

# PLANNING COORDINATOR DUTIES

1. Accept and review applications for matters to be reviewed by the Planning Commission and ensure that such applications are complete.
2. Forward application materials to the Planning Commission at least one week prior to the meeting at which the matters will be considered.
3. Coordinates documents from the Township Planner, Engineer, or Attorney and any others for the Planning Commission agenda packets.
3. Acts as contact person between the Township Planner and the Planning Commission in the preparation of rezoning, ordinance amendments and special use permits.
3. Under the direction of the Planning Commission Chairperson, prepares and types the agenda for each meeting of the Planning Commission.
3. Formulate notices of public hearings, special use permits or other notices to be published, and publish or forward to the Township Clerk for timely publication.
3. As requested, attends meetings of the Planning Commission.
8. As requested by the Township Board, assists other departments with special projects and special needs.

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Supervisor

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Date

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Clerk

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Planning Coordinator