

Welcome to Alaiedon Township

Business Owner Welcome Packet



Welcome to 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 our office or stop in if you have questions or need assistance. We are happy to have you as a business owner in Alaiedon Township and look forward to working with you.

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 Staff:** Monica Conklin-Clark & Kristin Kibbey



2. Essential Business Services

Emergency Services

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

- **Trash collection is not provided by the township.** Business owners must contract directly with a waste-hauling service of their choice.
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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/
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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.

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. **This is a mandatory permit for operating a home business.** www.alaiedontwp.com/zoning-map-ordinance
- **Zoning Permit**
 - This permit, issued by the township, verifies a proposed use or development of a 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**

Ordinances

For a list of **ordinances in effect for Alaiedon Township**, please visit www.alaiedontwp.com/other-ordinances-master-plan .

- **Signage Ordinance**
 - All signs in Alaiedon Township must conform to the Township's signage ordinance.
 - A Signage Ordinance regulates the **size, type, location, number, and appearance of signs** within the township. Its purpose is to promote public safety, maintain community aesthetics, and ensure signage is consistent with zoning standards.
 - It is the property and business owners' responsibility to submit a sign permit application.
 - The applicant's signage plan must comply with the Signage Ordinance before installing, replacing, or altering signs. Failure to do so may result in enforcement action or removal requirements.
 - For further information, please see our website www.alaiedontwp.com/other-ordinances-master-plan
- **Fire Ordinance**
 - The Fire Ordinance establishes safety regulations designed to reduce **fire hazards** and **protect the health, safety, and welfare** of residents and property. It includes standards related to open burning, recreational fires and fire pits, fire lanes, and the storage and use of flammable or combustible materials. Compliance with this ordinance helps prevent fires and ensures alignment with local and state fire codes.
 - For further information on this ordinance, please see our website www.alaiedontwp.com/other-ordinances-master-plan
- **Junk Ordinance**
 - The Junk Ordinance is intended to **protect property values, public health, and the overall appearance of the community** by regulating the outdoor storage of junk and debris. This ordinance addresses items such as abandoned or inoperable vehicles, scrap materials, discarded appliances, and other unsightly or hazardous accumulations. Properties must be maintained free of junk to prevent safety concerns and neighborhood blight.
 - For further information, please see our website 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.

Zoning & Code Compliance

Business owners 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)

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. 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.
 - Appeals are held during the March Board of Review.
 - Business Taxpayers with personal property under \$80,000 true cash value who have not filed **Form 5076- Small Business Property Tax Exemption Claim** should do so.
 - Assessment notices will be mailed out in late February. If you disagree with your assessed or Taxable Value, please protest to the March Board of Review. Dates and times will be published on the Assessment Notice.
 - All current Tax and Assessing information for properties located in Alaiedon Township can now be found on www.bsaonline.com/MunicipalDirectory
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5. 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/
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6. Frequently Asked Questions

How do I report a nuisance or property concern?

Contact the Township Supervisor at 517-676-9277.

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

You will 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

How do I get a document notarized?

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

What is the process for seeing if an accessory building can be built on my business site?

- Review the **Zoning Ordinance** at www.alaiedontwp.com/zoning-map-ordinance, see sections 20-11 and chart 3-5.

- If you have any questions, contact the Alaiedon Township office.

My franchise is rebranding. Do I need to reapply for a sign permit?

Yes. Whenever signage is changed, a new sign permit is required and must be approved **before** the new sign is installed.

7. Stay Connected

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