

## Village of Cass City Development Tracking Sheet

To be stapled onto all zoning applications.

Application number: \_\_\_\_\_

Date Submitted: \_\_\_\_\_

### Zoning

Item	Date Completed	Signature
Pre-Application Conference		
Review and complete Staff Report		
Publish Public Meeting Notice Planning Commission		
Planning Commission Approval		
Publish Public Meeting Notice Village Council		
Village Council Approval		
Send out Zoning Permit		
Send Copy of Zoning Permit to SAFEBuilt		

### Building Code: Tuscola County SAFEBuilt

141 S. Almer St., Caro, MI 48723 Phone: 989-262-4546 email: [tuscolapermits@safebuilt.com](mailto:tuscolapermits@safebuilt.com)

Item	Date Completed	Signature
Pre-Application Conference		
Review Application		
Sent out Building Permit		
Site Inspection		
Site Inspection		
Site Inspection		
Send out Certificate of Occupancy		
Send Copy of Certificate of Occupancy to Village		