



**Cass County  
Conservation  
District**

**Cassccdistrict.org**

**This poster is provided by the Cass County Soil Erosion  
& Sedimentation Control Program**



Contact the Conservation District office for information regarding natural shorelines, stormwater control measures such as rain gardens, invasive species identification and eradication, agricultural programs and MAEAP verification, composting, recycling, & habitat or natural resource concerns. Plus, Cass County Plat Books and annual tree sale catalogs.

If you will be doing construction or landscaping within 500' a lake or stream or over an acre in size, please go to the GREEN Conservation District section below and contact us to determine if an SESC permit is required.

*Thank You for Making Cass County Your Home and  
Protecting Our Shared Natural Resources*



# CASS COUNTY LAND DEVELOPMENT

**If you plan to develop a parcel of land in Cass County, here is a list of permits you may need.**

*Note: Some activities must be done before others can be attempted  
– see (number) for recommended order to obtain*

TOWNSHIP/VILLAGE/CITY

- **ZONING PERMIT (1)**
  - Check with the township/village to see if your parcel(s) can be developed as you planned and for fee information.
- **SPLIT APPROVAL/PARCEL OWNERSHIP (2)**
  - If your parcel will be the result of a property split, you will need township/village/city split approval before you can obtain an address or proceed with your planned development. Check with them for an application/fee payment.
  - According to Michigan State Law, a tax certification is also required for a land division. This must be obtained from the Cass County Treasurer's Office – Cass County Courthouse, 120 N. Broadway, Cassopolis, MI, 49031; Room 113, 269-445-4468.
- **BUILDING PERMITS / INSPECTIONS (7) ---- PLUMBING PERMITS / INSPECTIONS  
---- ELECTRICAL PERMITS / INSPECTIONS ---- MECHANICAL PERMITS / INSPECTIONS**
  - Issued by the township/village/city/State check with the municipality for fees and contact information. An assigned address will be needed to obtain these permits/inspections.
- **HOMESTEAD EXEMPTION OR RECIND AFFIDAVITS (10)**
  - These forms should be filed with the appropriate Township Assessor if the owner chooses to claim a parcel as their primary residence and be eligible for the school tax exemption.

COUNTY

- **DRAIN CROSSING PERMIT (3)** – Cass County Courthouse, 120 N Broadway, Cassopolis MI 49031  
Cass County Drain Commissioner – Room 215, (269) 445-4428. If your development requires you to cross a county drain a permit is needed.
- **STORMWATER STANDARDS** – County approved site development rules apply to major site and plat development projects. Contact Drain Commissioner office (see above) or search for document at Casscountymi.org
- **ADDRESS (5)** – Cass County Courthouse, 120 N Broadway, Cassopolis MI 49031  
Cass County GIS Office – Room 218, (269) 445-4432.
  - Required for all new homes and businesses and for obtaining utility services in the county. Obtaining an address does not constitute the approval to either split land or improve it through construction or otherwise.

ROAD COMMISSION

- **DRIVEWAY PERMIT (4)** – 340 N O'Keefe, Cassopolis, MI 49031 (269) 445-8611
  - Issued by the Cass County Road Commission if your driveway will be located on a county road.
  - Issued by the Michigan Department of Transportation (MDOT) if your driveway will be located on a state highway (search Michigan.gov for MDOT permit gateway or call 844-806-0002).
  - A driveway permit is not needed if your driveway will be located on a private road.

CONSERVATION DISTRICT

- **SOIL EROSION & SEDIMENTATION CONTROL PERMIT (6)** – 1127 E. State St. Cassopolis MI 49031  
Cass County Conservation District CCCD is the Part 91 County Enforcement Agency - (269) 445-8641 Ext.5.
  - Required prior to commencement of certain earth changes which are within 500 feet of a lake or stream or disturbs one or more acres of land. Contact CCCD for review of erosion control plan. Application forms available at [www.cassccd.org](http://www.cassccd.org) (\*allow up to 30 days for permitting process)
  - \*Certain projects such as **seawalls**, a project on a wetland, or project of 5 or more acres may have restrictions and/or require additional permits or storm water coverage from Michigan EGLE - contact the Kalamazoo Water Resources Division at 269-567-3500 for more information.

HEALTH DEPARTMENT

- **WELL PERMIT (8)** - 302 S. Front St Dowagiac MI 49047 (269) 782-0064.
  - This permit is required for the installation of a private or Type III water supply.
- **SEPTIC SYSTEM PERMIT (9)**
  - Home loan evaluation request, sewage system construction permit, and soil evaluation assessment applications are all available online with an apply & pay online option at [vbcassdhd.org](http://vbcassdhd.org) then select the Environmental Health tab to show all the tab options as well as other environmental health information.
  - The Health Department requires that the owner **call MISS DIG 811 or 1-800-482-7171** and that the utilities are located and marked before any site evaluation that involves disturbing the ground can be made.



**For additional County information contact Cass County GIS Office –  
Room 218, Cass County Courthouse, 120 N Broadway, Cassopolis MI 49031 (269) 445-4432.**