

Welcome to Alaiedon Township

Resident Welcome Packet



Welcome to our community! We are happy to have you as a resident of Alaiedon Township. This packet provides helpful information about township services, office contacts, community resources, and local procedures. Please keep it for future reference, and feel free to contact or stop by our office with any questions.

For the most current information, visit our website at www.alaiedontwp.com

1. Township Office Information

Township Hall Address:

2021 Holt Road, Mason, MI 48854

Office Phone:

517-676-9277

Email:

alaiedontwp@gmail.com

Website:

www.alaiedontwp.com

Office Hours:

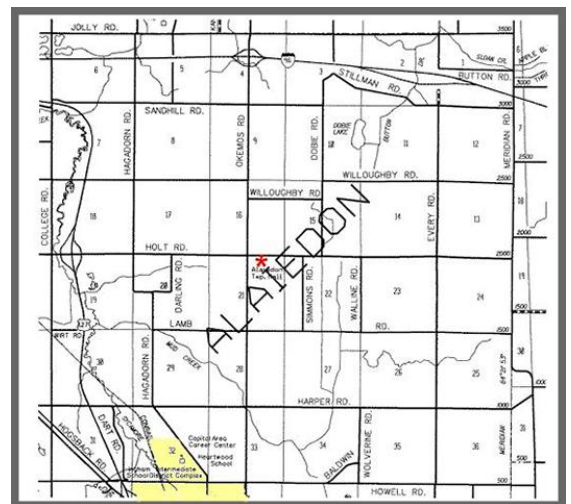
Monday: 10:00 am – 5:00 pm

Tuesday – Thursday 10:00 am – 4:00 pm

Friday Closed

Key Contacts

- **Supervisor:** Steve Lott
- **Clerk:** Kimberly Hafley
- **Treasurer:** Scott Everett
- **Trustees:** Kurt Kranz and Beth Smith
- **Assessing Department:** Heidi Roenicke - HSC Services
 - Available Wednesdays 10 a.m. – 4 p.m.
- **Office Manager/Deputy Clerk:** Paulette George
- **Office Assistants:** Monica Conklin-Clark and Kristin Kibbey



2. Essential Resident Services

Emergency Services

- **MMR (mobile medical response):** Dispatch 866-781-3218
 - **Emergency:** Dial 911
 - **Fire Department (non-emergency):** Delhi Township – 517-694-3327
 - **Police Services (non-emergency):** Ingham County Sheriff – 517-372-8474
-

Trash & Recycling

Trash, Recycling, and Large Item Disposal Service:

On the **third Saturday of each month**, Township residents may drop off trash, recycling, and large items at the **Township Hall** from **8:00 a.m. to 12:00 noon**.

This is a **free service for Township residents only**. **Proof of residency is required** (driver's license, tax bill, or utility bill).

- **TRASH ITEMS NOT ACCEPTED:**
 - Tires
 - Batteries
 - Concrete
 - Fence & posts
 - Brick
 - Pipe
 - Oil, antifreeze & filters
 - Paint
 - Yard waste
 - Hazardous waste.
 - Also, refrigerators, freezers, air conditioners, and dehumidifiers with compressors **will not** be accepted.
 - **The township does not provide trash collection.** Residents must contract directly with a waste-hauling service of their choice.
-

Utilities

- **Electric** –
 - Consumers Energy - www.consumersenergy.com/residential
 - **Gas** – Not available in all areas of the township
 - Consumers Energy – www.consumersenergy.com/residential
 - **Water/Sewer** – Not available in all areas of the township
 - Meridian www.meridian.mi.us/community/resident-information/utilities
 - Board of Water and Light www.lbwl.com/
 - **Internet services** – Not available in all areas of the township
 - Wow! www.wowway.com/
 - Xfinity www.xfinity.com/national/
-

3. Permits & Ordinances

Building Permits

A building permit is an approval issued by Alaiedon Township that authorizes the construction, alteration, repair, or demolition of a structure. Permits ensure that work is performed in compliance with state and local building codes, zoning regulations, and safety standards.

Property owners are responsible for obtaining required permits before work begins and for scheduling all necessary inspections. Depending upon the violation, failure to obtain a permit may result in financial penalties and/or the removal of unapproved work.

Required for:

- New construction
- Pole barns & accessory buildings
 - An **accessory building** is a detached structure located on the same property as a principal building and used for purposes that are incidental and subordinate to the main use of the property. Accessory buildings are not intended for human habitation.
- Additions & Remodels that require structural or drywall changes.
- Electrical, plumbing & mechanical work
- Decks, Pools, and Fences (as ordinance requires)
- Solar Panels
- Driveways – require a permit from Ingham County Drain Commission (517-676-8395)
https://drain.ingham.org/departments_and_officials/drain_commission/

Forms and details are available in person or on the Township website, listed under **Permits & Documents** - www.alaiedontwp.com/permits-documents.

For a list of **ordinances**, please visit www.alaiedontwp.com/other-ordinances-master-plan. Owners are encouraged to ask questions early in the planning process.

Other Permits

- **Special Use Permit**
 - This permit, subject to Planning Commission and/or Township Board approval, allows a property owner to use their land in a manner that is not otherwise permitted under the zoning ordinance, provided specific conditions are met. See Article 15 of the Zoning Ordinance for further details. www.alaiedontwp.com/zoning-map-ordinance
- **Business Use Permit**
 - This permit, issued by the township, authorizes a business to operate at a specific location. It ensures the proposed business use complies with local zoning ordinances and land-use regulations. **Mandatory permit for operating a home business.**

- **Zoning Permit**
 - This permit, issued by the township, verifies that a proposed use or development of property complies with the township’s zoning ordinance. See the ordinance on our website www.alaiedontwp.com/zoning-map-ordinance
 - **A zoning permit is typically required before:**
 - Constructing a new building or structure
 - Adding onto or altering an existing structure
 - Changing the use of a property or building
 - Installing certain site features (such as fences, signs, or accessory structures)
 - The zoning permit ensures the proposal meets **zoning requirements**, such as:
 - Permitted land use
 - Setbacks and lot coverage
 - Building height and placement
 - Parking and access requirements
 - **For a full list of permits and requirements, please reach out to the office or visit our website www.alaiedontwp.com/permits-documents**
-

Burn Permits

- **Please note:** Burning without a permit may result in the Fire Department being dispatched, and you may be responsible for a fee of **\$900 or more** for the response. Please refer to **Ordinance No. 75** for further details. www.alaiedontwp.com/other-ordinances-master-plan
 - The township offers two types of burn permits:
 - A **four (4)-day “on-the-ground”** permit is for brush cleanup and allows burning during daylight hours only.
 - A **recreational permit**—your standard campfire permit—allows for nighttime burning within an approved fire ring.
 - Only the **homeowner of record** may complete the application.
 - **A permit is required** for all open burning.
 - Burn permit applications are available in person, by email, or on the township website www.alaiedontwp.com/permits-documents.
 - A **signed permit must be on file** before issuing permits electronically.
-

Zoning & Code Compliance

Residents must maintain their property in accordance with Township ordinances, including:

- **Exterior upkeep**
- **Trash and Junk limits**

- **Setback requirements**
- **Accessory structure size limits** (based on acreage)

For a list of Township ordinances, please see www.alaiedontwp.com/other-ordinances-master-plan

Please note: Violations of any ordinance will result in a warning letter. If the issue is not corrected within the specified time frame, a ticket will be issued. Tickets are \$500 per day until the violation is resolved.

4. Elections & Voting

- Register to vote at the Alaiedon Township office or online with the Secretary of State www.michigan.gov/sos/elections/voting/register-to-vote
 - Absentee ballots are available upon request with a signed application
 - Polling location: 2021 Holt Road, Mason, MI 48854
 - Township residents who wish to vote early in person must do so at the City of Mason's designated polling location, located at **201 W. Ash St., Mason, MI 48854.**
-

5. Property Tax Information

- **Summer tax bills mailed:** July 1, 2026
- **Winter tax bills mailed:** December 1, 2026
- Payments accepted by mail, drop box, or in-person
- Receipts available upon request
- Cash or check only – we do NOT accept credit card payments
- Postmark dates are not accepted; taxes must be received no later than 5:00 p.m. on the due date.

Property Assessments

- Annual assessment notices are mailed in February
 - March Board of Review handles appeals - www.alaiedontwp.com/board-of-review
 - PRE (Principal Residence Exemption) forms available at our office
 - Assessor available on Wednesday from 10:00 a.m. – 4:00 p.m.
-

6. Community & Other Resources

- Libraries – **Capital Area District Libraries** - www.cadl.org/
- Parks and recreation – **Lott Oesterle Trail** – located within Leek Cemetery (3008 Dobie Rd.)

- Cemeteries –
 - **Historic Dubois Cemetery** was established in 1841
 - Located on Every Road just south of Harper Road.
 - Alaiedon Township does not own the land (the lane) that leads up to the Dubois Cemetery. The township has a 20-foot-wide access easement leading up to the site. The township requests that all visitors to Dubois Cemetery park outside the gate and walk back; however, if you are physically unable to walk to the cemetery, you may drive a vehicle, but please ensure the lane is dry and stay on the easement as marked by the posts.
 - **Historic Foote-Rockwell Cemetery** was established in 1850
 - Located near what today is I-96 and the corner of Hagadorn Road and Atrium Drive.
 - **Historic Strickland Cemetery** was established in 1850
 - Located at the Holt / Hagadorn Road intersection.
 - **Leek Cemetery** was established in 1847
 - Located at 3008 Dobie Road.
 - **Township board meetings are held once a month on the second Monday.**
 - See website for times - www.alaiedontwp.com/
 - **Township Hall Rental –**
 - Call or stop in at the Township Hall to reserve your date. The Township Hall is available for rent to township residents.
 - **Full-day rental (8:00 a.m. – Midnight):** \$275.00
 - **Half-day rentals:**
 - 8:00 a.m. – 5:00 p.m.: \$150.00
 - 5:00 p.m. – Midnight: \$150.00
 - No alcohol or firearms allowed.
 - Hall rental includes use of the ball field and playscape.
 - Additional Community links on our website - www.alaiedontwp.com/links
-

7. Frequently Asked Questions

How do I get a burn permit?

To obtain a burn permit, please call or visit the Township Hall. A signed permit must be on file before any open burning is allowed. All open burning requires a valid permit. Please note that burning without a permit may result in the Fire Department being dispatched, and you may be responsible for a fee of \$900 or more for the response. Please refer to **Ordinance No. 75** for further details.

Are fire pits allowed?

Yes, with conditions per the township's burn ordinance. Please refer to **Ordinance No. 69** for further details at www.alaiedontwp.com/other-ordinances-master-plan

Do I need a permit for a pole barn or accessory building?

Yes. A site plan, building plans, and soil erosion permit/waiver are required.

How do I report a nuisance or property concern?

Contact the Township Supervisor at 517-676-9277.

How do I purchase a cemetery lot?

Call or stop into the Township office to obtain a cemetery map. After selecting an available space for a permanent resting place, return to the office to complete the purchase.

Resident Pricing:

- **Five burial spaces:** \$700
- **Two burial spaces:** \$450
- **One burial space:** \$230
- **Columbarium niche:** \$700 (each niche holds two cremains)

*Additional fees apply for opening a burial space or a columbarium niche. See the fee schedule on our website www.alaiedontwp.com/permits-documents

How do I get a document notarized?

Notary Service is available at the township hall during regular business hours to residents of Alaiedon Township at no cost. For **non-residents**, a **\$5.00** fee applies.

How do I obtain a permit for electrical, mechanical, or plumbing?

You would need to reach out to the State of Michigan for this permit. You can reach them at 517-241-9313. www.michigan.gov/lara/bureau-list/bcc/forms/permits

I am building an accessory structure that is less than 200 sq. ft. Do I require a building permit?

You will need to obtain a **Zoning Permit** for this structure. See our website for further details. www.alaiedontwp.com/permits-documents

8. Stay Connected

- Township website - www.alaiedontwp.com
 - Email – alaiedontwp@gmail.com
 - Public meeting postings - www.alaiedontwp.com/board
-

HISTORY OF ALAIEDON TOWNSHIP

Al-ai-ed-on

Henry Schoolcraft was an American geographer, geologist, and ethnologist, well known for his extensive study of and respect for Native American cultures. He served in the Legislature of the Michigan Territory and, in 1822, was appointed a federal Indian Agent stationed in Sault Ste. Marie. It was there that he met his future wife, the granddaughter of Chief Waubojee of the Chippewa Tribe.

Schoolcraft believed that naming places using Native American words—before large numbers of settlers arrived—would help preserve the original languages that described the land. Many Michigan place names reflect this effort, including *Alaiedon*.

According to Schoolcraft, the components of the word can be interpreted as follows:

- “AL” meaning “**the**”,
- “AI” meaning “**good**” or “**excellent**”,
- “ON” meaning “**hill**.”

In the Chippewa dictionary, “AIED” is defined as “**live**” or “**living**.” Schoolcraft explained that, in Native languages, a single letter from a word—when combined with others—can carry the meaning of the original term. Thus, “ED,” taken from *AIED*, conveys the meaning of “**living**.”

Alaiedon, therefore, can be interpreted as:
“**The hill land for excellent living.**”