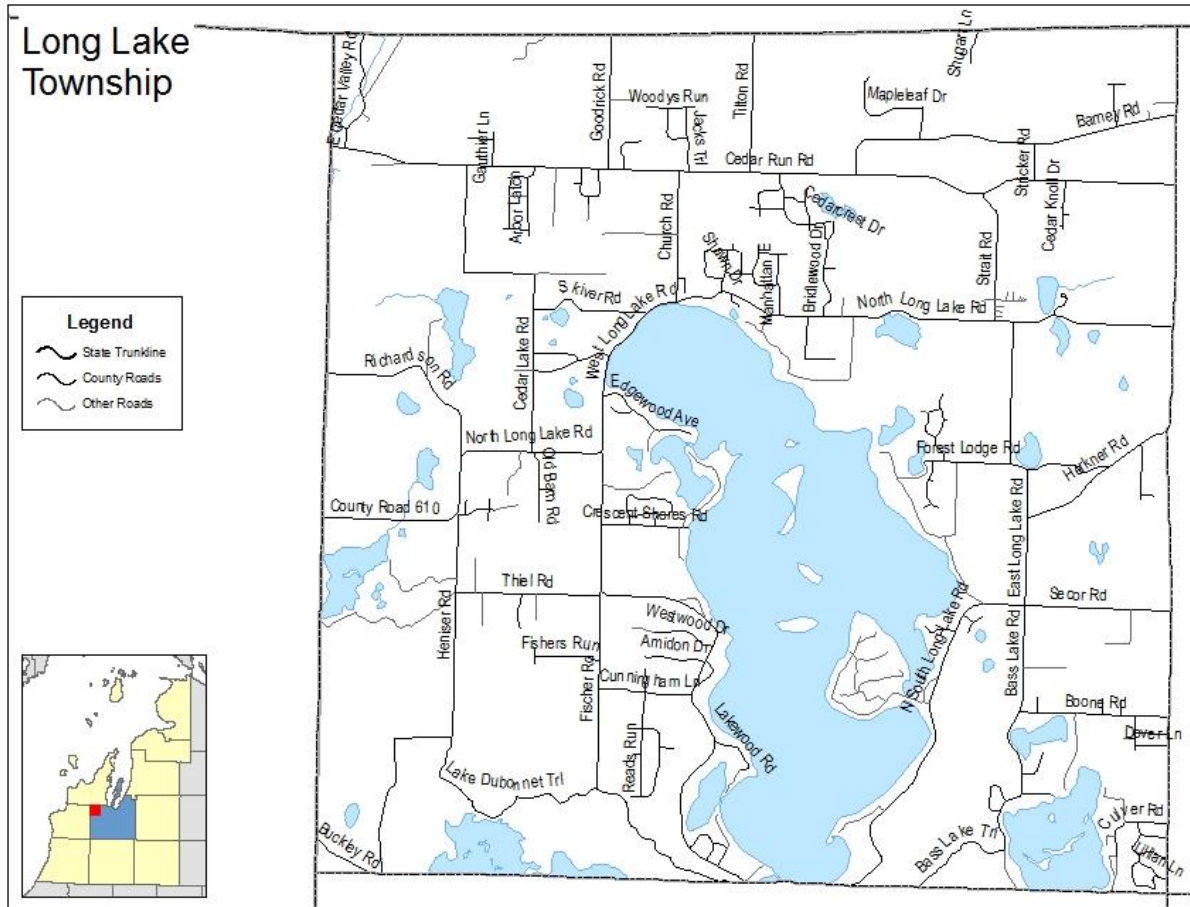
Other Zoning Applications & Ordinances-
<http://www.longlaketownship.com/zoning/applications-ordinances>

Master Plan-
<http://www.longlaketownship.com/Portals/1040/pdfs/long%20lake%20comprehensive%20plan.pdf>

Other Planning Applications and Ordinances-
<http://www.longlaketownship.com/planning-commission/plans-ordinances-apps>

Land Division Application-
http://www.longlaketownship.com/Portals/1040/forms/land_division_application.pdf

Long Lake Township Map



Mayfield Township

Township Office	2991 West Center Road Kingsley, Michigan 49649 231.263.4599 phone
Office Hours	By appointment only
Website	http://mayfieldtp.com/
Supervisor	John Ockert 231.263.7255 phone
Assessor	Dave Brown 231.881.4000 phone townshipassessing@gmail.com Website: www.townshipassessing.com
Zoning Administrator	Greg Lueck 10620 Matchett Road Kingsley, Michigan 49649 231.263.4599 phone (please leave message) GJLueck@gmail.com

Documents:

Zoning Ordinance-

<http://mayfieldtp.com/ORDINANCES>

Zoning Map-

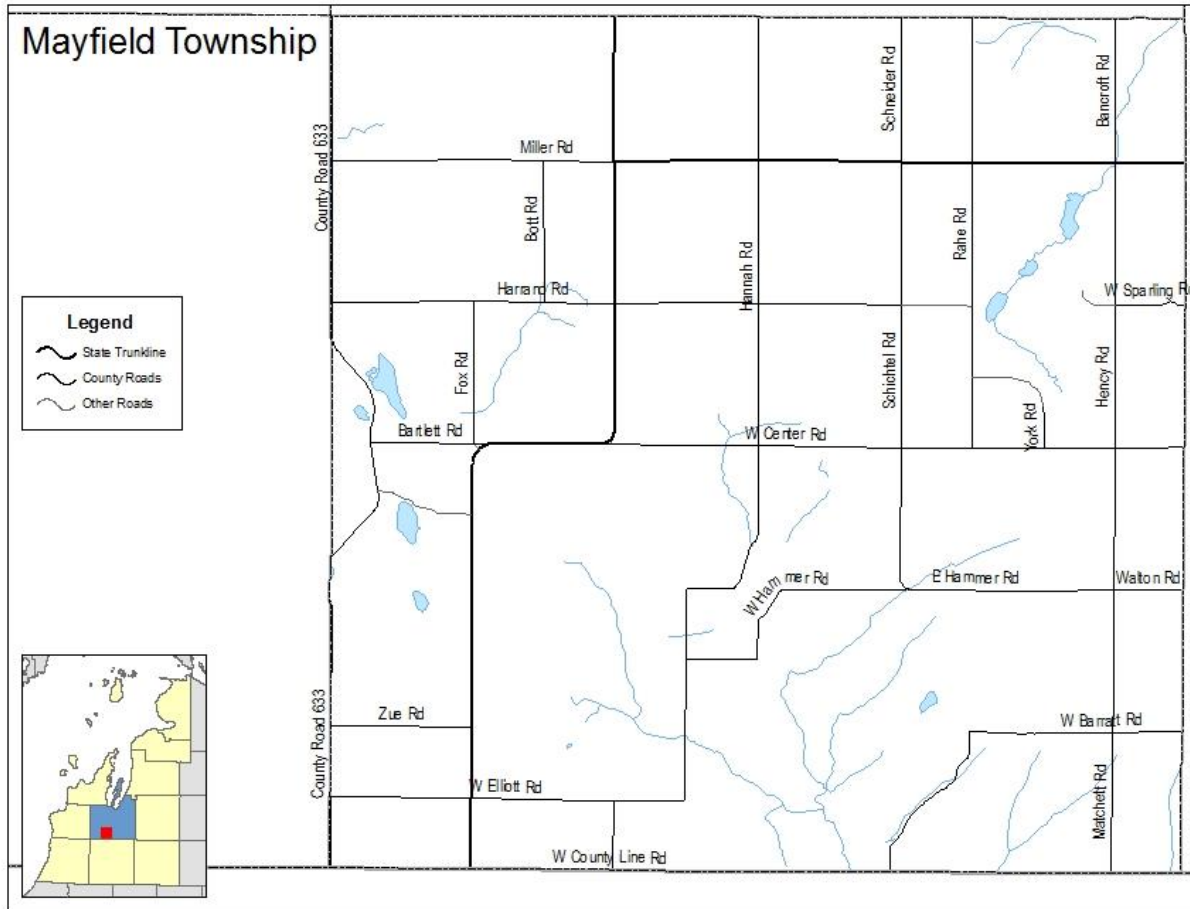
<http://mayfieldtp.com/clientdata/pages/files/map.pdf>

Applications & Permits-

<http://mayfieldtp.com/PERMITS>

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Mayfield Township Map



Paradise Township

Township Office	2300 East M-113 Kingsley, Michigan 49649 231.263.5251 phone 231.263.7437 fax
Office Hours	Tuesday through Friday 8:30 a.m. – 4:30 p.m.
Website	www.paradisetwp.org
Supervisor	Rob Lajko 231.263.5251 phone supervisor@paradisetwp.org By Appointment
Zoning/Planning Administrator	Roger Williams 231.263.5251 zoning@paradisetwp.org Office Hours: Friday 8:30 am – 12:00 pm or by appointment
Assessor	Dawn Kuhns 231.409.1827 business/cell 231.263.7437 fax assessordawn@gmail.com Office Hours: Thursdays 9:00 am – 4:30 pm

Documents:

Zoning Ordinance-

http://www.paradisetwp.org/services/zoning_and_planning/docs/Website.Paradise%20Township%20Zoning_Ordinance.pdf

Zoning Map-

http://www.paradisetwp.org/services/zoning_and_planning/docs/ZONING_MAP_JULY_10_2008.pdf

Master Plan-

http://www.paradisetwp.org/services/zoning_and_planning/docs/Master%20Plan%20for%20website.pdf

Assessing Forms-

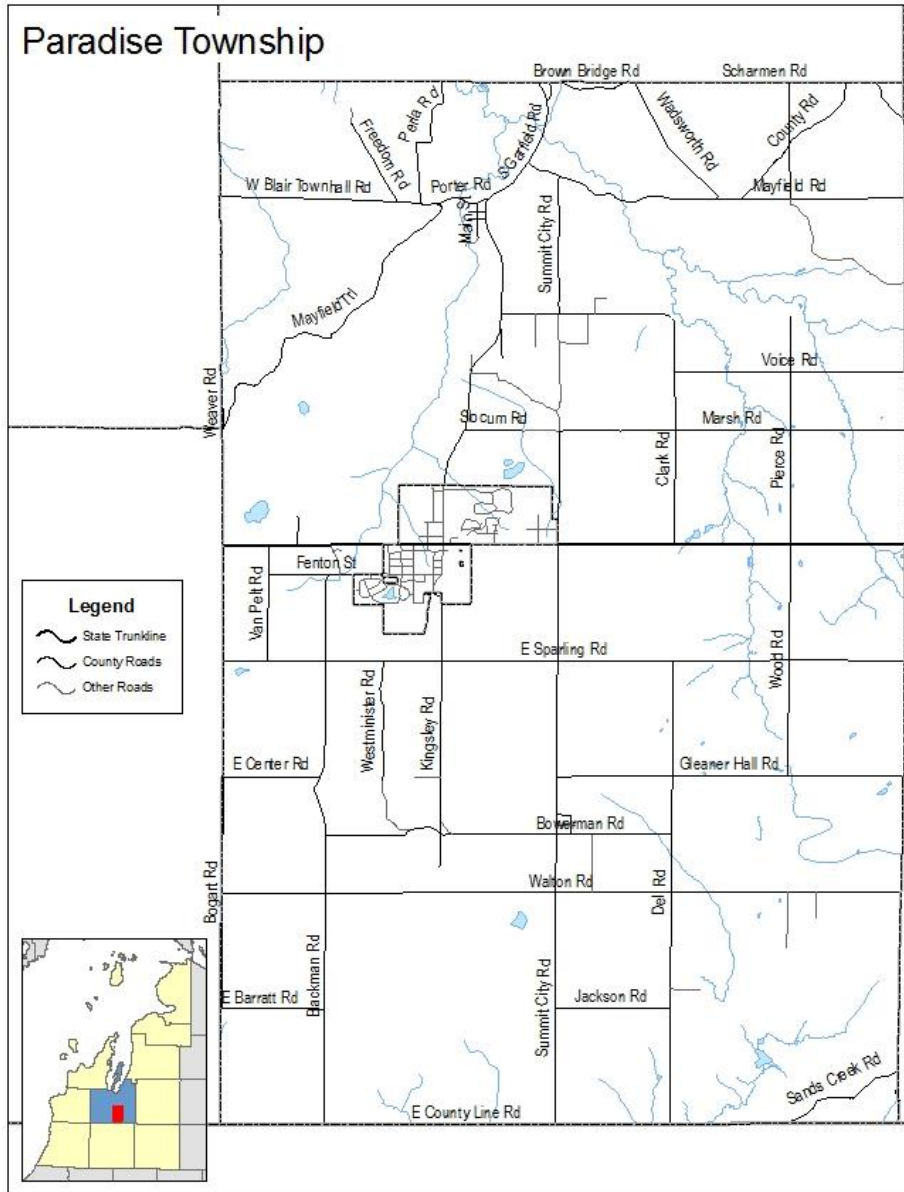
<http://www.paradisetwp.org/services/assessing/index.php>

Zoning Applications-

http://www.paradisetwp.org/services/zoning_and_planning/index.php

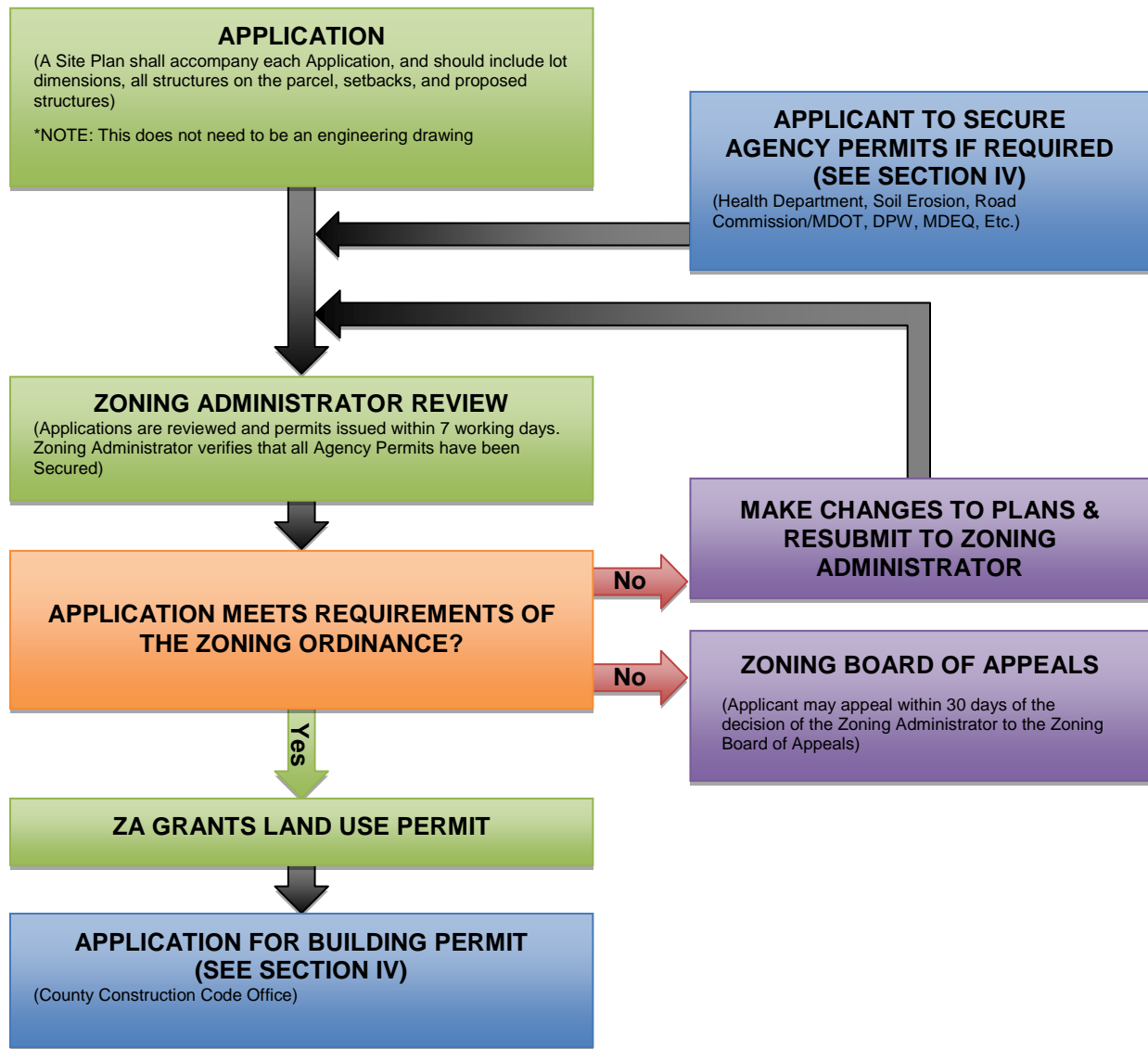
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Paradise Township Map



Paradise Township Land Use Permits Review Flowchart

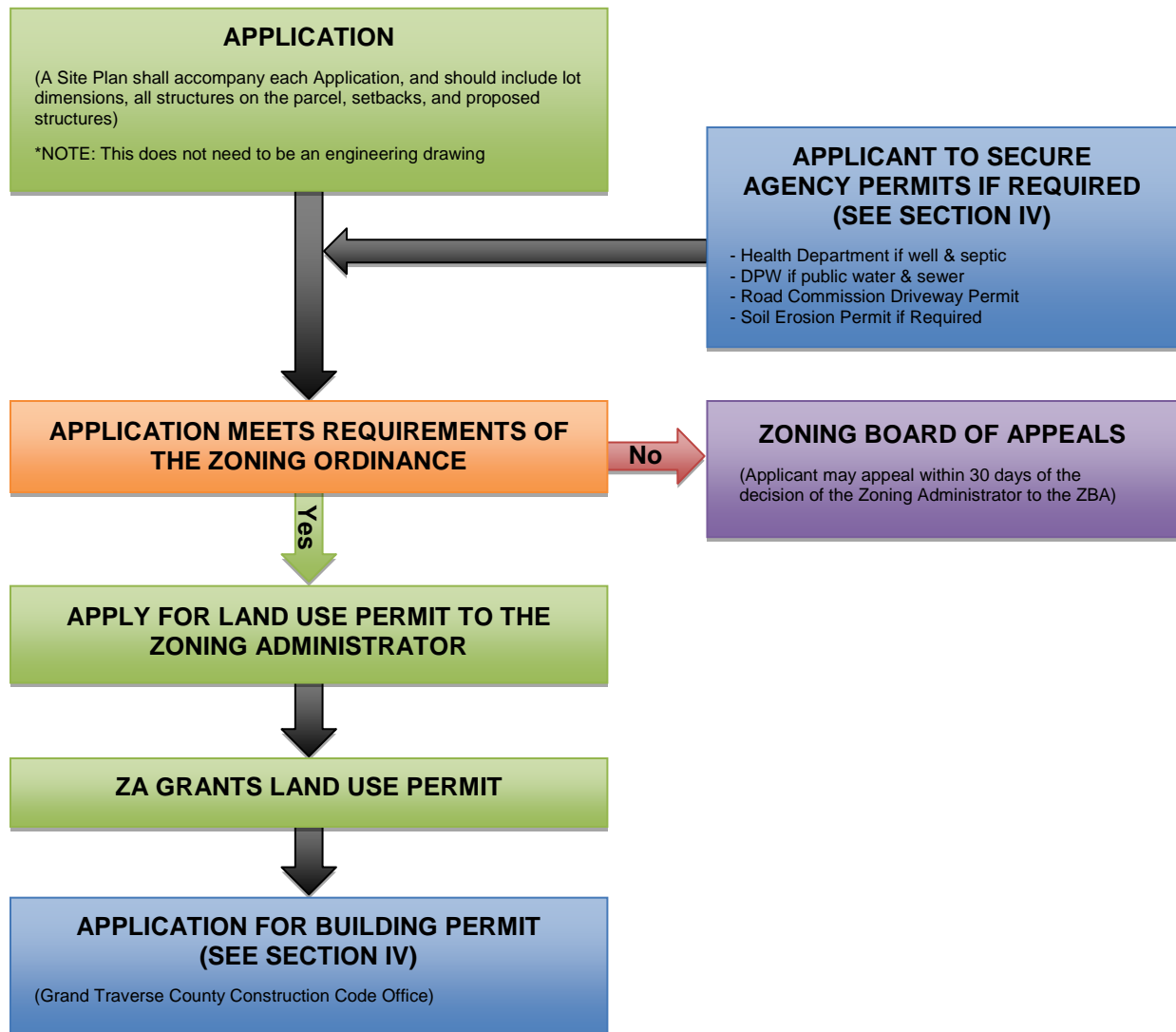
For Single Family and Accessory Structures



*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.

Paradise Township Site Plan Review Flowchart

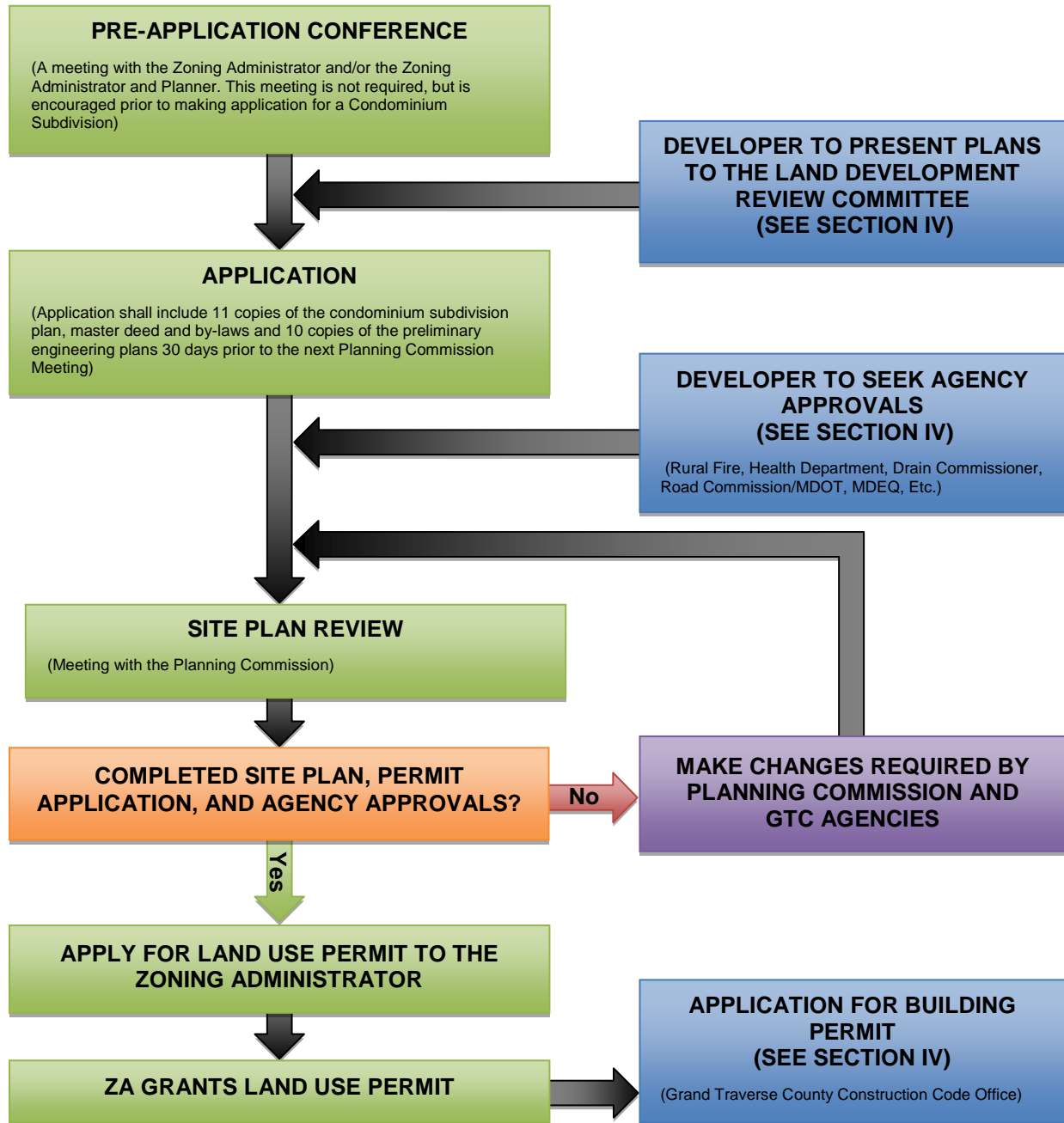
Administrative Review



*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.

Paradise Township Site Plan Review Flowchart

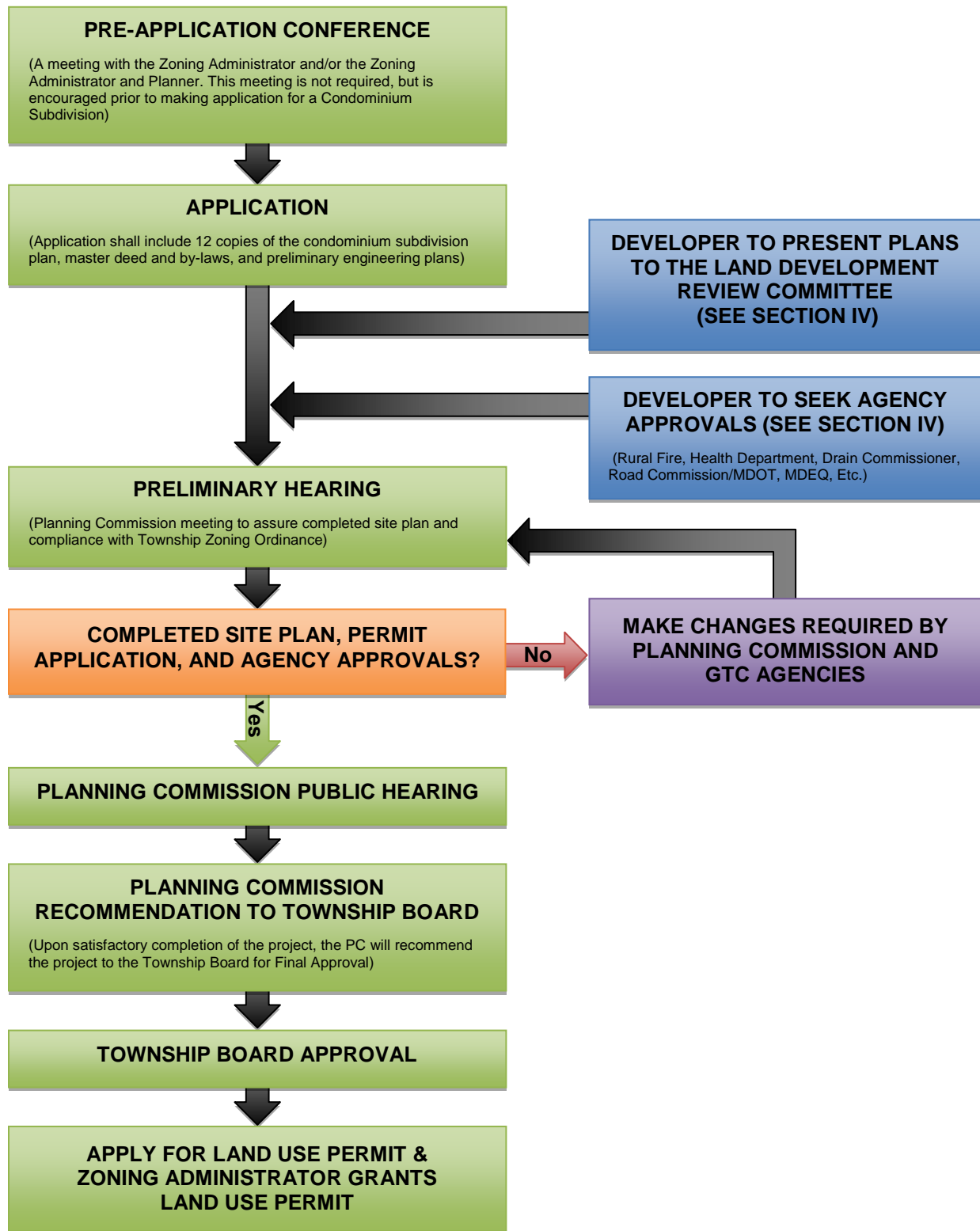
Planning Commission Review



*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.

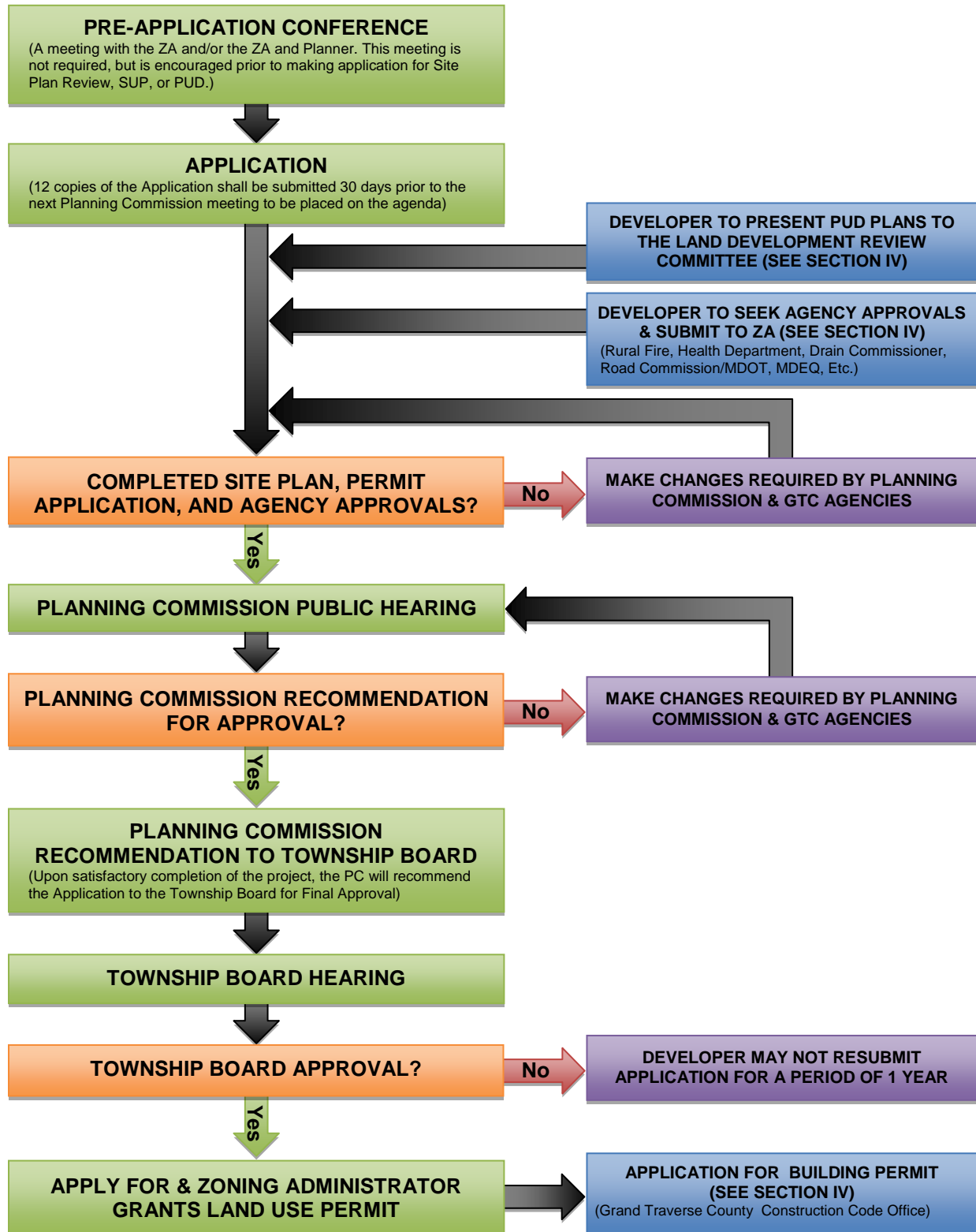
Paradise Township Site Plan Review Flowchart

For Condominium Subdivisions



Paradise Township Special Land Use Permits & PUD Flowchart

For Residential and Commercial Projects



Peninsula Township

Township Office	13235 Center Road Traverse City, Michigan 49686 231.223.7322 phone 231.223.7117 fax
Office Hours	Monday 7:30 am - 6:30 pm & Tuesday through Thursday 7:30 am - 5:00 pm
Website	www.peninsulatownship.com/
Supervisor	Rob Manigold 231.223.7322 phone supervisor@peninsulatownship.com
Planner	Brian VanDenBrand 231.223.7314 phone
Zoning Administrator	Christina Deeren 231.223.7318 phone zoning@peninsulatownship.com
Assessor	Sally Akerley 231.223.7313 office

Documents:

Zoning Ordinance-

<http://www.peninsulatownship.com/uploads/1/0/4/3/10438394/penizo15.ord.pdf>

Zoning Map-

<http://www.peninsulatownship.com/uploads/1/0/4/3/10438394/zoning-map.pdf>

Other Ordinances-

<http://www.peninsulatownship.com/ordinances.html>

Master Plan-

http://www.peninsulatownship.com/uploads/1/0/4/3/10438394/master_plan_2011_-_signed.pdf

Planning Applications & Forms-

<http://www.peninsulatownship.com/planning.html>

Zoning Applications & Forms-

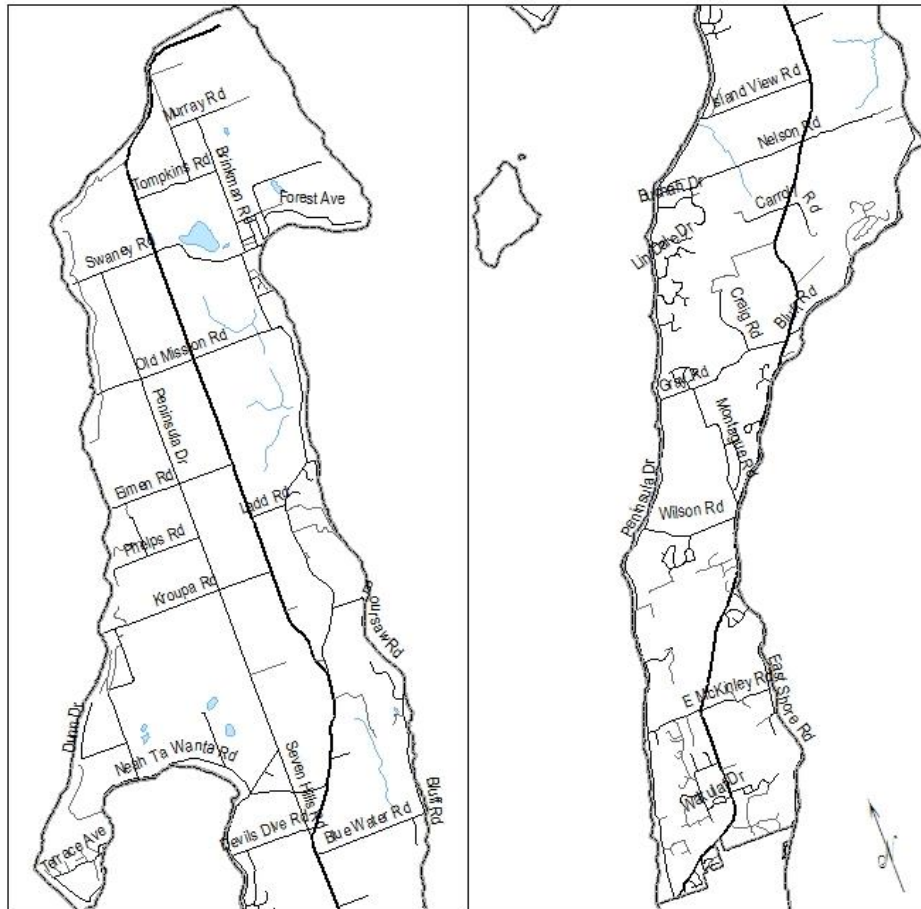
<http://www.peninsulatownship.com/zoning.html>

Peninsula Township Map

Peninsula Township

Legend

- State Trunkline
- County Roads
- Other Roads

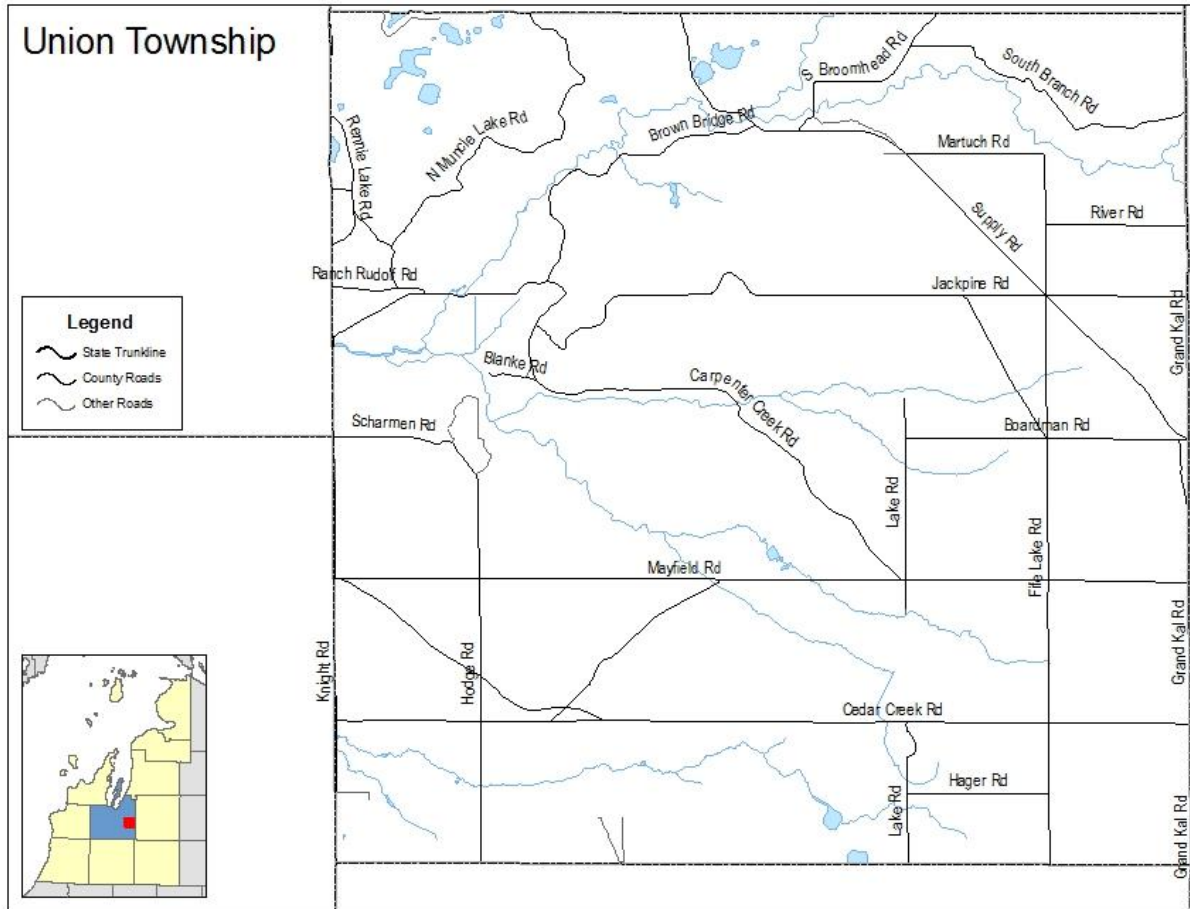


Union Township

Township Office	5020 Fife Lake Road Fife Lake, Michigan 49633 231.369.3341 phone (For Directional Purposes Only – Not a mailing Address)
Office Hours	By appointment only
Website	N/A
Supervisor	Doug Mansfield 1233 Rennie Lake Road Traverse City, MI 49686 231.947.8069 phone
Planning & Zoning Administrator	Charles Erickson 231.564.2200 phone

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Union Township Map



Whitewater Township

Township Office	5777 Vinton Road PO Box 159 Williamsburg, Michigan 49690 231.267.5141 phone 231.267.9020 fax
Office Hours	Monday, Tuesday, Wednesday; 8:00 a.m. – 5:00 p.m.
Website	www.whitewatertownship.org
Supervisor	Ron Popp 231.267.5141 (ext. 23) phone supervisor@whitewatertownship.org
Zoning Administrator	Dennis Haberdank – Interim (updated June 2017) 231.267.5141 (ext. 21) phone zoning@whitewatertownship.org Office hours: Fridays 8:00 am – 5:00 pm
Assessor	Dawn Kuhns 231.409.1827 phone 231.938.3591 fax assessordawn@gmail.com By appointment only

Documents:

Zoning Ordinance-
<http://www.whitewatertownship.org/ordinances.html>

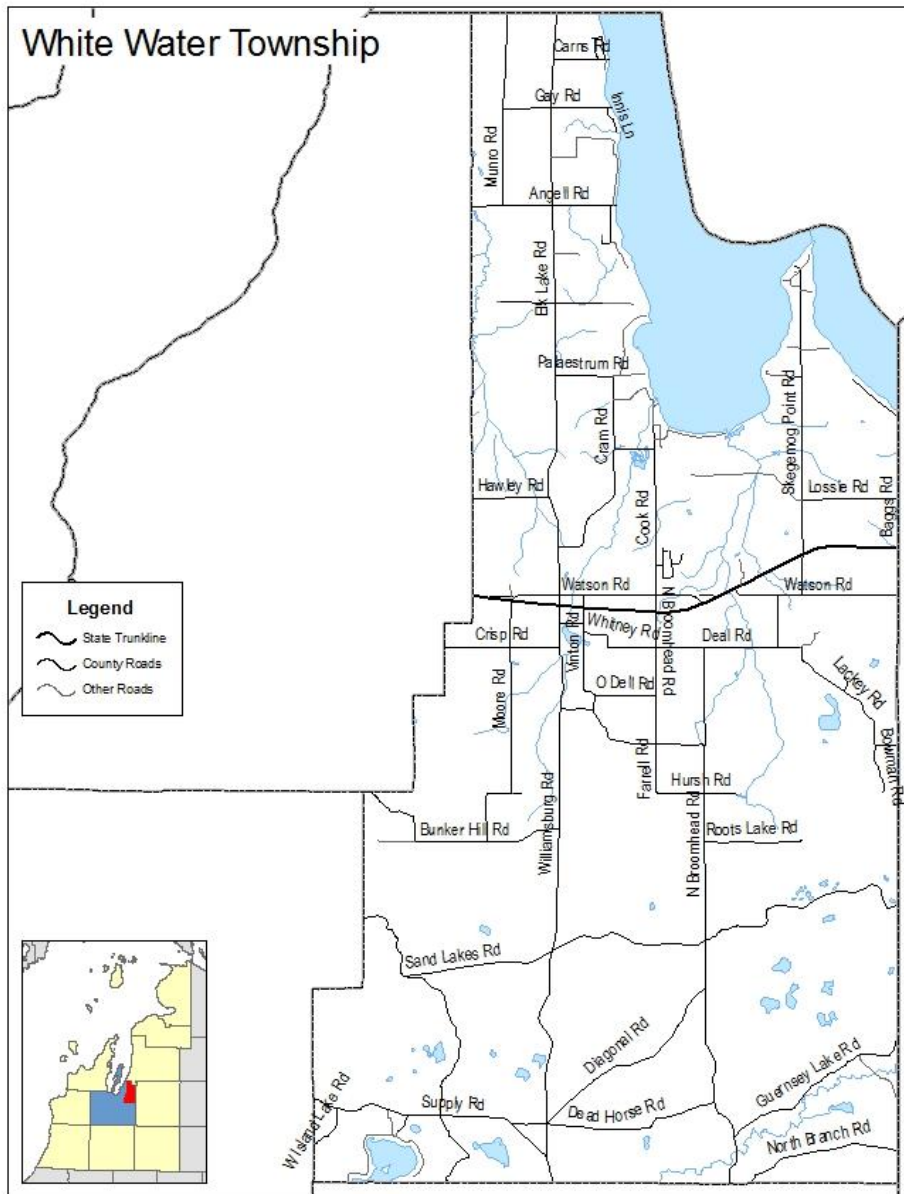
Zoning Map-
http://www.whitewatertownship.org/uploads/2/1/9/6/21966412/current_zoning_map.pdf

Master Plan-
http://www.whitewatertownship.org/uploads/2/1/9/6/21966412/whitewater_master_plan_draft_high_quality_posted_to_website_05152015.pdf

Permit & Applications-
<http://www.whitewatertownship.org/forms-and-permits.html>

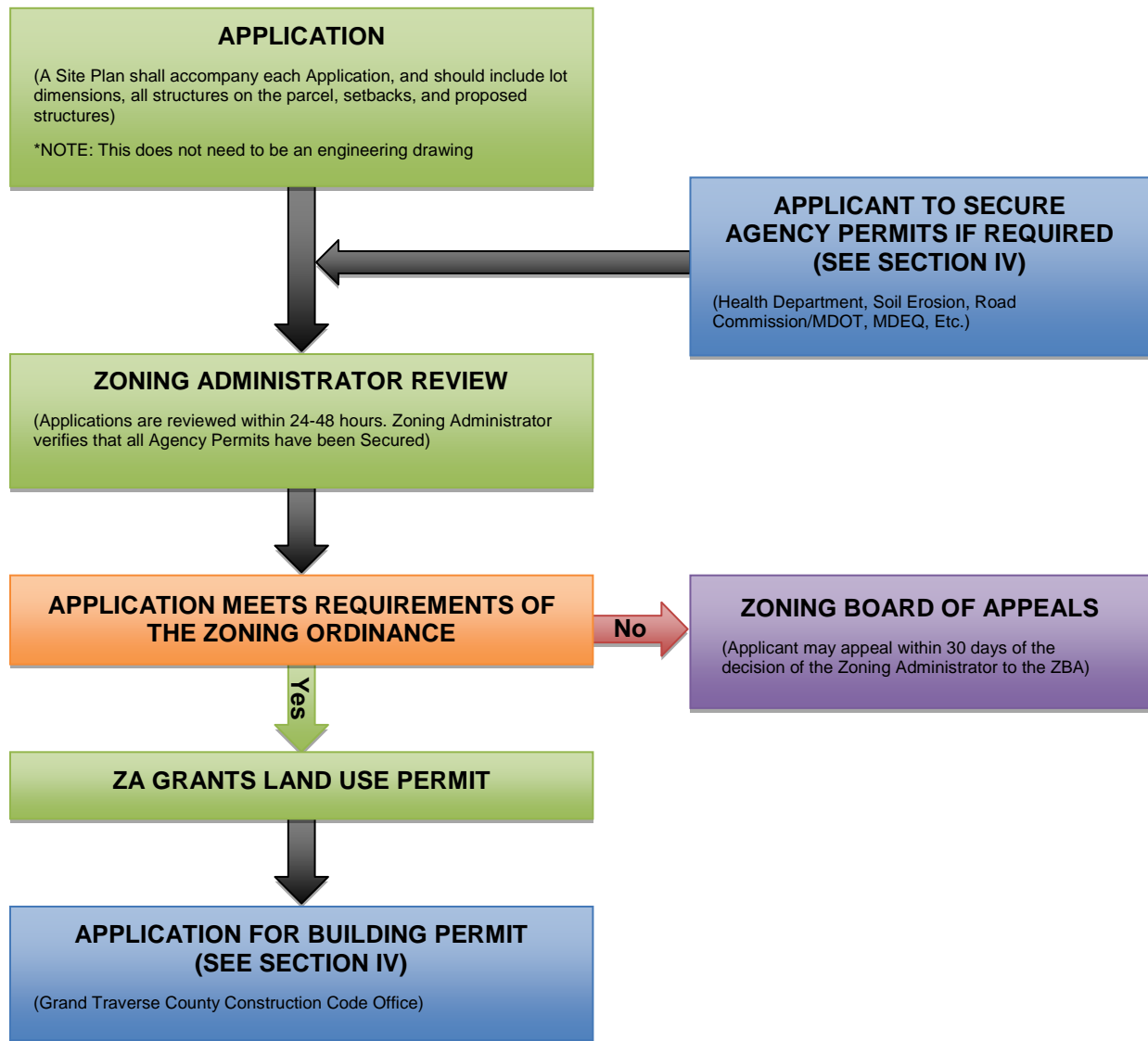
Assessment Forms-
<http://www.whitewatertownship.org/assessing.html>

Whitewater Township Map



Whitewater Township Land Use Permits Review Flowchart

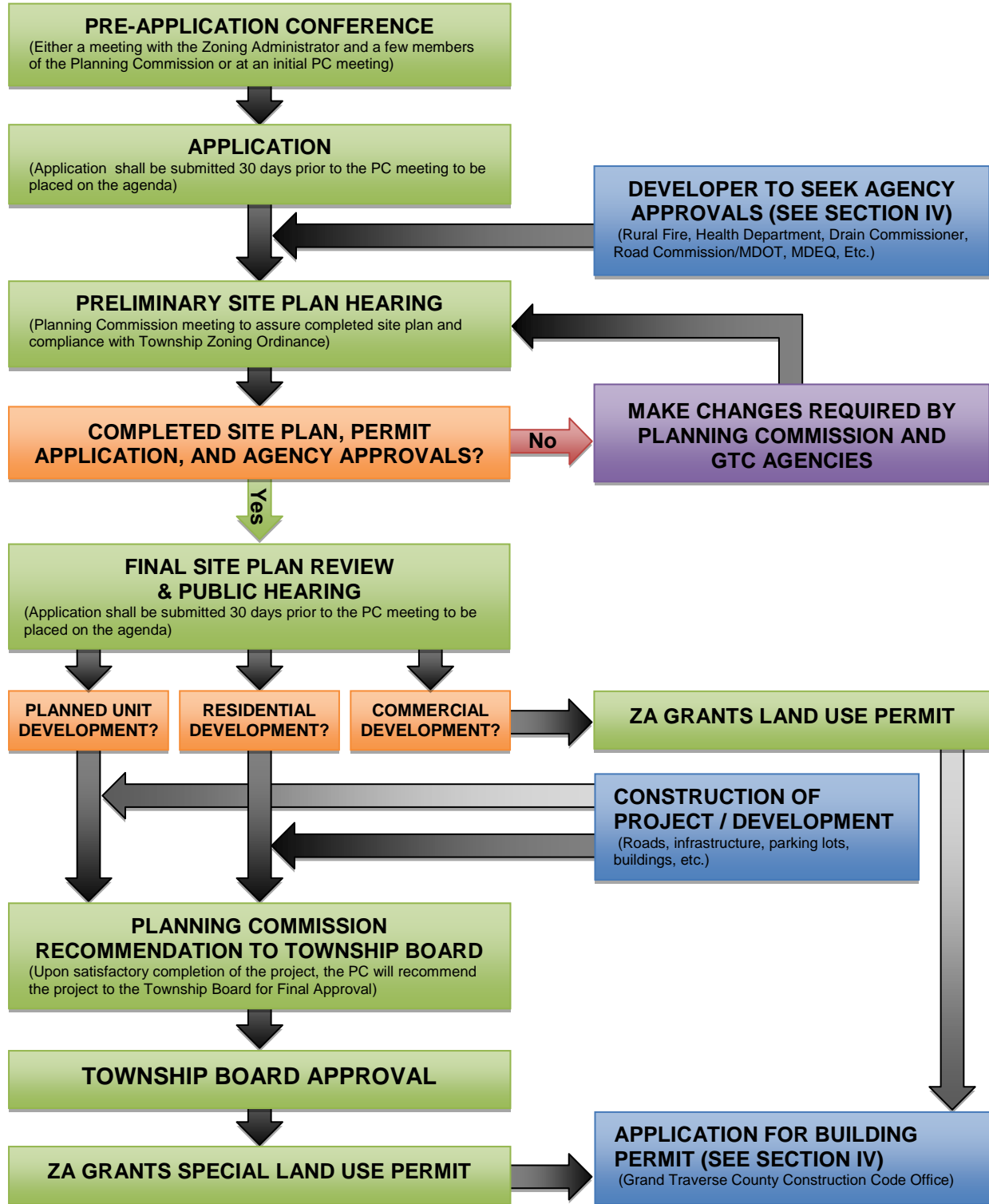
For Single Family, Duplexes, and Accessory Structures



*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.

Whitewater Township Site Plan Review and Special Land Use Permits Flowchart

For Residential, Commercial and PUD Developments



SECTION III – Village & City Permitting & Zoning Process

Village of Fife Lake

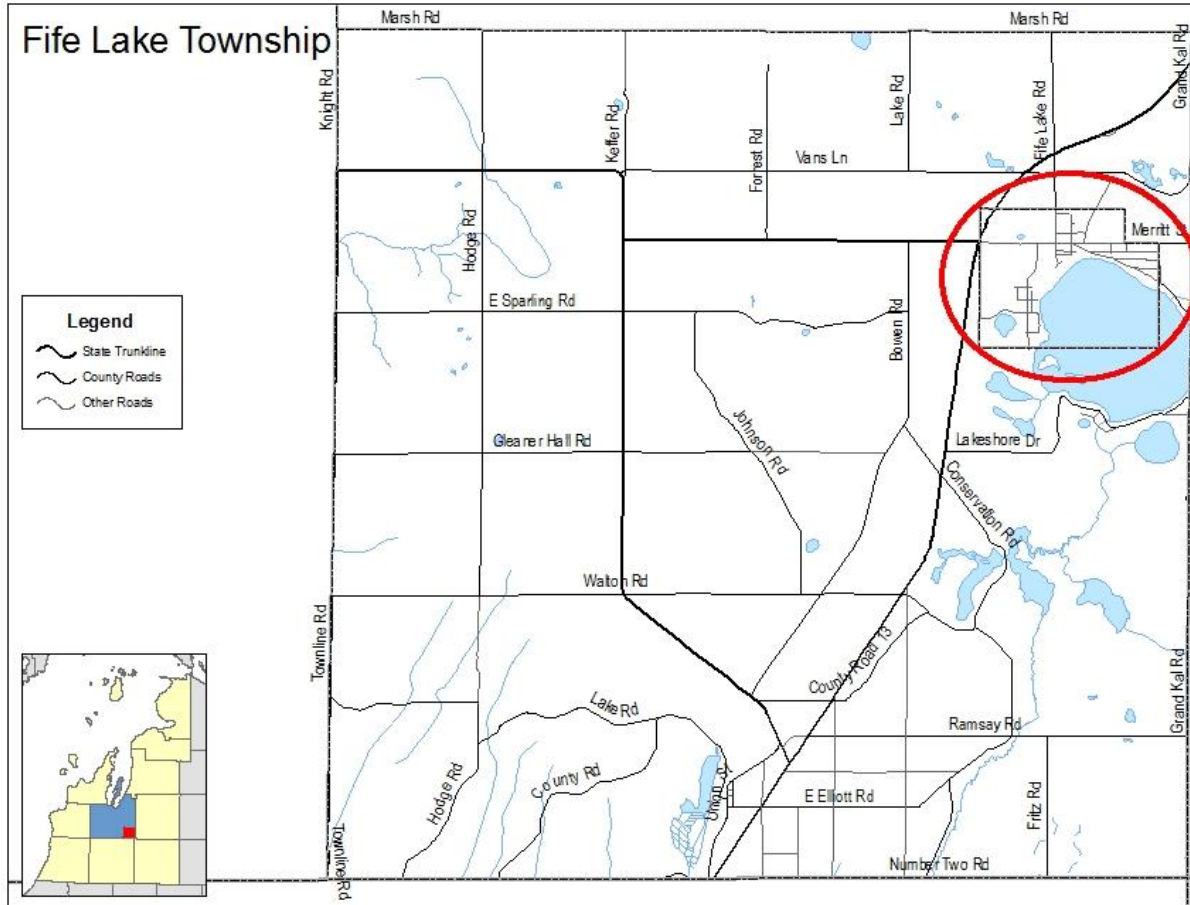
Village Office	616 Bates Street Fife Lake, Michigan 49633 231.879.4291 phone 231.879.5153 fax villageoffifelake@gmail.com
Office Hours	Tuesdays 9:00 am – 2:00 pm & Friday 10:00 am – 3:00 pm
Website	http://villageoffifelake.weebly.com/
Zoning Administrator	Ron Broering
Clerk	Tessa Johnson
Assessor	Dawn Kuhns 231.409.1827 phone 231.938.3591 fax assessordawn@gmail.com

Documents:

Zoning Ordinance-
<http://villageoffifelake.weebly.com/uploads/2/7/3/2/27326905/downloadfile-8.pdf>

Zoning Applications & Forms-
<http://villageoffifelake.weebly.com/zoning-information.html>

Village of Fife Lake Map



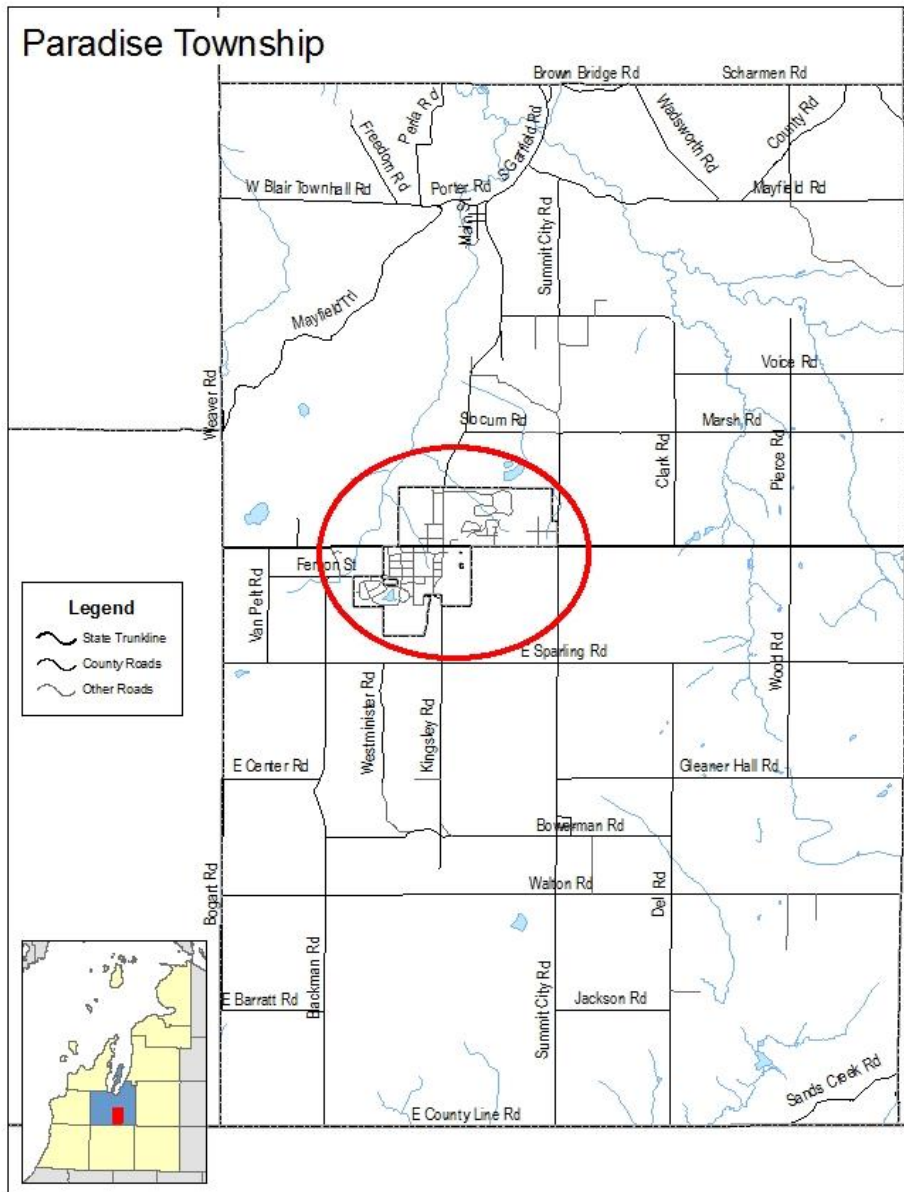
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Village of Kingsley

Village Office	207 S. Brownson Ave. PO Box 208 Kingsley, Michigan 49649 231.263.7778 phone 231.263.2278 fax info@villageofkingsley.com
Office Hours	Monday thru Friday 8:00 a.m. – 4:30 p.m. Closed 12:00 p.m. – 1:00 p.m.
Website	www.villageofkingsley.com
Village President	Rodney Bogart
Village Manager	Jacob VanBoxel 231.263.7575 phone
Zoning Administrator	Jacob VanBoxel 231.263.7575
DPW Forman	Terry Almquist
Documents:	
Code of Ordinances	www.amlegal.com/nxt/gateway.dll/Michigan/kingsley_mi/kingsleymichigancodeofordinances?f=templates\$fn=default.htm\$3.0\$vid=amlegal:kingsley_mi
Applications, Forms, and Permits –	http://www.villageofkingsley.com/forms
Zoning Map-	http://www.villageofkingsley.com/local/upload/file/Zoning%20Map(1).pdf

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Village of Kingsley Map



City of Traverse City

City Office	400 Boardman Avenue Traverse City, Michigan 49684 231.922.4700 phone
Office Hours	Monday through Friday 8:00 a.m. – 5:00 p.m.
Website	http://www.traversecitymi.gov/
City Manager	Marty Colburn 231.922.4440 phone tcmanage@traversecitymi.gov
City Assessor	Polly (Watson) Cairns 231.922.4450 phone 231.922.4479 fax Office Hours: Monday thru Friday 8:00 am – 5:00 pm
Planning Director	Russell Soyring, AICP 231.922.4465 phone rsoyring@traversecitymi.gov
Zoning Administrator	David Weston, RLA 231.922.4464 phone dweston@traversecitymi.gov

Documents:

Zoning Code-
<http://www.traversecitymi.gov/zoningregulation.asp>

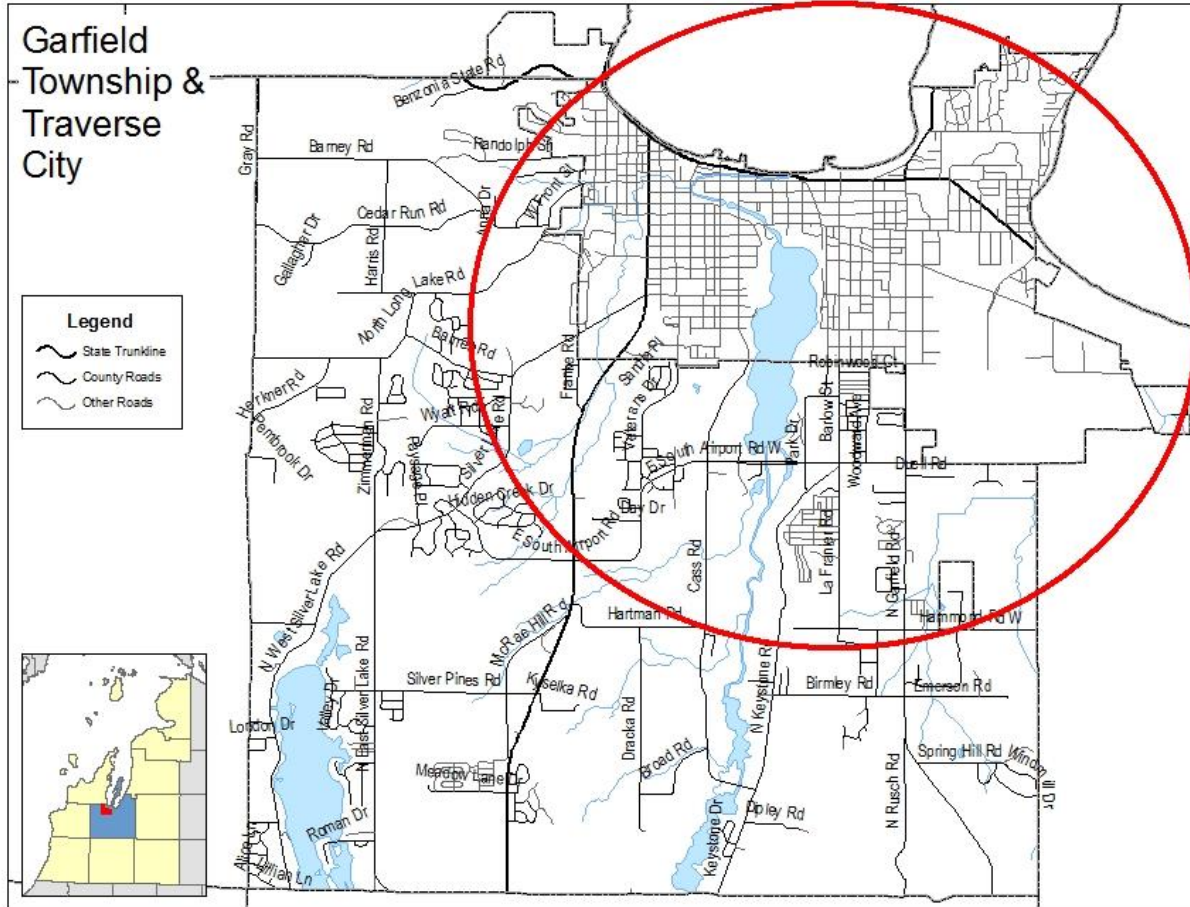
Zoning Map-
http://www.traversecitymi.gov/downloads/zoning_master_9202016.pdf

Master Plan-
http://www.traversecitymi.gov/downloads/20090715masterplanapproved_1.pdf

Code of Ordinances-
https://library.municode.com/mi/traverse_city/codes/code_of_ordinances

Permits and Forms-
http://www.traversecitymi.gov/permits_and_form.asp

City of Traverse City Map



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SECTION IV – Grand Traverse County Governmental Agencies

Construction Code

Office	2650 LaFranier Road Traverse City, Michigan 49686 231.995.6044 phone 231.995.6048 fax codes@grandtraverse.org
Office Hours	Monday through Friday 7:00 a.m. – 5:00 p.m.
Website	http://www.grandtraverse.org/879/Construction-Code-Division
Director	Bruce Remai 231.995.6047 phone bremai@grandtraverse.org
Building Plan Reviewer	Robert Hunt 231.995.6016 rhunt@grandtraverse.org
Building Permit Process-	http://www.grandtraverse.org/898/Building-Permit-Process
Applications and Forms-	http://www.grandtraverse.org/881/Applications-Forms
Building Code Plan Requirements-	http://www.grandtraverse.org/DocumentCenter/View/2188

Department of Public Works

Office 2650 LaFranier Road
Traverse City, Michigan 49686
231.995.6039 phone
231.929.7226 fax
pubworks@grandtraverse.org

Website <http://www.grandtraverse.org/476/Public-Works-Department>

Director John Divozzo

Permits, Applications & Forms:

Hauler Application-
<http://www.grandtraverse.org/DocumentCenter/View/5082>

Sewer and Water Permits-
<http://www.grandtraverse.org/481/Sewer-Water-Permits>

Drain Commissioner

Office Governmental Center
400 Boardman Avenue
Traverse City, Michigan 49684

Website <http://www.co.grand-traverse.mi.us/515/Drain-Commissioners-Office>

Director Steve Largent
231.922.4807 phone
slargent@grandtraverse.org

Soil Erosion – Sedimentation Control

Office	400 Boardman Avenue Traverse City, Michigan 49684 231.995.6042 phone 231.995.6052 fax
Office Hours	Monday through Friday 8:00 a.m. – 5:00 p.m.
Website	http://www.grandtraverse.org/518/Soil-Erosion-Sedimentation-Control
Soil Erosion Ordinance-	http://www.grandtraverse.org/DocumentCenter/View/333
Soil Erosion Permits & Applications	http://www.grandtraverse.org/520/Soil-Erosion-Permits

Metro Fire Department

(Acme, East Bay, and Garfield Townships)

Office	897 Parsons Road Traverse City, Michigan 49686 231.947.3000 phone 231.947.8728 fax info@gtmetrofire.org
Website	www.gtmetrofire.org
Chief	Patrick Parker 231.947.3000 (ext. 1235) phone Pparker@gtmetrofire.org
Assistant Chief	Steve Apostle 231.947.3000 (ext. 1228) phone Sapostle@gtmetrofire.org
Assistant Chief & Fire Marshal	Brian Belcher 231.947.3000 (ext. 1232) phone Bbelcher@gtmetrofire.org
Applications & Forms-	https://www.gtmetrofire.org/about-us/forms/

Grand Traverse Rural Fire Department

(Grand Traverse Rural Fire Department provides service to Fife Lake, Grant, Green Lake, Long Lake, Mayfield, Paradise, Union, & Whitewater Townships, The Rural Department also provides service to the Village of Kingsley and to Springfield Township in Kalkaska County)

Office 2266 E M-113
Kingsley, MI 49649
231.263.7875 phone
231.263.0506 fax
Info@gtfire.org

Website <http://gtfire.org/>

Acting Chief Theo Weber

Health Department / Environmental Health Division

Office 2600 LaFranier Road
Traverse City, Michigan 49686
231.995.6111 phone

Office Hours Monday through Friday 8:00 a.m. – 4:30 p.m.
Closed daily 12:00 p.m. to 1:00 p.m. for lunch

Website <http://www.gtchd.org/498/Health-Dept>

Environmental Health Regulations

<http://www.grandtraverse.org/DocumentCenter/Home/View/1990>

Environmental Health Permits, Forms & Manuals

<http://www.grandtraverse.org/805/Environmental-Health-Regulations>

Road Commission

Office	1881 LaFranier Road Traverse City, Michigan 49686 231.922.4848 phone 231.929.1836 fax gtrc@gtrc.org
Office Hours	Monday through Friday 7:30 a.m. – 4:30 p.m.
Website	http://www.gtrc.org
Manager	Jim Cook 231.922.4849 (ext. 215) phone
County Highway Engineer	James P. Johnson, PE 231.922.4849 (ext. 216) phone
Traffic Services Supervisor	Garth Greenan 231.922.4849 (ext. 205) phone
Permit Agent	Ron Rohloff 231.922.4849 (ext. 212) phone

Applications and Permits-

<http://www.gtrc.org/212/Permits-Applications>

Land Development Review Committee

The Land Development Review Committee is coordinated by the County Planning & Development Department.

Office
Grand Traverse County Planning Department
400 Boardman Ave
3rd floor
Traverse City, Michigan 49684
231.922.4677 phone

Website <http://www.grandtraverse.org/548/Land-Development-Review-Committee-LDRC>

Director John Sych, AICP

Land Development Review Committee Bylaws

<http://www.grandtraverse.org/553/Bylaws>

Development Review & Requirements for Submittals

<http://www.grandtraverse.org/554/Development-Review-Requirements-for-Subm>