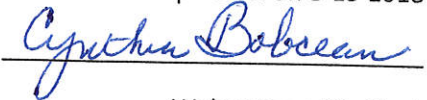


Adopted by the Majority Vote of the

Wales Township Board on 8-13-2018



Wales Township Clerk

### **Planning and Zoning Application Procedures**

In order to insure accuracy and increase efficiency, the following policy is enacted.

Site plan applications, including all drawings and blue prints, shall go directly to Township Zoning Administrator for review, prior to forwarding to Planning Commission or other boards, commissions, or officers.

Plans received by Planning Commission should be compared with Zoning Administrator's plans to confirm they are identical. All plans received shall be certified and dated.

When plans are acted on by Planning Commission, copies shall be signed and dated by all Planning Commission Officers present, with results of the hearing. This signing shall occur at the same meeting the decision took place.