



The City of the Village of Douglas

Website: <http://douglasmichigan.com/>

City Hall:

86 W. Center Street, Douglas, MI 49406-0757
p. 269-857-1438

City Council:

Schedule of Meetings
1st & 3rd Mondays of each month
7:00 p.m.
Held at the Douglas City Hall
Terms: 2 Years

Planning and Zoning:

Schedule of Meetings
1st and 3rd Wednesday of each month
7:00 p.m.
Held at the Douglas City Hall

Downtown Development Authority:

Schedule of Meetings
2nd Tuesday of each month
6:00 p.m.
Held at the Douglas City Hall

Business License:

Please contact City Hall for a Business License application. Applications are also mailed out yearly – usually in March.

The City of Saugatuck

Website: <http://saugatuckcity.com/>

City Hall:

102 Butler Street, P.O. Box 86, Saugatuck MI, 49453

p. 269-857-2603 M-F 8:30AM to 5:00PM

f. 269-857-4406

City Council:

The City of Saugatuck operates under a Council/Manager form of government. The City Council consists of seven members (serving two year terms) including the Mayor and the Mayor Pro-Tem. City Council is responsible for adopting and amending city laws and ordinances, determining city policies and standards, and authorizing the annual city budget. The Council also directs the City Manager who is responsible for the day-to-day operations of the city and is the chief policy advisor to the Council.

Planning Commission:

The City of Saugatuck Planning Commission is a 9 member commission empowered by City Council and is given the authority to establish procedures, standards and administrative rules whereby applicants are required to submit for review and approval a site development plan. The powers and duties of the Planning Commission are provided by Act No. 285 of the Public Acts of the State of Michigan, as amended. **Please Note: Any changes done to a business/dwelling INCLUDING SIGNAGE must be approved by the Planning Commission. If the business is in the Historic District, approval must be obtained by the Historic District Commission as well. Both applications are available on the City website under On-Line Forms: <http://saugatuckcity.com/web-pages/on-line-forms.htm>.**

Historic District Commission:

The City of Saugatuck Historic District Commission (HDC) is a seven member commission with an expertise in historic preservation or historic architecture that makes quasi-judiciary decisions on design review for proposed exterior work in the designated historic district. **Please Note: Any changes done to a business/dwelling INCLUDING SIGNAGE in the Historic District must be approved by the Planning Commission and the Historic District Commission. Both applications are available on the City website under On-Line Forms <http://saugatuckcity.com/web-pages/on-line-forms.htm>.**

Zoning Board of Appeals:

The City of Saugatuck Zoning Board of Appeals (ZBA) is a seven member board with two alternates. They receive, review and decide on applications for variances, or relief from specific sections of the zoning ordinance. The ZBA is created to provide residents a forum at which they can appeal issues arising from interpretations of the City's zoning ordinance.

Tree Board:

The City of Saugatuck Tree Board was established for the purpose of regulating the protection, preservation, removal, and planting of protected trees within the public right-of-way and on public property.

Business License:

Please contact City Hall for a Business License application. Applications are also mailed out yearly.

Saugatuck Township

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

Saugatuck Township Hall:

3461 Blue Star Memorial Hwy., Saugatuck, Michigan 49453

p. 269-857-7721

f. 269-857-4542

Board Meetings:

Schedule of Meetings

1st Wednesday of each month

7:00 p.m.

Held at Saugatuck Township Hall

Planning and Zoning:

Schedule of Meetings

4th Monday of each month

7:00 p.m.

Held at Saugatuck Township Hall

Building Department:

Completed forms should be submitted to the Township offices. Any questions, please call Lori Babinski.

Building Department Forms can be downloaded from the website. The following forms can be found

here: <http://www.saugatucktownship.org/building.htm>

[Saugatuck Township Building/Demolition Permit Application](#)

[Notice Regarding Fire Access Roads](#)

[Application for Private Road Construction](#)

[Land Division Application](#)

[ZBA Zoning Variance Application](#)

[Saugatuck Township Sign Application](#)

[Application for Pond](#)

[Special Approval Use Application Instructions](#)

[Site Plan Review Application](#)

[Sign Application](#)

[Application for Rezoning](#)

Building Permits can be found here: <http://www.saugatucktownship.org/permits.htm>

Information on Utilities can be found here: <http://www.saugatucktownship.org/bldgutilities.htm>