

**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 348-1731. The completed material will be reviewed by the County Planning Staff before it is presented to Springvale Township Planning Committee for their review. Applicant / representative should be present for case to be reviewed. When applicable, landowners within 300ft will be notified.**

**All material pertaining to 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 material (8 copies) to the Planning Committee by the deadline.**

**Chairperson: Jim Scott 348-5070      Vice Chairperson: Stan Royalty 347-5403**

**Any material sent to Township Hall will be addressed to Springvale Township Planning Committee.**

**Material received after deadline will not be on the agenda until the next month.**

**Meeting dates are the 4<sup>th</sup> Monday of each month, except holidays. Calendar is published yearly.**

**Meeting Time is 7:30 P.M.**

**Location - Springvale Township Hall. See address above.**

**We request a copy of these requirements be given to each applicant.**

**c.c. Springvale Township Board.**