

**STANDING RULES AND POLICIES
OF
THE TUSCOLA COUNTY PLANNING COMMISSION**

Documentation Submission Guidelines for Requests or Information

All communications regarding requests for the consideration and action of the Planning Commission must be in writing, with a cover letter on local jurisdiction letterhead, dated, indicating the purpose of the request and expectations of the Commission, i.e. input/recommendations, acknowledgement of receipt, review, approval, etc, and signed by the local jurisdiction designee. In addition, please include the following where applicable:

Beginning July 1st, 2008, all submissions must be received at the Purdy building by 4 pm of the 15th day of the month preceding the meeting at which action by the Planning Commission is expected to take place (ie. items for the August meeting must be received by 4pm of July 15th).

A. Farmland and Open Space Preservation Program (Part 361 of the Natural Resources and Environmental Protection Act, 1994 Act 451 as amended, more commonly known as PA 116)

- ♣ Completed copy of the Farmland and Open Space Preservation Program (PA 116) application
- ♣ Copies of the following accompanying documents:
 - Deed or land contract
 - Tax description
 - Recent appraisal record
 - Map of farm with structures and natural features indicated on back of the application form

B. Master Plans

- 1. Created or Amended Master Plans (Notice of Intent)**
 - ♣ Indicate your appropriate intent in your letter
- 2. Created or Amended Master Plans (Request for Review and Recommendation)**
 - ♣ A copy of the proposed new or amended document.
- 3. Created or Amended Master Plans (For Filing by County Planning Commission)**
 - ♣ A copy of the approved document.

C. Zoning Ordinances

1. Rezoning Individual Properties

- ♣ A copy of the application with all related documentation.
- ♣ A copy of the proposed amendment (text, or zoning map, or both as applicable).
- ♣ A copy of the local jurisdiction zoning map with the relevant parcel and description indicated.
- ♣ A list of the reasons for the recommendation by the local jurisdiction.

2. Zoning Ordinances and Their Amendments (Optional Request for Input)

- ♣ A copy of the proposed new or amended document.

3. Zoning Ordinances and Their Amendments (Request for Review and Recommendation)

- ♣ A copy of the proposed document
- ♣ A copy of the administrative minutes from the public hearing

4. Zoning Ordinances (For Filing by County Planning Commission)

- ♣ Approved document with authorized signatures