

Michigan Association of Planning's Planning and Zoning Essentials

February 27 | Traverse City

March 7 | Lansing area

What can the MAP's Planning and Zoning Essentials workshop do for you?

- * Clarify the expectations and limitations of your position.
- * Help you recognize when there's a conflict of interest.
- * Equip you with the best planning and zoning practices to sharpen your decision-making skills.
- * Boost your confidence as an elected official, planning commissioner, or zoning board of appeals member during meetings.

MAP's popular workshop, Planning and Zoning Essentials, is designed for anyone who deals with planning and zoning issues in your community. This information-packed program is ideal for introducing new planning commissioners and zoning board of appeals members to their roles and responsibilities, and also for more experienced officials looking to refresh their skills and build upon existing knowledge.

Roles and responsibilities, site plan review, comprehensive planning, zoning ordinances, variances, how to determine practical difficulty, and standards for decision-making are all presented in this comprehensive workshop.

What makes MAP's Planning and Zoning Essentials workshop different from other planning and zoning seminars?

- * All workshop instructors are certified by the American Institute of Certified Planners.
- * Registration for any of the session options includes a copy of MAP's Planning and Zoning Essentials guidebook—an 87-page resource filled with information to help you make better decisions.
- * The program format allows you to customize, based on your time and area of interest.
- * For more than 65 years, MAP's reputation and credibility as a land use leader in Michigan have been widely recognized, assuring the highest quality educational experience.

Choose from three options to fit your needs:

1. **Attend the full program** and get the best overview and understanding of how the zoning board of appeals, planning commissioners, elected officials and staff interact.
2. **Attend the first half of the program**, which focuses on planning commissioners.
3. **Attend the second half of the program**, which deals with the zoning board of appeals.

Registration Procedures & Policies

Registration confirmation and directions to the workshop location will be sent via e-mail to each person who is registered at least five business days prior to the workshop date. Directions are also available online at www.planningmi.org.

For cancellations received in writing 5 business days prior to the workshop, a refund minus a \$25 cancellation fee will be given. Cancellations received less than five days in advance will not be refunded. You may 1) send a substitute or 2) receive the workshop materials in the mail. **Questions? Please contact MAP at (734) 913-2000.**

2012 MAP Planning and Zoning Essentials

Registration Form (please complete one form per registrant)

Name _____

Affiliation _____

E-mail address (NOTE: Confirmation and directions will be sent via e-mail.) _____

Address _____

City _____

Zip code _____

Phone (with area code) _____

Fax number _____

If you are uncertain of your MAP membership status, or would like to join MAP and receive the member rates for this workshop, contact Sherrie Howard at showard@planningmi.org or (734) 913-2000 for details.

I am a MAP Member

I want to join MAP now for \$60 and receive the member discount.

Member rates (ONLY AVAILBLE TO MAP/APA MEMBERS):

All rates include a light dinner.

\$85 (\$105 after Feb. 21) Full Program, 4-9pm

\$75 (\$95 after Feb. 21) Planning Commission Essentials, 4-7pm

\$75 (\$95 after Feb. 21) Zoning Board of Appeals Essentials, 6-9pm

Non-member rates:

\$115 (\$135 after Feb. 21) Full Program, 4-9pm

\$105 (\$125 after Feb. 21) Planning Commission Essentials, 4-7pm

\$105 (\$125 after Feb. 21) Zoning Board of Appeal Essentials, 6-9pm

Please indicate the location you will attend:

Traverse City

Delta Township Hall (Lansing Area)

Total payment: _____ Today's date _____

Payment Information: (please select one)

Invoice me Check enclosed (payable to MAP)

Visa MasterCard

Card #: _____

Security code: _____ Expiration date: _____

Card holder's name: _____

Signature: _____

Please send registration form to:

219 South Main, Suite 300, Ann Arbor, MI 48104

Phone: 734.913.2000 Fax: 734.913.2061