
City of Traverse City

Office of the City Clerk

GOVERNMENTAL CENTER
400 Boardman Avenue
Traverse City, MI 49684
(231) 922-4480
tcclerk@traverscitymi.gov



Dear Applicant:

Enclosed is an Application for an Accessory Dwelling Unit Registration, which must be completed in its entirety prior to submission. Please familiarize yourself and adhere to Traverse City Code of Ordinances Sections 1332.01, 1332.07, 1334.01, 1334.07, 1336.01, 1374.03(d) which can be viewed in their entirety at:

https://library.municode.com/mi/traverse_city/codes/code_of_ordinances?nodeId=PTTHIRTEENZOCO_TITTWOZOCO.

For new Accessory Dwelling Units, a registration will be required upon the approval and issuance of a Certificate of Occupancy by the Zoning Administrator. Annual renewal applications will be processed accordingly after being filed with the City Clerk's Office with the appropriate fee. Upon review and approval, a formal Accessory Dwelling Unit Registration will be issued.

Please note that all Accessory Dwelling Unit Registrations expire on December 31 of each year.

As a reminder, those holding a Tourist Home License are not eligible for an Accessory Dwelling Unit or registration.

We hope this information is helpful! The City of Traverse City looks forward to working with you to complement the living experience in Traverse City! Should you have any questions, please feel free to contact anyone in the City Clerk's Office at (231) 922-4480.

Most Sincerely,

A handwritten signature in blue ink, appearing to read "Benjamin Marentette".

Benjamin Marentette, MMC
City Clerk

City of Traverse City



