



Case Number: \_\_\_\_\_

**Letter of Acknowledgement**

Office personnel will strictly adhere to the submittal deadline date and time. THERE WILL BE NO EXCEPTIONS. Failure to submit the appropriate signed applications, required information, or payment of the required fees will result in refusal of the application. The application is not considered complete until all requirements are met.

Acceptance of an application is not a guarantee that an applicant's case will be scheduled for a specific agenda date. After reviewing the application, office personnel will contact the applicant for any required corrections. The agenda date will be set after compliance by the applicant of all the requirements contained in the City of Saginaw's Zoning Ordinance and Sub-Division Ordinance.

I hereby certify that I will follow all ordinances as set forth by the city of Saginaw with respect to my development and understand that copies of the Zoning Ordinance and Subdivision Ordinance are available online through Municode.com. I further understand that the payment of the required fees does not in any way guarantee approval of my request or obligate the city in any way to refund said fees.



**Applicant:** \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**Owner:** \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_