

**ARLINGTON TOWNSHIP PLANNING COMMISSION
PROCEDURE FOR SUBMISSION OF APPLICATIONS AND MATERIALS FOR
CONSIDERATION BY THE PLANNING COMMISSION.
AMENDED TO BY-LAWS September 5, 2023.**

1. For Scheduled PC Meetings: Completed applications, and all documentation must be provided to the Clerk and PC Chair In electronic form at least 30 calendar days before the PC meeting at which the the documents will be considered. All fees associated with any request to be placed on the PC agenda must be paid in full at that time.
2. Special Meetings of the PC. Special Meetings of the PC will not be scheduled and Noticed until all documentation (including completed applications) and fees are paid in full.
3. Meetings cancelled by the applicant at any time after submission of public notice will result in loss of application fee.
5. Documentation will be sent to PC members electronically within 3 business days of notice submission
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.