

Development Review Process – Key Contacts

Please use this document to find contact information for Township officials and other entities and agencies involved in the development review process.

Garfield Township Contact Information	
3848 Veterans Drive Traverse City, MI 49684 (231) 941-1620 (phone) (231) 941-1588 (fax)	
Department (Subject Areas)	Contact Information
Planning <ul style="list-style-type: none"> • Site plan review (Planning Commission) • Special Use Permits • Planned Unit Developments (PUD) • Zoning Ordinance amendments 	John Sych, AICP, <i>Planning Director</i> jsych@garfieldmi.gov Steve Hannon, AICP, <i>Deputy Planning Director</i> shannon@garfieldmi.gov
Zoning <ul style="list-style-type: none"> • Site plan review (administrative) • Land use permits • Grading and land disturbance permits • Sign permits • Soil erosion & sedimentation control (SESC) 	Mike Green, <i>Zoning Administrator</i> mgreen@garfieldmi.gov Jamie Douglass, <i>Building & Land Use Assistant</i> jdouglass@garfieldmi.gov
Building <ul style="list-style-type: none"> • Building permits 	Carl Studzinski, <i>Building Official</i> cstudzinski@garfieldmi.gov Bryan Gutierrez, <i>Building Inspector</i> bgutierrez@garfieldmi.gov
Assessing <ul style="list-style-type: none"> • Land divisions • Lot combinations 	Amy DeHaan, <i>Assessor</i> adehaan@garfieldmi.gov
Township Manager <ul style="list-style-type: none"> • Water and sewer financing 	Chris Barsheff, <i>Township Manager</i> cbarsheff@garfieldmi.gov

Contacts – Outside Entities and Agencies

Entity or Agency (Subject Areas)	Contact Information	Address
Gourdie-Fraser, Inc. (Township Engineer) <ul style="list-style-type: none"> • Stormwater • Private roads • Utility construction 	Jennifer Graham, PE jennifer@gfa.tc (231) 946-5874	123 W. Front Street Traverse City, MI 49684
Grand Traverse County Construction Code Office <ul style="list-style-type: none"> • Electrical permits • Mechanical permits • Plumbing permits 	Bruce Remail bremai@gtcountymi.gov (231) 995-6044	2650 LaFranier Road Traverse City, MI 49686
Grand Traverse County Dept. of Equalization <ul style="list-style-type: none"> • Official addresses 	James Baker jbaker@gtcountymi.gov (231) 922-4772 (phone) (231) 922-4447 (fax)	400 Boardman Avenue Suite 103 Traverse City, MI 49684
Grand Traverse County Dept. of Public Works <ul style="list-style-type: none"> • Water and sewer connections 	General contact: pubworks@gtcountymi.gov (231) 995-6039 (phone) (231) 929-7226 (fax)	2650 LaFranier Road Traverse City, MI 49686
Grand Traverse County Environmental Health <ul style="list-style-type: none"> • Well and septic connections 	General contact: eh@gtcountymi.gov (231) 995-6051 (phone) (231) 995-6033 (fax) Leslie Maher lmaher@gtcountymi.gov (231) 995-6018 Fred Morse fmorse@gtcountymi.gov (231) 995-6057	2650 LaFranier Road Traverse City, MI 49686
Grand Traverse County Road Commission <ul style="list-style-type: none"> • Driveway / right-of-way permits • Development review <ul style="list-style-type: none"> ○ Conceptual, site review ○ Preliminary design plan ○ Final review • Traffic analysis or traffic impact study 	General contact: permits@gtcrc.org (231) 922-4848 (phone) (231) 929-1836 (fax) Steve Barry sbarry@gtcrc.org (231) 922-4849, ext. 205	1881 LaFranier Road Traverse City, MI 49696

Entity or Agency (Subject Areas)	Contact Information	Address
Grand Traverse Metro Fire Department <ul style="list-style-type: none"> • Site plan review • Building plan review 	Brian Belcher bbelcher@gtmetrofire.org (231) 947-3000, ext. 1232 (231) 947-8728 (fax) Kathy Fordyce kfordyce@gtmetrofire.org (231) 947-3000, ext. 1236 (231) 947-8728 (fax)	897 Parsons Road Traverse City, MI 49686
Michigan Dept. of Environment, Great Lakes, & Energy (EGLE) – Water Resources Division <ul style="list-style-type: none"> • Wetland delineation “verification” (Level 3 Wetland Identification Program) 	Jack Racignol racignolj@michigan.gov (231) 429-9849	Cadillac District Office 120 W. Chapin Street Cadillac, MI 49601
Michigan Department of Transportation (MDOT) <ul style="list-style-type: none"> • Traffic impacts • Driveway permits • Land divisions abutting state routes 	Jessica Carpenter, PE carpenterj7@michigan.gov (231) 340-2465 Connor Fitzpatrick, PE fitzpatrickc1@michigan.gov (616) 202-8733	Traverse City TSC 2084 US 31 South, Ste. B Traverse City, MI 49685
MISS DIG <ul style="list-style-type: none"> • Underground utility safety notification 	General contact: 811 or 1 (800) 482-7171	3285 W Lapeer Road Auburn Hills, MI 48326