

SPRINGVALE TOWNSHIP PLANNING COMMITTEE
8198 E. MITCHELL, PETOSKEY, MI. 49770

APPLICANT REQUIREMENTS

The Springvale Township Planning and Zoning Committee requires the following information from an applicant to be on the Agenda.

The material needed for the applicant will be obtained at the Emmet County Planning and Zoning Office - Telephone (231) 348-1735. The completed material will be reviewed by the County Planning Staff before it is presented to the Springvale Township Planning Committee for their review. Applicant/representative should be present for the case to be reviewed. When applicable, landowners within 300 ft. will be notified.

All materials pertaining to the applicant's case will be received by the Springvale Township Planning Committee by 5:00 P.M. Seven (7) days prior to the meeting date.

The applicant is responsible for all materials (6 copies) to the Planning Committee by the deadline.

Chairperson: William Shorter – williamshorter@hotmail.com Vice Chairperson: Joel Kato (231) 387-4478

Any materials sent to the Township Hall will be addressed to the Springvale Township Planning Committee.

Materials received after the deadline will be placed on the Agenda for the following month.

Meeting dates are the 4th Monday of each month, with adjustments made for holidays and other conflicts. A calendar is published yearly, in January.

The meeting time is 7:00 P.M.

The location is the Springvale Township Hall. See address above.

We request that the County Planning and Zoning Office give a copy of these requirements to each applicant.

c.c. Springvale Township Board

Emmet County Planning and Zoning Department