
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

E-mail: info@fentontownship.org

Robert C. Kesler, Trustee

Vince L. Lorraine, Trustee

Christine M. Reid, Trustee

FENTON TOWNSHIP OFFICE OPEN TO THE PUBLIC – TUESDAY JULY 7th

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 Tuesday July 7, 2020. 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).
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 Summer Property Taxes

Methods of paying 2020 summer 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).

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.

Absent Voter Ballots & Applications

Methods of returning voted absentee ballots or completed applications to the Fenton Township Clerk 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.

Completed *Absent Voter Ballot Application* forms may also be returned to the Fenton Township Clerk via email to elections@fentontownship.org.

Absentee ballots and applications are processed daily. You can track the status of your application and/or ballot on the Michigan Voter Information Center on the Michigan Secretary of State website at <https://mVIC.sos.state.mi.us/>.

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.

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 Fenton Township Building Department Coordinator Julie Lewis at jlewis@fentontownship.org. Questions may also be directed to Julie Lewis by telephone at (810) 629-1537.

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.

Any other inquiries or requests should be directed to the Assessor's office at 810-629-3445 or by email to 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.

Please check the township's website at 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.

Township Board Meetings

The next regularly scheduled Fenton Township Board meeting is Monday July 13, 2020. Per Michigan Executive Order 2020-129, this meeting will be held by conference call, with all board members attending by telephone. Interested members of the public will also be able to participate by telephone. Detailed instructions on how to participate, and specific information regarding the meeting will be posted on the township's website at www.fentontownship.org no later than the Friday 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.

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.