

**Park Township Planning Commission
Procedures and Deadlines**

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

For the next meeting that will be_____.

Meeting: The Planning Commission meets the third Tuesday 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.

The next meeting will be _____.

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

