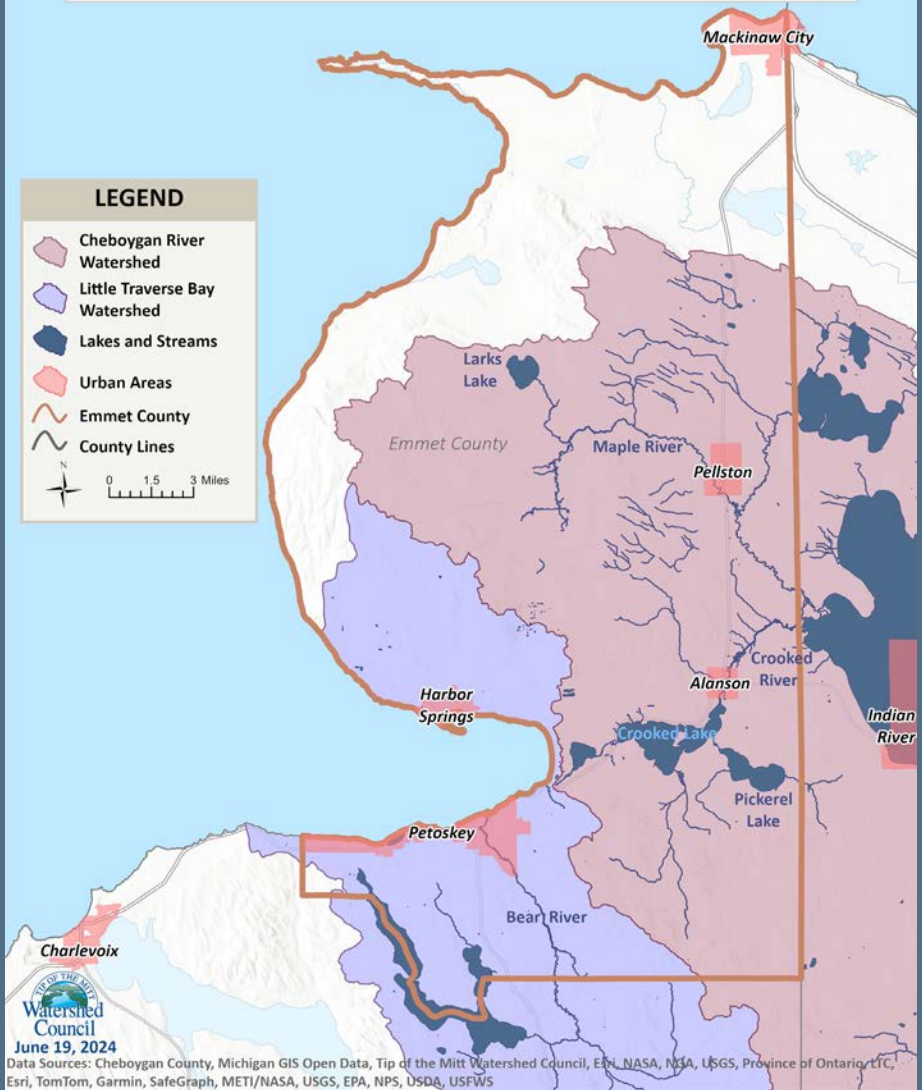


# PROPERTY OWNER'S PERMIT GUIDE

## PERMIT GUIDE COVERS:

- MiEnviro Portal
- EGLE/USACE Joint Permit Application
- Wetlands
- Inland Lakes and Streams
- Great Lakes and Connecting Waters
- Shoreline Management
- Soil Erosion and Sedimentation Control
- Septic Systems
- Aquatic Nuisance Species Control
- Floodplains
- Sand Dunes
- High Risk Erosion Areas
- Local Zoning and Building

# Emmet County Watersheds



**Our actions in and around Emmet County can have direct, and often times adverse, impacts on natural resources.** For this reason, policies have been adopted at the federal, state, and local levels that regulate certain activities to assure that our water resources are not only protected, but improved over time. These policies protect water quality, limit erosion, conserve wildlife and vegetation, and preserve the natural beauty of the region.

At first glance, the process of obtaining a permit looks complicated and difficult to understand. This booklet was written to help you better understand which permits you may need when doing certain types of work. This booklet is meant to be a guide only. Always check with the appropriate agencies/offices before beginning any work.

# QUICK REFERENCE GUIDE

## *If your activity is...*

### **WITHIN A WETLAND:**

**YOU NEED A:** [EGLE/USACE Joint Permit](#)

**CONTACT:** [Michigan Department of Environment, Great Lakes, and Energy \(EGLE\), Water Resources Division](#)  
[U.S. Army Corps of Engineers \(USACE\), Detroit District](#)

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### **WITHIN OR ON THE SHORE OF AN INLAND LAKE OR STREAM:**

**YOU NEED A:** [EGLE/USACE Joint Permit](#)

**CONTACT:** [EGLE, Water Resources Division](#)

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### **ON THE GREAT LAKES SHORELINE AND CONNECTING WATERS:**

**YOU NEED A:** [EGLE/USACE Joint Permit](#)

**CONTACT:** [EGLE, Water Resources Division](#)  
[USACE, Detroit District](#)

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### **WITHIN 500 FEET OF A LAKE OR STREAM:**

**YOU NEED A:** [Soil Erosion and Sedimentation Permit](#) and [EGLE/USACE Joint Permit](#)

**CONTACT:** [Emmet County Soil Erosion Office](#)  
[EGLE, Water Resources Division](#)

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### **DISTURBING 1 ACRE OR MORE:**

**YOU NEED A:** [Soil Erosion and Sedimentation Permit](#)

**CONTACT:** [Emmet County Planning, Zoning, and Construction Resources Office](#)

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### **INSTALLING OR REPAIRING A SEPTIC SYSTEM:**

**YOU NEED A:** [Septic Permit](#)

**CONTACT:** [The Health Department of Northwest Michigan](#)

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### **CHEMICALLY CONTROLLING AQUATIC PLANTS:**

**YOU NEED A:** [Aquatic Nuisance Control Permit](#)

**CONTACT:** [EGLE, Aquatic Nuisance Control Program](#)

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### **WITHIN A FLOODPLAIN:**

**YOU NEED A:** [Floodplain Permit](#)

**CONTACT:** [EGLE, Water Resources Division](#)

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### **WITHIN DESIGNATED CRITICAL SAND DUNE AREAS:**

**YOU NEED A:** [Critical Dune Permit](#)

**CONTACT:** [EGLE, Water Resources Division](#)

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### **WITHIN A DESIGNATED HIGH RISK EROSION AREA:**

**YOU NEED A:** [Shorelands Protection and Management Permit](#)

**CONTACT:** [EGLE, Water Resources Division](#)

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### **ENGAGING IN CONSTRUCTION OR A LAND USE ACTIVITY:**

**CONTACT:** [Emmet County Planning, Zoning, and Building Department](#)

**Contact information for these agencies can be found on the back cover.**

*Some activities require multiple permits from local, state, and federal governments. Be sure to check with all levels to find out if a permit is required prior to beginning any activity.*

# MIENVIRO: MICHIGAN'S ONLINE ENVIRONMENTAL PERMITTING PLATFORM

The MiEnviro Portal can be found at: <https://mienviro.michigan.gov/ncore/external/home>

## MIENVIRO

The MiEnviro Portal is a comprehensive electronic notification, permitting, emissions reporting, and compliance application developed by the state of Michigan. It is meant to enhance transparency, efficiency, and accessibility in managing environmental compliance and permitting processes. It covers Air Quality, Medical Waste, and Water Programs. This web-based information system manages all of EGLE's Water Resources Division (WRD) programs including groundwater, National Pollutant Discharge Elimination System (NPDES), aquatic nuisance, wastewater construction, and water resources permits.

The public can use this site to gain information on WRD's permitting program, keep up with public notices, hearings, and other related events, as well as access documents related to permit applications submitted. The site can also be used to report spills, pollution or other unauthorized activities (e.g., filling a wetland).

To search in the portal you do not need an account, but to apply for permits you will need to make an account. To navigate publicly available information, such as if a neighbor has a permit or to comment on a public notice, you can use the Site Map Explorer, where you can search by location (such as site address or zip code) and by keyword, or you can filter information by criteria like permit type, administrative program, or enforcement type. You can also sign up for alerts to receive notifications for when specific permit applications are received, permits are issued/denied, or when public notices are posted.



More information on the MiEnviro Portal can be found at <https://www.michigan.gov/egle/maps-data/mienviroportal>

## JOINT PERMIT APPLICATION

The EGLE/USACE Joint Permit Application (JPA) covers permit requirements derived from state and federal rules and regulations for construction activities where the land meets the water. This JPA prevents duplication of state and federal permitting and provides simultaneous review for activities on, within, or for: Wetlands, Floodplains, Dams, Inland Lakes and Streams, Great Lakes Bottomlands, Critical Dunes, Environmental Areas, and High Risk Erosion Areas. If the proposed activity is in Section 10 Waters (Great Lakes, Lake St. Clair, large navigable waters) a copy of the permit application will be sent to the U.S. Army Corps of Engineers, Detroit District Office for processing at the federal level. Outside of Section 10 Waters, if the permit application requires federal review due to impact, it will be sent to the U.S. Environmental Protection Agency for comment.



The EGLE/USACE Joint Permit Application can be completed in the MiEnviro portal (<https://mienviro.michigan.gov/ncore/external/home>).



More information on how to complete the application can be found at <https://www.michigan.gov/egle/about/organization/water-resources/joint-permit-application>



# WETLANDS

**APPLY FOR AN:** EGLE/USACE Joint Permit

**PERMIT APPLICATION AVAILABLE AT:** <https://mienviro.michigan.gov/ncore/external/home>

Wetlands are regulated under Michigan's Wetland Protection Act and Section 404 of the Federal Clean Water Act.

A permit is needed if wetlands will be disturbed as part of any development or restoration plan. Examples of work that require a permit include:

- Filling or placing material in a wetland
- Dredging or removing soil from a wetland, including vegetation clearing involving mechanical grading or stump removal
- Draining water from a wetland
- Constructing or maintaining a use or development in a wetland, such as constructing a boardwalk, pond, or driveway

Under Michigan's Wetland Protection Act, Part 303 of the Natural Resources and Environmental Protection Act (Act 451 of 1994), EGLE regulates wetlands of any size that are "contiguous" to another waterbody or wetlands that are greater than five acres. Wetlands connected to or within 500 feet of an inland lake, stream, or pond and connected to or within 1,000 feet of a Great Lake generally are considered contiguous.

Under Section 404 of the Clean Water Act, the USACE regulates discharging dredged and/or fill material into the Great Lakes and connecting channels, including Little Traverse Bay, Crooked and Pickerel Lakes, and adjacent wetlands. EGLE and the USACE have a Joint Permit Application which covers all areas of the state, including projects where the USACE has jurisdiction. However, separate state and federal permits are required. If you are doing work on the Great Lakes or a connecting channel make sure you have obtained both permits before beginning work. When you submit a joint permit application to EGLE, your application is automatically forwarded to the USACE if it is in an area within the USACE jurisdiction.

To get a permit, you must show that you avoided and minimized impacts to the wetland resources to the greatest extent possible and that no other viable alternatives are available.



More information on wetland permits can be found at [www.michigan.gov/wetlands](http://www.michigan.gov/wetlands)



PHOTO CREDIT: MICHIGAN SEA GRANT

# INLAND LAKES AND STREAMS

**APPLY FOR AN:** EGLE/USACE Joint Permit

**PERMIT APPLICATION AVAILABLE AT:** <https://mienviro.michigan.gov/ncore/external/home>

Most activities that occur within or on the shoreline of inland lakes and streams are regulated under Michigan's Inland Lakes and Streams Act.

Examples of work that require a permit include:

- Dredging, filling, constructing or placing a structure on bottomlands such as beach sanding and installation of riprap, a breakwater, or a permanent dock
- Constructing or operating a marina
- Interfering with natural flow of water
- Connecting a ditch, pond, or canal to an inland lake or stream

Under Michigan's Inland Lakes and Streams Act, Part 301 of the Natural Resources and Environmental Protection Act (Act 451 of 1994), EGLE regulates shoreline activity that occurs below the Ordinary High Water Mark (OHWM) or below the highest legal lake level.

The OHWM is the line between upland and bottomland that persists through successive changes in water levels. Below the OHWM, the presence and action of the water is so common or recurrent that the character of the land is marked distinctly from the upland. This mark is apparent in the soil itself, the configuration of the surface of the soil, and the vegetation. Some inland lakes have an OHWM established by law.

In order to get a permit, you must show that the project will not adversely affect the public trust or riparian rights, or impair or destroy any of the waters or other natural resources of the state.



More information on inland lakes and streams permits can be found at <https://www.michigan.gov/egle/about/organization/water-resources/inland-lakes-and-streams>



# GREAT LAKES AND CONNECTING WATERS

**APPLY FOR AN:** EGLE/USACE Joint Permit

**PERMIT APPLICATION AVAILABLE AT:** <https://mienviro.michigan.gov/ncore/external/home>

Most activities that occur in navigable waters of the U.S., including the Great Lakes and connecting channels, are regulated under state and federal laws.

Examples of work that require a permit include:

- Dredging, filling, constructing or placing a structure on bottomlands
- Shoreline hardening such as riprap, seawalls, or bulkheads
- Boat ramps, permanent docks, or piers
- Boardwalks, walkways, or pathways

Under Part 325, Great Lakes Submerged Lands of the Natural Resources and Environmental Protection Act (Act 451 of 1994), EGLE regulates construction activities along the Great Lakes shoreline and on the Great Lakes bottomlands and coastal marshes. In order to get a permit, you must show that the project will have no more than minimal impact on the public trust, adjacent riparian property owners, and the environment.

The USACE regulates work waterward of the OHWM of navigable waters under Section 10 of the Rivers and Harbors Act. Activities requiring Section 10 permits include structures such as piers, wharfs, breakwaters, bulkheads or, jetties. The USACE also regulates dredging or discharges of fill material, or excavation, filling, or other modifications into

the navigable waters of the U.S. This means USACE regulates activities on Little Traverse Bay and Crooked and Pickerel Lakes.

EGLE and USACE have a joint permit application on the MiEnviro Portal for projects over which both agencies have jurisdiction. However, separate state and federal permits are required. If you are doing work on the Great Lakes or a connecting channel make sure you have obtained both permits before beginning work.

In order to get a permit, you must show that the project will not adversely affect the public trust or riparian rights or impair or destroy any of the waters or other natural resources of the state and that no other alternatives are available.

## More information on permits for activities



occurring in the Great Lakes and connecting channels can be found at <https://www.michigan.gov/egle/about/organization/water-resources/submerged-lands/great-lakes-construction-permits> (state) or <https://www.lrd.usace.army.mil/Wetlands-Permits/Article/3648190/regulatory-program-michigan/> (federal).



# GREAT LAKES SHORELINE MANAGEMENT

**APPLY FOR A:** USACE Short Application for Minor Shoreline Work

**PERMIT APPLICATION AVAILABLE AT:**

<https://www.lrd.usace.army.mil/Wetlands-Permits/Article/3648190/regulatory-program-michigan/>

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USACE requires a permit for leveling of sand and grooming of sandy or vegetated areas, which includes removal of vegetation.

Shoreline management activities between the Ordinary High Water Mark (OHWM) and the water's edge on the Great Lakes and their connected waters, including Little Traverse Bay and Crooked and Pickerel Lakes, are regulated under Section 10 of the Federal Rivers and Harbors Act and Section 404 of the Federal Clean Water Act.

In order to get a shoreline management permit, you must meet the following conditions:

- The area from which the sand will be relocated or the area to be groomed, and the area proposed for discharge of the sand, must be non-wetland areas where under normal circumstances vegetation is non-existent, very sparse, or consists predominantly of plants not typically adapted to wetland conditions.
- No work is authorized waterward of the existing water's edge at the time the work is performed.
- The area proposed for work is composed of unconsolidated and unstable sand that is constantly shifting due to wind and wave forces and provides little habitat for aquatic and/or upland species.

- For leveling, the amount of sand to be relocated is limited to two cubic yards per linear foot of the applicant's frontage. For grooming, the amount of sand disturbance may not exceed 4 inches below the surface.
- All collected debris must be disposed of in an upland area landward of the USACE Ordinary High Water Mark and outside of any wetland.
- An inspection has been performed by USACE regulatory personnel to verify site conditions or, if possible, the applicant provides dated site photographs clearly indicating the conditions of the entire work area.

Activities that exceed these criteria require submittal of an individual application to the USACE. Shoreline management activities below the water's edge and in coastal wetlands also require a permit from EGLE under Michigan's Wetland Protection Act.



**More information on shoreline management permits can be found at <https://www.lrd.usace.army.mil/Wetlands-Permits/Article/3648190/regulatory-program-michigan/>**





# SOIL EROSION AND SEDIMENTATION CONTROL

**APPLY FOR A:** Soil Erosion Permit

**PERMIT APPLICATION AVAILABLE AT:** <https://www.emmetcounty.org/officials-departments/planning-zoning-and-construction-resources/planning-and-zoning-resources/soil-erosion/>

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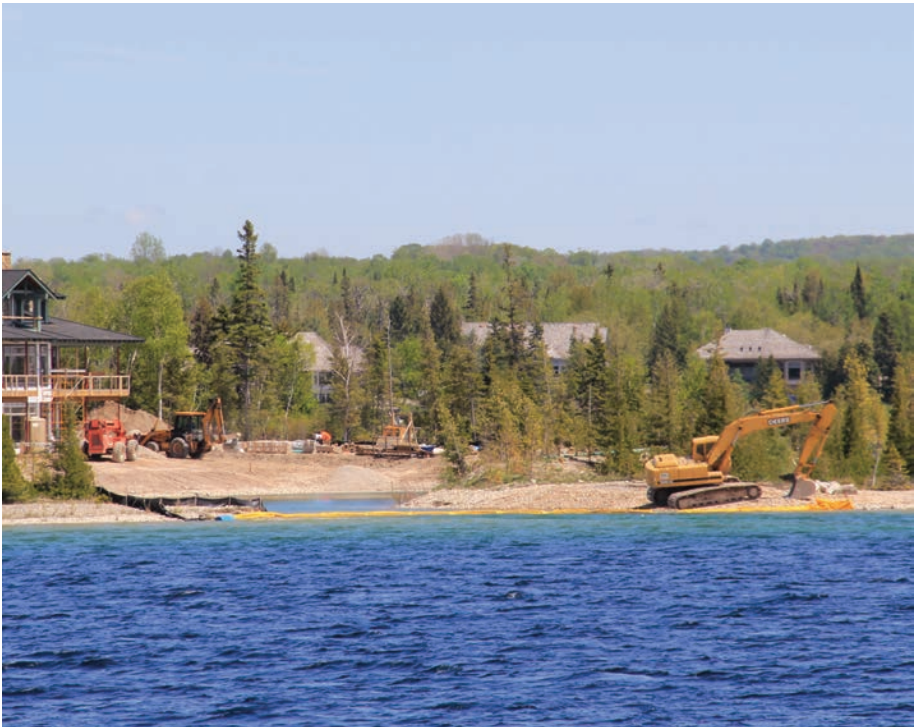
If you will be disturbing soils, removing existing vegetation, or changing topography within 500 feet of a lake or stream you will need a Soil Erosion and Sedimentation Control Permit from the county soil erosion inspector or officer.

Under Soil Erosion and Sedimentation Control (SESC), Part 91 of the Natural Resources and Environmental Protection Act (Act 451 of 1994), earth change activities such as excavating, filling, grading, and building, are regulated if they occur within 500 feet of a lake or stream, disturb more than one acre of land, or result in or contribute to soil erosion or the accumulation of sediment in adjacent properties or waters of the state.

Soil erosion officers review soil erosion and sedimentation control plans, issue permits, and take enforcement actions when necessary to ensure compliance with Part 91. If you live within Emmet County, submit your soil erosion permit application to the Emmet County Planning, Zoning, and Building Department.



More information on soil erosion and sedimentation permits can be found at <https://www.michigan.gov/egle/about/organization/water-resources/soil-erosion>



# SEPTIC SYSTEMS

**APPLY FOR A:** Health Department of Northwest Michigan Septic Permit

**PERMIT APPLICATION AVAILABLE AT:** <https://nwhealth.org/sewage-systems/>

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Septic permits are issued by departments of health. People are required to get septic permits for health and safety reasons.

Examples of work that require a septic system permit include:

- Installing of a septic system to serve a new home
- Repairing or replacing a septic system to serve an existing home with a failing system
- Replacing or upgrading an existing septic system to accommodate a building addition

In order to get a permit, the Health Department must confirm that the septic system serving a property is adequate and meets the requirements in the Health Department of Northwest Michigan District Sanitary Code.



The District Sanitary Code and more information on septic permits can be found at: <https://nwhealth.org/sewage-systems/>



# AQUATIC NUISANCE SPECIES CONTROL

**APPLY FOR AN:** EGLE Aquatic Nuisance Species Permit

**PERMIT APPLICATION AVAILABLE AT:** <https://mienviro.michigan.gov/ncore/external/home>

Chemical control for many invasive species, such as Eurasian watermilfoil, curly-leaf pondweed, purple loosestrife, and invasive Phragmites, is regulated under Part 33, Aquatic Nuisance Control, of the Natural Resources and Environmental Protection Act (Act 451 of 1994).

A permit is required when targeting species in inland lakes, ponds, streams, wetlands, road-side ditches, etc., where water is visibly present in the area of impact at the time of treatment. For shoreline areas along the Great Lakes, a permit is always required for all treatments below the ordinary high water mark, regardless of whether water is visibly present in the area of impact at the time of treatment.

Chemical treatment is generally limited to 100 feet of frontage per residentially developed property, extending to the 5-foot depth contour or 300 feet from the shoreline, whichever is closer. Each permit normally requires that the permittee notify, in writing, an owner of any waterfront property within 100 feet of the area of impact before the initial chemical treatment each year. Water use restrictions, including a 24-hour swimming restriction, may be imposed in the area(s) of treatment.

Inconsequential or insignificant vegetation removal done by hand (e.g., hand pulling, raking a few

plants) does not require a permit. Small-scale removal of plants that are an aquatic nuisance as defined in Part 33 does not require a permit, if the removal is accomplished by hand-pulling (i.e., without the use of a powered or mechanized tool) and all plant fragments are removed from the water and properly disposed of on land above the ordinary high water mark. A permit is not required for hand-raking (i.e., without the use of a powered or mechanized tool) of lake bottomlands where vegetation is not present before raking, and where bottomlands are predominantly composed of sand or pebbles. Larger-scale removal of plants requires a permit from EGLE under Part 301, Inland Lakes and Streams (see page 6). Other physical control measures, such as benthic barriers, weed rollers, or lake draw-down, require a permit from the EGLE Water Resources Division.

Mechanical harvesting does require a permit from the United States Army Corps of Engineers if the activity is conducted along the Great Lakes and their connecting waters (See Great Lakes Shoreline Management on page 8).



More information on aquatic nuisance species permits can be found at [www.michigan.gov/anc](http://www.michigan.gov/anc)



# SAND DUNES

**APPLY FOR AN:** EGLE/USACE Joint Permit Application

**PERMIT APPLICATION AVAILABLE AT:** <https://mienviro.michigan.gov/ncore/external/home>

Activities in designated sand dunes are regulated under Part 353, Michigan's Sand Dune Protection and Management Act, of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended. In 1989, approximately 74,000 acres of dunes along 265 miles of Michigan's coastline were identified as needing protection from developmental pressures and designated as Critical Dunes.

Of the 275,000 acres of sand dunes in Michigan, these Critical Dune Areas were recognized as a "unique, irreplaceable and fragile resource that provide significant recreational, economic, scientific, geological, scenic, botanical, educational, agricultural, and ecological benefits to the people of this state and to people from other states and countries who visit this resource."

Part 353 requires a permit for uses that alter the physical characteristics of the critical dune area and contour changes within the critical dune area. Examples of work that require a permit under Part 353 include:

- Construction of a house, garage, or addition
- Building a road or driveway
- Installing a septic system or other utilities
- Installing retaining walls, landscaping, decks, and patios
- Sand and vegetation removal

There are designated Critical Dune Areas along the shorelines of Bear Creek, Bliss, Cross Village, Little Traverse, and Wawatam Townships. Permit applications require a vegetation management plan, avoidance of steep slopes, and a plan for proper disposal of stormwater. For permit issuance, the proposed uses must not degrade the diversity, quality, or functions of the critical dune area. Several tools, including an Atlas and a GIS map, can help determine if your project is located within a critical dune area.



These resources can be found at <https://www.michigan.gov/egle/about/organization/water-resources/sand-dunes/critical-dunes/maps>



More information on sand dune permits can be found at <http://www.michigan.gov/criticaldunes>

PHOTO CREDIT TODD MARSEE MICHIGAN SEA GRANT



# FLOODPLAINS

**APPLY FOR AN:** EGLE/USACE Joint Permit

**PERMIT APPLICATION AVAILABLE AT:** <https://mienviro.michigan.gov/ncore/external/home>

Activities in floodplains are regulated under Part 31, Michigan's Water Resources Protection Act, of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended.

Examples of work that require a permit include:

- Building a house
- Placement of fill
- Installing a culvert

The term 100-year flood is used in regulations and insurance and refers to a flood which has a 1% chance of occurring any given year. Michigan's floodplain regulatory authority deals with the floodplains of rivers, streams, or drains which have a drainage area of 2 square miles or greater. A permit is not required from EGLE, under Part 31, for projects within the floodplains of the Great Lakes, inland lakes, or watercourses which have a drainage area less than 2 square miles. However, floodplain regulations exist in those areas through locally enforced building codes.

Under Part 31, construction and fill may generally be permitted in the portions of the floodplain that are not floodway if local ordinance and building code standards are met, and compensating excavation is provided to offset the loss of floodplain storage. The lowest floor (including basement) of a structure must be elevated one-foot above the 100-year flood elevation. Floodways are the channel of a

river or stream and those portions of the floodplain adjoining the channel that are reasonably required to carry and discharge the 100-year flood; these are areas of moving water during times of flood. Work within the floodway typically requires hydraulic modeling to show the project will not increase flooding on neighboring properties.

EGLE is also the state coordinating agency for the National Flood Insurance Program (NFIP). EGLE works with local units of government to assist them in meeting the NFIP requirements. This is carried out through a program of education, technical assistance, and oversight. In addition, assistance is provided to lenders, realtors, and insurance agents, as well as private citizens who have questions about flood insurance or floodplain management.

In Michigan, the state building codes contain the necessary requirements to participate in the NFIP. There is no fee to participate in the NFIP, but the community must pass an ordinance meeting minimum federal standards. NFIP requirements and building codes are not identical to the state floodplain law, so communities cannot exclusively rely on Part 31 permitting to meet NFIP requirements.



More information on floodplain permits can be found at <https://www.michigan.gov/egle/about/organization/water-resources/floodplain-management>

PHOTO CREDIT DAN O'KEEFE MICHIGAN SEA GRANT



# HIGH-RISK EROSION AREAS

**APPLY FOR AN:** EGLE/USACE Joint Permit

**PERMIT APPLICATION AVAILABLE AT:** <https://mienviro.michigan.gov/ncore/external/home>

Construction of a structure on any portion of a parcel in a designated High-Risk Erosion Area is regulated under Michigan's Part 323, Shorelands Protection and Management, of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended.

The High-Risk Erosion Area Program identifies those shorelines receding at an average annual rate of one foot per year or greater over a minimum period of 15 years. Under Michigan's High-Risk Erosion Program, any person proposing to erect, install, move, or enlarge a permanent structure on a parcel in a High-Risk Erosion Area must obtain a permit from EGLE prior to commencement of construction. Along these shorelines, new structures are also required to meet setbacks for their protection from a changing shoreline. When structures are not in danger the shoreline does not need to be altered to protect the structure. The shoreline and people can adapt to the changeable conditions of the Great Lakes.

Examples of projects that require a permit include:

- Construction of a house, garage, or addition
- Construction of a commercial building
- Installation or replacement of a septic system
- Substantial reconstruction of an existing home
- A deck that has a roof or walls

There are designated high risk erosion areas along the shorelines in the Townships of Bear Creek, Bliss, Cross Village, Readmond, Resort, and West Traverse. Township maps showing the locations and setbacks for each of the areas can be found at: <https://www.michigan.gov/egle/about/organization/water-resources/shoreland-management/high-risk-erosion-areas/maps>.



For more information about high risk erosion area permits can be found at: <https://www.michigan.gov/egle/about/organization/water-resources/shoreland-management/high-risk-erosion-areas>



# LOCAL ZONING AND BUILDING

## ZONING PERMITS

A zoning permit is used to ensure that the proposed land use activities are consistent with local zoning laws. In general, zoning regulates location, size, height, number of stories, and use of buildings and land.

Examples of work that require a zoning permit include:

- New use of land
- New use of buildings
- Most exterior modifications to existing structure

Emmet County Planning and Zoning Department issues zoning permits for the following Townships: Bear Creek, Bliss, Carp Lake, Center, Cross Village, Friendship, Littlefield, Little Traverse, Maple River, McKinley, Readmond, Springvale, Wawatam, and West Traverse

In Little Traverse and West Traverse Township, zoning permits for residential properties are issued by the Emmet County Planning and Zoning Department but all other zoning issues such as site plan review, special use permits, and zoning variances are reviewed by the Townships.

To apply for a zoning permit in a township under Emmet County zoning jurisdiction, contact the Emmet County Planning and Zoning Department.



More information on zoning permits can be found at <https://www.emmetcounty.org/officials-departments/planning-zoning-and-construction-resources/planning-and-zoning-resources/>

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## BUILDING PERMITS

Building permits are a requirement of the state building code, which is a minimum set of construction standards and safety requirements that ensure buildings and structures are safe to use and occupy. Most building permits are issued by local units of government, such as city, county, or township.

Examples of work that require a building permit include:

- New construction
- Additions, decks, siding and reshingling, and remodeling projects
- Changing the use of the building or spaces within
- Building walls or altering a structure

A building permit can be applied for by the property owner, the building contractor, the architect, or anyone authorized to act as a representative of the owner.



More information on building permits can be found at <https://www.emmetcounty.org/officials-departments/planning-zoning-and-construction-resources/building-construction-resources/>

# CONTACT INFORMATION

## FEDERAL AND STATE AGENCIES

Michigan Department of Environment,  
Great Lakes, and Energy  
Water Resources Division  
Gaylord Field Office  
989-731-4920  
[www.michigan.gov/wrd](http://www.michigan.gov/wrd)

Michigan Department of Environment,  
Great Lakes, and Energy  
Aquatic Nuisance Control Program  
517-284-5593  
[www.michigan.gov/anc](http://www.michigan.gov/anc)  
[EGLE-WRD-ANC@Michigan.gov](mailto:EGLE-WRD-ANC@Michigan.gov)

U.S. Army Corps of Engineers  
Detroit District  
Regulatory Office  
1-888-694-8313  
[https://www.lrd.usace.army.mil/About/Districts/Detroit-District/RegAdmin.LRE\\_RegAdmin@usace.army.mil](https://www.lrd.usace.army.mil/About/Districts/Detroit-District/RegAdmin.LRE_RegAdmin@usace.army.mil)

## OTHER IMPORTANT CONTACTS

Emmet Conservation District  
231-439-8933  
[www.emmetcd.org](http://www.emmetcd.org)

Health Department of  
Northwest Michigan  
1-800-432-4121  
[www.nwhealth.org](http://www.nwhealth.org)

Tip of the Mitt  
Watershed Council  
231-347-1181  
[www.watershedcouncil.org](http://www.watershedcouncil.org)

## LOCAL GOVERNMENT CONTACTS

Emmet County  
<https://www.emmetcounty.org/>  
(231) 348-1744

Bear Creek Township  
<https://bearcreektownshipmi.gov/>  
(231) 347-2455

Bliss Township  
<https://blisstownship.org/>  
(231) 537-4590

Carp Lake Township  
<http://carplake.org/>  
(231) 537-2263

Center Township  
(231) 539-8592

Cross Village  
<https://www.crossvillageatetownship.org/>  
(231) 881-0120

Friendship Township  
<https://www.friendshiptownship.org/>  
(231) 526-6410

Littlefield Township  
<https://www.littlefieldtwp.org/>  
(231) 348-8464

Little Traverse Township  
<https://www.littletraversetownship.org/>  
(231) 526-0351

Maple River Township  
(231) 539-0932

McKinley Township  
(231) 445-0156

Pleasantview Township  
<https://www.pleasantviewmi.gov/>  
(231) 526-8140

Readmond Township  
(231) 526-9601

Resort Township  
<https://www.resorttownship.org/>  
(231) 347-7915

Springvale Township  
<https://www.springvaletownship.org/>  
(231) 347-3077

Wawatam Township  
(231) 436-5274

West Traverse Township  
<https://westtraversetownship.com/>  
(231) 526-7361

Harbor Springs City  
<https://www.cityofharborsprings.com/>  
(231) 526-2104

Petoskey  
<https://www.petoskey.us/>  
(231) 347-2500

Alanson  
<https://www.villageofalanson.com/>  
(231) 373-6412

Mackinaw City  
<https://www.mackinawcity.org/services>  
231-436-5351

Pellston  
<https://pellstonmi.com/>  
231-539-7355



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