

MONCLOVA TOWNSHIP

POLICY ON USE-RELATED ZONING INFORMATION REQUESTS

1. It is the policy of Monclova Township to assist persons and businesses with questions regarding the permitted or non-permitted uses for particular properties, under the Monclova Township Zoning Resolution. The Monclova Township Zoning Resolution is available online at www.monclovatwp.org. Matters relating to property use can be complex. If the applicant is unfamiliar with zoning procedures, it may be advisable to consult a legal or engineering professional with experience in land use issues.

2. Monclova Township will provide a response to questions regarding permitted or non-permitted uses of a particular property or structure, if the following conditions are met:

- A. The property must be located in Monclova Township.
- B. The question or questions must be submitted in writing, with the following information:
 - i. The identity of the property.
 - ii. The identity of the applicant and the applicant's relationship to the particular property.
 - iii. A reasonably detailed description of the present and intended uses of the property.
 - iv. A simple site plan sketch, if applicable.
 - v. Any other information which would be necessary or helpful in formulating the Township's response.

3. If additional information is needed, you will be contacted by a Township representative. It is not the intention of this policy to impose a burdensome, highly technical application procedure or to discourage legitimate inquiries.

4. After sufficient information has been received, the Township will respond to the applicant in writing. A response may require several days.

MONCLOVA TOWNSHIP TRUSTEES

Adopted: April 5, 2010