



*Discover ☆ Enjoy ☆ Celebrate!*

## BOARD / COMMISSION APPLICATION

Please indicate which Board or Commission you are applying for by checking the box(es) next to each Board/Commission you are interested in serving on:

**Zoning Board of Appeals – Three Year Term**

This is a non-paid board that meets as needed when appeals arise. Members must be residents of the City and possess an interest or knowledge of land use related issues. Please check below if you have experience in the following fields:

- Architecture
- Building Construction / Engineering
- Land Use Planning
- Real Estate / Development / Law
- Government

**Planning Commission – Three Year Term**

This is a non-paid commission that meets once per month. Members shall consist of residents representing different professions and occupations with an interest or training in land use related issues. Please check below if you have experience in the following fields:

- Architecture
- Building Construction
- Civil Engineering
- Land Use Planning
- Real Estate Development
- Economic Development
- Government

**Board of Review – Three Year Term**

This is a paid position that meets three times per year – briefly in July and December and two full days in March. Members must be electors of the city. Experience and/or training in matters related to real estate is preferred but not required. Please check below if you have experience in the following fields:

- Banking / Finance
- Property Appraisal / Assessing / Valuation
- Real Estate / Development / Law

**Downtown Development Authority – Four Year Term**

This is a non-paid commission that meets once per month. A minimum of 50% of the members must consist of commissioners that own or manage commercial property in the downtown area, and one member who lives within the DDA district. Please check below if you have experience in the following fields:

- New Business Development
- Business Recruitment and Retention
- Marketing and Promotion
- Real Estate Development
- Banking / Finance
- Economic Development

**Library Board of Trustees**

This is a non-paid board that meets once per month. Members must be city residents qualified to set policies concerning the management, supervision, and control of City library facilities. Please check below if you have experience in the following fields:

- Policymaking
- Personnel Management
- Finance / Budget
- Advertising / Marketing / Public Relations
- Preparation of Strategic Planning
- Knowledge of or experience with levy campaigns
- Grants / Endowments
- Knowledge of Libraries

*Continued on next page*



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## BOARD / COMMISSION LETTER OF INTENT

I, \_\_\_\_\_, am submitting this application as a letter of intent to state my interest in serving on the indicated Board or Commission.

*This application form serves all boards and commissions for the City of Laingsburg. Please check the requirements for the board or commission you wish to join prior to submitting your application. Please contact the City Clerk's office for a complete list of requirements and other information applicable to the position.*

Application for appointment to: \_\_\_\_\_  
Name of Board / Commission

Signature: \_\_\_\_\_

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

Cell Phone Number: \_\_\_\_\_  OK to Text? Phone (Other): \_\_\_\_\_

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

Preferred method of communication: \_\_\_\_\_

**Describe any experiences that led you to your desire to serve the community:**

**Please feel free to attach a brief biography including your skills, background and expertise, as well as involvement in the community, professional, or nonprofit organizations that are specifically applicable to this board or commission.**

**Supplemental Information:** Please review the first page of this application for the desired qualifications for each board and commission member. Check the appropriate box or boxes to indicate whether you have experience or professional credentials that **may** be needed to fill a specific seat.

Some boards and commissions are a mix of citizens with certain qualifications and others are citizens representing the general public. Even if you do not have any of the experience or professional background listed, the community urges you to apply for consideration. The community needs citizens with diverse backgrounds on its boards and commissions.

*Return to:*

City Clerk  
City of Laingsburg  
114 N. Woodhull  
Street (P.O. Box 178)  
Laingsburg, MI 48848

Or by email:  
[clerk@laingsburg.us](mailto:clerk@laingsburg.us)  
Phone: 517-651-5374

**Important Public Records Information:** All information submitted in this application is public information and subject to disclosure in response to a public records request made pursuant to the Freedom of Information Act. Please Contact the City Clerk at 517-651-5374 if you have any questions or concerns about the disclosure of specific information.

**Truth and Accuracy:** I certify that the information contained on this form is accurate and complete to the best of knowledge. I understand that all information disclosed on this form will be available to the public as part of a Freedom of Information Act request.