

# TOWNSHIP NOTIFICATION FORM

Requesting person(s) must present the first copy of this form to the Township Officer within 10 days after making application, and return second copy to the Planning & Zoning Administrator with the Part 2 information completed.

## PART 1: To be completed by Planning & Zoning Administrator

Requesting Person: \_\_\_\_\_

Request Type:      ( ) Conditional Use                      ( ) Variance                      ( ) \_\_\_\_\_

(attach copy for township(s) and appropriate checklist)

Township(s) Affected: \_\_\_\_\_ Date Request Made: \_\_\_\_\_

Describe Proposal: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## PART 2: To be completed by Applicant

Presented to Township Officer:

Date: \_\_\_\_\_

Who Received: \_\_\_\_\_

## PART 3: To be completed by Township

After reviewing the above request on \_\_\_\_\_, the Township Board makes the following recommendation(s):

( ) Recommends **approval** with the following conditions:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

( ) Recommends **denial** for the following reasons:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Signed:

Chairman: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Clerk: \_\_\_\_\_