

**Park Township Planning Commission  
Procedures and Deadlines**

**Deadline:** The deadline to submit materials for a Planning Commission Meeting is the second Wednesday of every month by 5:00 p.m. at the Park Township Office.

**Meeting:** The Planning Commission meets the second Wednesday of the month at 6:30 p.m. at the Park Township Office Board Room. If there is no agenda by the deadline, there is no meeting that month.

**Cost:** See the fee schedule on the application form.

**Submittal:** Eight identical packets must be submitted along with the fee by the deadline. They should be folded in 8 ½” by 11” sizes. The packets should contain any supporting documents such as proof of ownership, surveys, site plans, drawings, pictures, and narratives.

Please refer to the site plan checklist for site plan requirements.

Please call the Zoning Department with any questions. 616-738-4238

