



# West Branch Township

1705 S. Fairview Road, West Branch, MI 48661

Phone: (989) 345-5450 EXT 2. Fax: (989) 345-8419

[www.westbranchtownship.org](http://www.westbranchtownship.org)

## Application to become involved

Thank you for your interest in serving on one of West Branch Township's boards or commissions! Boards and Commissions help to secure our community's beauty and promote its enhancements.

Board or Commission you are interested in Serving (Indicate up to Three)	
Name:	
Home Address:	
Home Phone:	Work Phone:
Cell Phone:	Email:
Please Note your Preferred methods to contacted:	
Residency is required for most boards and commissions If township resident please list how many years.	
Occupation: (If retired please list occupation)	
<p>Before submitting your application, please be sure to attach a brief letter indicating the following:</p> <ul style="list-style-type: none"><li>• Why are you applying for a board or commission seat?</li><li>• How do you believe your appointment would benefit the village?</li><li>• Describe your involvement in the community on a board/commission or in another volunteer capacity.</li><li>• Any other helpful information relevant to your application.</li></ul> <p>While it is not required, a resume is helpful I the recruitment process for Village boards and commissions.</p>	

YES NO Are you in default to the Township?

If yes, please note applicants in default to the township are not eligible for consideration.

YES NO Do you or immediate family members currently serve on a Township board or commission?

If yes, which board? \_\_\_\_\_.

YES NO Are you or immediate family members currently employed by any branch of any level of government?

If yes, how so? \_\_\_\_\_.

YES NO Did you attach the required letter outlining the items requested above?

The applicant acknowledges that the Township may be required from time to time to release records in its possession. The applicant hereby given permission to the Township to release any records or materials received by the Township from the applicant as it may be requested to do so as permitted by the Freedom of Information Act, MCL 15.231 et seq.

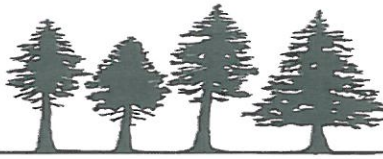
\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Please return your application, letter, and optional resume to West Branch Township Clerk, 1705 South Fairview Road, West Branch, MI 48661.

If you have any questions, please feel free to contact our office at (989) 275-5743.

Again, thank you for your interest!



**Supplemental Information:** Please review the attached "Boards and Commissions Application Attachment" for the desired qualifications for each board and commission. Check the appropriate box or boxes to indicate whether you have experience or professional credentials that may be needed to fill a specific seat.

## **Boards and Commissions Application Attachment**

### **Planning Commission**

Members are appointed by the Township Board. Members must be Township residents qualified by experience and/or training in matters related to land use planning. Please check below if you have experience in:

- ☐ Architecture
- ☐ Building Construction
- ☐ Civil Engineering
- ☐ Facilities Management
- ☐ GIS/AutoCAD
- ☐ Historic Preservation
- ☐ Land Use Planning
- ☐ Landscape Architecture
- ☐ Property Maintenance/Management
- ☐ Real Estate/Development/Law

### **Zoning Board of Appeals**

Members are appointed by the Township Board. Members must be Township residents qualified by experience and/or training in matters related to construction, land use planning and/or zoning. Please check below if you have experience in:

- ☐ Architecture
- ☐ Building Construction/Engineering
- ☐ GIS/AutoCAD
- ☐ Land Use Planning
- ☐ Real Estate/Development/Law
- ☐ Zoning

### **Downtown Development Authority Board**

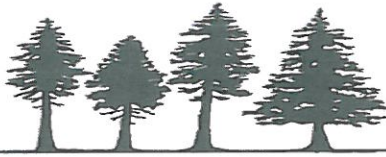
Members are appointed by the Township Board. Members must have interest, live within, operate a business, or have interest in the DDA District and be qualified by experience and/or training in matters related to the board. Please check below if you have experience in:

- ☐ Real Estate/Development/Law
- ☐ Land Use Planning
- ☐ Applicable volunteering experience
- ☐ Building Construction/Engineering
- ☐ Architecture
- ☐ Building Construction
- ☐ Civil Engineering
- ☐ Facilities Management

### **Parks and Recreation Advisory Board**

Members are appointed by the township board. Members must be qualified by experience and/or training in a variety of disciplines. Please check below if you have experience in:

- ☐ Advertising/Marketing/Public Relations
- ☐ Banking/Finance
- ☐ Fitness/Recreation
- ☐ Forestry



- ☐ Land Use Planning
- ☐ Landscape Architecture
- ☐ Physical Education
- ☐ Public Administration

Applicants should possess general knowledge or the desire to gain necessary knowledge for the board which they are applying for. Applicants should also possess the following skill set when considering joining a board. Please note that this list is not all inclusive, nor will an applicant be turned down for a position due to a lack of any of the listed skills. We have previously found that those members that are most successful either already possess some or all of the listed skills below, or are open to expanding their current skill set.

**Preferred skill set includes, but is not limited to:**

Comfortable speaking in public and able to articulate your ideas and concerns  
Self-motivation  
Analytical thinking  
Customer service  
Comfortable utilizing technology  
Knowledge in Public Development