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## CHARTER TOWNSHIP OF FENTON

12060 Mantawauka Drive  
Fenton, MI 48430-8817

*Bonnie K. Mathis, 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)

*Robert C. Kesler, Trustee*

*Vince L. Lorraine, Trustee*

*Christine M. Reid, Trustee*

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# FENTON TOWNSHIP OFFICE OPERATIONS ARE TEMPORARILY SHUT DOWN, EFFECTIVE MARCH 24, 2020.

*In a proactive effort to prevent or slow the spread of the COVID-19 virus, and in compliance with Executive Order 2020-21, signed by Governor Whitmer, Fenton Township will cease office operations beginning Tuesday March 24, 2020 and through Monday April 13, 2020. The Township's office will not be staffed during this period.*

Services typically rendered at the Fenton Township Office will be handled as follows:

### **Payment of Sewer Bills**

Payment of sewer bills may be completed by the following methods:

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.

**These payments will be processed and updated when the Township staff returns to work.**

### **Payment of Property Taxes**

As of March 3, 2020, all 2019 property taxes are delinquent and cannot be paid to Fenton Township. Payment for any delinquent property taxes must be made directly to the Genesee County Treasurer. The office of the Genesee County Treasurer is also closed. Please visit their website at for more information.

[https://www.gc4me.com/departments/treasurer\\_s/](https://www.gc4me.com/departments/treasurer_s/)

## **Building Department**

**Inspections** for existing building permits will continue, but on a limited basis. Requests for inspections may be made by calling 810-629-6711 and leaving a message. Please include your phone number when leaving your message.

New **building permit applications** may be submitted, but will not be processed until the office staff returns to work. Permit applications may be submitted using one of the following methods:

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).

Payment of **permit fees**, if applicable, may be remitted as follows:

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.]

Any and all Building Department correspondence can be emailed directly to Fenton Township Building Department Coordinator Julie Lewis at [jlewis@fentontownship.org](mailto:jlewis@fentontownship.org). Questions may also be directed to Julie Lewis 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 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 may be directed to the Assessor at [jwilson@fentontownship.org](mailto:jwilson@fentontownship.org).

### **Planning & Zoning**

Planning Commission and Zoning Board of Appeals applications and/or communications may be submitted 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 [mdeem@fentontownship.org](mailto:mdeem@fentontownship.org).

The next meeting dates for the Fenton Township Planning Commission and Zoning Board of Appeals has not yet been determined. Please check the township's website at [www.fentontownship.org](http://www.fentontownship.org) for updates.

Any other inquiries or requests may be directed to the Zoning Administrator's office at 810-629-1537, extension 122.

### **Township Board Meetings**

The next regularly scheduled Fenton Township Board meeting is Monday April 6, 2020. This meeting is tentatively scheduled to be held by conference call, with all board members attending by telephone. Interested members of the public will also be able to attend by telephone. Detailed instructions are being developed and will be posted on the township's website at [www.fentontownship.org](http://www.fentontownship.org) prior to the meeting date.

### **Emergency and Other Essential Services**

Essential services, including the Genesee County Sheriff Department, Fenton Township Fire Department and Fenton Township's sewer maintenance crews will remain fully operational.

### **Other**

Please submit all other inquiries via email at [info@fentontownship.org](mailto:info@fentontownship.org). Please allow 2-3 business days for a reply

*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).*