

**Planning Commission  
Procedures and Deadlines**

**Deadline:** The deadline to submit materials for a PC Meeting is the last Tuesday of every month by 5:00 p.m. at the Park Township Office.

For the next meeting that would be \_\_\_\_\_.

**Meeting:** The meeting is held the third Tuesday of every month at 6:30 p.m. at the Park Township Office Meeting room. If there is no agenda by the deadline, there is no meeting that month.

The next meeting would be \_\_\_\_\_.

**Cost:** See fee schedule

**Submittal:** Ten identical packets must be submitted along with the fee by the deadline. They should be folded in 8 1/2" by 11" sizes. These packets should contain any supporting documents such as proof of ownership, surveys, site plans, drawings, pictures, narratives, etc.

No more materials may be submitted after the deadline date unless required by the Park Township office. The item will be tabled or dismissed if any new materials are brought to the meeting.

Please call the Zoning Department with any questions.

**PARK TOWNSHIP PLANNING COMMISSION APPLICATION**

PARCEL #70-15- \_\_\_\_\_ DATE FILED \_\_\_\_\_

PROPERTY ADDRESS \_\_\_\_\_

NAME OF APPLICANT \_\_\_\_\_ TELEPHONE \_\_\_\_\_

Email Address \_\_\_\_\_

OWNER PER TAX RECORD \_\_\_\_\_

ENGINEERING FIRM/CONTACT \_\_\_\_\_ TELEPHONE \_\_\_\_\_

Application is hereby made to the Park Township Planning Commission for the following:

\_\_\_\_\_ Planned Unit Development - Preliminary Site Plan

\_\_\_\_\_ Planned Unit Development - Final Site Plan

\_\_\_\_\_ Planned Unit Development - Amendment

\_\_\_\_\_ Property Rezoning From \_\_\_\_\_ to \_\_\_\_\_

\_\_\_\_\_ Site Plan Review \_\_\_\_\_

\_\_\_\_\_ Special Use \_\_\_\_\_

\_\_\_\_\_ Subdivision - Preliminary

\_\_\_\_\_ Subdivision - Final

\_\_\_\_\_ Other \_\_\_\_\_

Ten (10) copies of supportive documentation (i.e. drawings, survey, sketches of proposed plan, proposed location) are to be supplied with request.

I hereby give permission to the members of the Planning Commission of Park Township to visit and inspect the above property prior to the Planning Commission meetings in which this application will be addressed. I understand that I may not submit any more materials after the deadline date unless required by the Park Township office. I understand that my item will be tabled or dismissed if I bring new materials to the meeting.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Property Owner

\_\_\_\_\_  
Date