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## CHARTER TOWNSHIP OF FENTON

12060 Mantawauka Drive  
Fenton, MI 48430-8817

Vince L. Lorraine, Supervisor  
Robert E. Krug, Clerk  
John R. Tucker, Treasurer  
Mark A. Goupil, Trustee



Phone: (810) 629-1537

Fax: (810) 629-9736

Website: [www.fentontownship.org](http://www.fentontownship.org)

E-mail: [info@fentontownship.org](mailto:info@fentontownship.org)

Kade C. Katrak, Trustee  
Robert C. Kesler, Trustee  
Christine M. Reid, Trustee

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# FENTON TOWNSHIP OFFICE OPEN TO THE PUBLIC – MONDAY JANUARY 11th

## CONTINUATION OF ALTERNATE METHODS OF CONDUCTING BUSINESS STRONGLY ENCOURAGED

The Fenton Township office is now open to the public and has resumed regular office hours as of Monday January 11, 2021. When visiting the office, please practice proper social distancing and observe safety precautions, including wearing a face mask or face covering while inside the building. In light of the ongoing COVID-19 pandemic, residents are **strongly encouraged** to continue using alternate methods of communicating and transacting business with the township whenever possible to avoid unnecessary person-to-person contact. Services traditionally rendered at the Fenton Township Office should be, to the extent possible, handled as follows:

### **Payment of Sewer Bills**

Methods of paying sewer bills that do not require entering the Township office include:

1. Send payment via U.S. Mail.
2. Pay online with a credit card through the Township's website ([www.fentontownship.org](http://www.fentontownship.org)).
3. Deposit payment in the drop-box located next to the main entrance. If paying by mail or drop-box, please include the barcoded portion of the bill with your payment. Keep the remaining portion as your receipt. The Township **will not** mail receipts.

Sewer bill payments will be processed and updated daily.

### **Payment of 2020 Winter Property Taxes**

Methods of paying 2020 winter property taxes that do not require entering the Township office include:

1. Send payment via U.S. Mail.
2. Pay online with a credit card through the Township's website ([www.fentontownship.org](http://www.fentontownship.org)).

3. Deposit payment in the drop-box located next to the main entrance. If paying by mail or drop-box, please include the bottom portion of the bill with your payment. Keep the remaining portion as your receipt. The Township **will not** mail receipts.

Property tax payments will be processed and updated daily.

### **Building Department**

As always, the preferred method to request building inspections is to call 810-629-6711 and leave a message. Please include your phone number and inspection location when leaving your message.

Methods to submit new building permit applications that do not require entering the Township office include:

1. Send via U.S. Mail.
2. Deposit in the drop-box located next to the main entrance.
3. Send via email to [jlewis@fentontownship.org](mailto:jlewis@fentontownship.org).

Preferred methods for payment of permit fees include:

1. Send via U.S. Mail.
2. Deposit in the drop-box located next to the main entrance.

[Note: Fenton Township does not accept credit card payments for permit fees.]

Building Department correspondence can be emailed directly to Building Department Coordinator Julie Lewis at [jlewis@fentontownship.org](mailto:jlewis@fentontownship.org). Questions may also be directed to Julie Lewis by leaving a message at (810) 629-6711.

### **Assessor's Office**

The filing of required documents with the Fenton Township Assessor (Principal Residence Exemption, Property Transfer Affidavit, etc.) may be made in person at the Township office, but may also be completed as follows:

1. Send via U.S. Mail.
2. Deposit in the drop-box located next to the main entrance.
3. Send via email to [jwilson@fentontownship.org](mailto:jwilson@fentontownship.org).

Any other inquiries or requests should be directed to the Assessor's office at 810-629-3445 or by email to [jwilson@fentontownship.org](mailto:jwilson@fentontownship.org).

### **Planning & Zoning**

Methods to submit Planning Commission and Zoning Board of Appeals applications and/or communications that do not require entering the Township office include:

1. Send via U.S. Mail.
2. Deposit in the drop-box located next to the main entrance.
3. Send via email to [mdeem@fentontownship.org](mailto:mdeem@fentontownship.org).

Please check the township's website at [www.fentontownship.org](http://www.fentontownship.org) for updates for upcoming meeting dates for the Fenton Township Planning Commission and Zoning Board of Appeals.

Any other inquiries or requests may be directed to Zoning Administrator Mike Deem by telephone at 810-629-1537 or by email to [mdeem@fentontownship.org](mailto:mdeem@fentontownship.org).

### **Public Meetings**

Per Michigan Public Act 254 of 2020, all Township Board, Planning Commission and Zoning Board of Appeals meetings will be held virtually via Zoom until further notice. Interested members of the public are able to attend the Zoom meetings through their computer or telephone. Detailed instructions on how to participate, and specific information regarding each meeting will be posted on the township's website at [www.fentontownship.org](http://www.fentontownship.org) at least three days prior to the meeting date.

### **General Communication**

As always, general communication and inquiries may be made by telephone at 810-629-1537 or by email to [info@fentontownship.org](mailto:info@fentontownship.org).

*Thank you for your patience and understanding during this health emergency. Any changes to operating procedures will be posted on the Fenton Township website at [www.fentontownship.org](http://www.fentontownship.org).*