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City of Traverse City

Office of the City Clerk

GOVERNMENTAL CENTER  
400 Boardman Avenue  
Traverse City, MI 49684  
(231) 922-4480  
tcclerk@traversecitymi.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](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 compliment 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 or contact Administrative Specialist Alanna Crouch at [acrouch@traversecitymi.gov](mailto:acrouch@traversecitymi.gov).

Most Sincerely,

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

Benjamin Marentette, MMC  
City Clerk



**City of Traverse City for all expenses of litigation in connection with the defense of claims as such liability and claims may arise because of negligence in the performance of the operation, service, or act for which the license was issued. Further acknowledges that he/she has received a copy of the rules and regulations.**

**The applicant acknowledges that the City may be required from time to time to release records in its possession. The applicant hereby gives permission to the City to release any records or materials received by the City from the applicant as it may be requested to do so as permitted by the Freedom of Information Act, MCL 15.231 et seq.**

Date: \_\_\_\_\_

\_\_\_\_\_  
Applicant Signature