

**ARLINGTON TOWNSHIP PLANNING COMMISSION
PROCEDURE FOR SUBMISSION OF APPLICATIONS AND MATERIALS FOR
CONSIDERATION BY THE PLANNING COMMISSION.
AMMENDED TO BY-LAWS JUNE 7, 2023**

1. All materials that the PC shall consider must be provided to the PC Chair in electronic form at least 10 calendar days before the PC meeting at which the materials will be considered.
2. Materials not provided by the 10-calendar day deadline will not be considered by the PC.
3. The materials will be provided to PC members at least 7 days before the PC meeting.
4. All fees associated with any request must be paid in full along with any request or application submitted to the PC.
5. The Township will not process any request before all fees are paid.
6. The PC Chair shall provide the PC members with an agenda at least 3 business days before PC meetings.
7. The PC Chair is authorized to amend the agenda at any time before the start of a PC meeting. Amendments occurring at meetings must be by PC vote.
8. The PC Chair and Secretary are authorized to request assistance from the Township for administrative tasks.