



## Tree Removal Permit Application

### OWNER INFORMATION

Legal Property Owner Name(s): \_\_\_\_\_

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

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

### APPLICANT INFORMATION (if different than owner)

Applicant Name: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

### PROPERTY INFORMATION

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

Property Tax Identification Number: \_\_\_\_\_

Current Land Use: \_\_\_\_\_ Current Zoning: \_\_\_\_\_

Complete Legal Description (may be attached separately): \_\_\_\_\_

### REGULATED TREES PROPOSED FOR REMOVAL

How many regulated trees are on the site plan? <sup>1</sup> \_\_\_\_\_

Are more than 20 percent of the site's regulated trees proposed to be removed? <sup>2</sup>  Yes  No

If yes, a "Threshold Tree Removal" request must be submitted, *in addition to the materials listed under "Tree Management Plan."* As part of a "Threshold Tree Removal" request, the applicant shall include evidence that no feasible and prudent alternative location for structures and improvements exists without causing undue hardship upon the applicant. Documentation including alternative plan layouts, financial feasibility analyses, and other supporting documentation may be required with the request.

<sup>1</sup> The site plan must show all existing regulated trees on the site. If off-site work is required by the development plan, off-site trees must also be depicted. Review fees are based on the number of regulated trees, as confirmed by the Township.

<sup>2</sup> Regulated trees include all deciduous trees having a six (6) inch d.b.h. or greater and coniferous trees 20 feet in height or greater.

**CONTRACTOR INFORMATION** (if tree removal will be by other than property owner)

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

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

License Number: \_\_\_\_\_

**TREE EXPERT INFORMATION** (shall be a registered landscape architect, certified arborist or registered forester)

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

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

License / Registration / Certification Number:  
\_\_\_\_\_

**HISTORIC/SPECIMEN TREE DESIGNATION**

Are any of the trees proposed for removal or relocation designated as a Historic or Specimen Tree?  Yes  No

**GENERAL SUBMITTAL REQUIREMENTS** (for all applications)

See Tree Protection Ordinance.

**FEES**

Application Fee:

The Township may enlist the assistance of an outside woodlands expert to perform reviews of Tree Removal Permit Applications. Fees will be established by resolution of the Township Board.

**FOR FURTHER INFORMATION**

Refer to the Tree Protection Ordinance of the Charter Township of Grand Blanc.

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

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

License Number: \_\_\_\_\_

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Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

License / Registration / Certification Number:  
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**SIGNATURE**

I, the undersigned, do hereby certify that I am the Owner/Applicant and that all information contained above and in attachments hereto is true and correct to the best of my knowledge. If I am granted a Tree Removal Permit, I agree to conform to all regulations of the Charter Township of Grand Blanc and to perform the work in accordance with the plans submitted.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Legal Property Owner

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Applicant (if other than owner)

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**Office Use Only**

Date Received: \_\_\_\_\_ Received By: \_\_\_\_\_

Application Fee Paid: \_\_\_\_\_ Review Fee Paid (if applicable): \_\_\_\_\_

Complete Application?  Yes  No

If no, what is missing? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date Application Deemed Complete: \_\_\_\_\_

Tree Removal Permit:  Approved  Approved with Conditions  Denied

Threshold Tree Removal :  Does Not Apply  Approved  Approved with Conditions  Denied

Date Issued: \_\_\_\_\_

Conditions, if any: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PERMIT NUMBER:** \_\_\_\_\_

**CHARTER TOWNSHIP OF GRAND BLANC  
GENESEE COUNTY, MICHIGAN**

**TREE PROTECTION ORDINANCE**

**SECTION 2300. FINDINGS.**

The Charter Township of Grand Blanc finds that protection of natural resources is a matter of paramount public concern as provided by Article IV, Section 52 of the Constitution of the State of Michigan and the Natural Resources and Environmental Protection Act, Act 451 of 1994, as amended. Continued growth, new development, and redevelopment in Grand Blanc, and increased demand on natural resources have the effect of encroaching upon, despoiling, or eliminating many of the trees and other forms of vegetation, natural resources, and processes associated with wooded areas. If preserved and maintained in an undisturbed and natural condition, these resources constitute important physical, aesthetic, recreational, and economic assets to existing and future residents of the Township. Specifically, the Township finds that:

- (A) Trees and woodland growth protects public health through the absorption of air pollutants and contamination, through the reduction of excessive noise and mental and physical damage related to noise pollution, and through its cooling effect in the summer months;
- (B) Trees and woodlands provide for public safety through the prevention of erosion, siltation, and flooding;
- (C) Trees and woodland growth are an essential component of the general welfare of the Township by maintaining play areas for children and natural beauty, recreation and irreplaceable heritage for existing and future residents; and
- (D) The protection of such natural resources is a matter of paramount public concern in the interest of health, safety and general welfare of the residents of the Township.

**SECTION 2301. INTENT AND PURPOSE.**

The intent and purpose of this ordinance is to promote feasible and prudent alternatives to the destruction and removal of trees consistent with promotion of the public health, safety and welfare in light of the paramount public concern for the protection of natural resources from impairment or destruction; to provide for the protection and preservation of trees in order to minimize destruction and disturbance to them, the wildlife habitat that they provide, and other consequential effects on other natural resources; and to protect and preserve trees for their economic support of local property values, natural beauty, wilderness character, and ecological significance. The intent of this ordinance is not to be excessively restrictive nor prohibitive, but to provide for the submission and evaluation of feasible and prudent alternatives to the destruction and removal of trees in accordance with the standards and procedures set forth herein prior to such action being taken.

## **SECTION 2302. DEFINITIONS.**

For the purpose of this ordinance, the following definitions shall apply unless the context clearly indicates or requires a different meaning.

**CLEAR-CUTTING.** The indiscriminate removal of trees from a parcel of land in the Charter Township of Grand Blanc.

**COMMERCIAL NURSERY OR TREE FARM.** A licensed plant or tree nursery that plants and grows trees for sale to the general public.

**CONIFEROUS TREES.** Trees that are typically evergreen and bear cones.

**DECIDUOUS TREES.** Trees, including ornamental and canopy, that shed their leaves.

**DIAMETER at BREAST HEIGHT (d.b.h.).** The diameter of a tree, in inches, measured at 4½ feet above the ground.

**HISTORIC TREE.** A tree which has been designated by the Planning Commission to be of notable historic interest to the Township because of its age, type, size, or historic association.

**INDISCRIMINATE REMOVAL.** The removal of trees in any fashion not consistent with Nominal Activity or an approved Tree Management Plan.

**NOMINAL ACTIVITY.** The removal of up to four (4) regulated trees per acre, and no greater than 20% of the total number of trees on a lot, unit or parcel of land of one (1) acre or larger within a 24-month period. Removal of an historic or specimen tree shall not constitute nominal activity and shall be subject to the regulations defined herein.

**NUISANCE TREE.** A tree that is diseased or infected by parasites and where an outbreak of infestation has caused the State of Michigan to issue a quarantine or ban the transportation of such species.

**REGULATED DEVELOPMENT.** All commercial, institutional, office, industrial or multiple family development or redevelopment, and all new single-family residential development or improvements to an existing residence on a lot, unit or parcel of land of one (1) acre or larger.

**REGULATED TREES.** All specimen trees and all historic trees. All deciduous trees having six (6) inches or greater d.b.h. and conifers greater than twenty (20) feet in height on a lot, unit or parcel of land of one (1) acre or larger.

**REMOVABLE TREE.** Those trees designated by resolution of the Township Board as being appropriate for removal due to their characteristics. Such trees shall be listed by common and botanical name. Such list shall be maintained by the Township Clerk and shall initially include the following tree species:

Common Name	Botanical Name
Autumn Olive	<i>Elaeagnus umbellata</i>
Common Buckthorn	<i>Rhamnus cathartica</i>
Glossy Buckthorn	<i>Rhamnus frangula</i>
Lombardy Poplar	<i>Populus nigra</i> (var. <i>italica</i> )
Russian Olive	<i>Elaeagnus angustifolia</i>
Siberian (Chinese) Elm	<i>Ulmus pumila</i>
Tree of Heaven	<i>Ailanthus altissima</i>
White Mulberry	<i>Morus alba</i>

**SILVICULTURE.** A land use, the primary purpose of which is to derive income from growing plants and trees including but not limited to fruit, nut, paper, wood product or timber production.

**SPECIMEN TREE.** A tree which has been designated by the Planning Commission because of its high value as a representative tree of a particular type or species, due to its size, age, or other prominent botanical characteristics.

**THRESHOLD TREE REMOVAL.** A request to remove more than 20% of the regulated trees existing on a site. A request for threshold tree removal must satisfy the requirements of Section 2309.

**TRADITIONAL MANAGEMENT.** A forest management system that originated in Western Europe approximately 5,000 years ago. It was part of the effort to establish early agriculture, including crops, and animal husbandry. Traditional management systems are typically biodiverse in both plants and animals. Examples include coppice, storiers, coppice-with-standards, shreds, pollards, boundary banks, and layered hedges. *Coppice* occurs when trees have been cut down and new growth originates from multiple shoots. A *storier* is a pared down coppice shoot assemblage. *Coppice-with-standards* includes coppice and other taller trees grown from seeds. *Shreds* are trees with their lower branches removed and harvested. *Pollards* are above ground coppice, where a tree's upper branches are cut to generate more shoots. *Boundary banks* are constructed boundaries between properties or roads, and *layered hedges* occur at boundary banks, and they are characterized by cut branches laid horizontally to help contain livestock. All of these examples currently exist in Grand Blanc Township.

**TREE HARVESTING.** The removal of trees from a parcel of land in accordance with an approved Tree Management Plan, for purposes of woodlot improvement.

**TREE MANAGEMENT PLAN.** Tree survey and additional information prepared by a Michigan Registered Forester, Certified Arborist, Michigan Registered Landscape Architect, Forester or Similar Agent from the Michigan Department of Agriculture (MDA), Michigan Department of Natural Resources (DNR), Michigan Department of Environmental Quality (MDEQ) or United States Department of Agriculture (USDA) Natural Resources Conservation Service (NRCS) in accordance with Section 2309 required for proposed removal of trees in excess of nominal activity.

### **SECTION 2303. APPLICABILITY.**

The provisions of this ordinance shall apply to all Regulated Development as defined herein. The provisions of this ordinance shall also apply to all property in the Township regarding clear-cutting, indiscriminate removal, tree harvesting and removal of historic or specimen trees. The requirement for a Tree Management Plan may be waived by the Planning Director:

- (A) As part of the permit process for acreage parcels (5 acres or more) where the Applicant proposes solely to clear trees for the purpose of establishing a pedestrian or equestrian trail or similar activity even though the number of trees to be removed shall exceed the nominal development threshold; or,
- (B) When the subject site or affected portion of the property is enrolled in a conservation, management or habitat restoration program administered by the USDA, MDA, MDEQ, or MDNR, or similar program administered by the federal government, state government or non-profit organization.

The Applicant shall provide the Planning Director with a sketch plan showing the area where tree removal is proposed, an estimate of the number, size and species of trees to be removed, and documentation supporting maintenance of the trail or enrollment of the property in the management program.

### **SECTION 2304. REQUIREMENTS ESTABLISHED.**

Regulated trees are an important resource in the Township, as demonstrated in Section 2900, the following standards shall govern the removal of regulated trees within the Township.

- (A) For all Regulated Development, no person shall remove, cause to be removed, transplant, or destroy any regulated tree without first obtaining approval from the Township Planning Director or designee. Removal in excess of nominal activity shall require an approved Tree Removal Permit and Plan in accordance with Section 2309. The Tree Management Plan shall demonstrate that removal activities are designed so as to promote and maintain the health and viability of the remaining trees. The Tree Management Plan shall include the means by which cut trees shall be removed from the property without damaging remaining trees.
- (B) Regulated development that proposes the removal of trees in excess of nominal activity shall require the replacement of trees on the site of the principal building, within an adjacent public right of way, in a boulevard island, or on a portion of the subject property permanently reserved as open space. For every tree regulated under this section that is removed, an equivalent number of replacement trees shall be planted (see Section 2312).
- (C) Except for the area within the right-of-way of an existing public street or an easement for public utilities all Regulated Development shall leave standing and undamaged a minimum of 80% of the total number of trees having 6 inches or greater d.b.h. and 80% of all conifers greater than 20 feet in height.
- (D) Regulated development that proposes the removal of trees in excess of 20% shall be considered Threshold Tree Removal. A request for approval of Threshold Tree Removal shall place the



burden of proof on the applicant to show that no feasible and prudent alternative location for structures and improvements exists without causing undue hardship upon the applicant. Threshold Tree Removal requests may be considered in accordance with the provisions of Section 2309.

- (E) All removal of regulated trees, including tree harvesting, that does not constitute nominal activity shall require a tree removal permit.

#### **SECTION 2305. EXEMPTIONS.**

The following activities are allowed as exemptions from the requirements of this ordinance:

- (A) The removal of dead or damaged trees where the death or damage resulted from an accident or non-human cause.
- (B) The trimming, maintenance, or care of trees in accordance with standard forestry and horticultural practices and techniques as established by the American Association of Nurserymen or an equivalent organization promulgating standards for care and improvement of trees.
- (C) Silviculture, commercial nurseries, and tree farms.
- (D) The removal or destruction of trees damaged by tornado, windstorm, flood, freeze, fire, dangerous insect infestation, disease, or man-made or natural disaster, in order to prevent injury or damage to persons or property.
- (E) The removal, transplanting or destruction of trees in order to perform maintenance or repair of lawfully located roads, public utilities, structures and facilities used in the service of the public, provided that such roads, public utilities, structures and facilities are not materially changed or enlarged.
- (F) Nominal Activity, as defined herein, is exempt from requirements for tree preservation and/or replacement.
- (G) The area encompassed by the right-of-way of an existing public street or an easement for public utilities is exempt from requirements for tree preservation and/or replacement.

#### **SECTION 2306. HISTORIC OR SPECIMEN TREE DESIGNATION.**

Any resident or property owner in the Township may nominate a tree for Historic Tree or Specimen Tree designation by the Planning Commission, based upon its age, type, size, historical or cultural association. The nomination shall be made on a form provided by the Planning Commission. If the nomination is made by a person who is not owner of the property on which the tree is located, the owner shall be notified in writing, by regular U.S. Mail, at least 15 days in advance of the date, time, and place that the Planning Commission will consider the designation. The notice shall advise the owner that designation will make it unlawful to damage, destroy, or remove the tree. A permit shall be required for the removal of a designated historic or specimen tree that is deemed to be unhealthy. The applicant shall bear the burden of proof to show that the health and condition of the tree warrants its removal.

## **SECTION 2307. PROHIBITED ACTIVITIES.**

The following activities shall be prohibited.

- (A) Clear-cutting, as defined herein.
- (B) Indiscriminate Removal, as defined herein.

## **SECTION 2308. PERMIT APPLICATIONS.**

A Tree Removal Permit Application shall include the following:

- (A) Tree Removal Permit Application form,
- (B) A Tree Management Plan which includes:
  - (1) A tree survey prepared to scale which shall include the shape and dimensions of the site, together with the existing and proposed location of structures and improvements, including existing and proposed utilities, existing grades and proposed changes to existing grades.
  - (2) Location and dimensions of all setbacks and existing or proposed easements.
  - (3) Identify the location and type of all regulated trees. Where replacement is required by this ordinance, the total number of replacement trees and caliper inches shall be indicated as well as the number of regulated trees to be removed.
  - (4) The Tree Management Plan shall also identify whether there is evidence of Traditional Management, a forest management system that originated approximately 5,000 years ago. Reasonable efforts shall be made to preserve and protect traditional management systems.
  - (5) An identification number shall be assigned to all existing trees including those proposed to remain, to be relocated or to be removed.
  - (5) If replacement of trees is required, the location and method by which trees will be replaced, including the caliper size, type and species of replacement trees.
  - (6) If existing trees are to be relocated, the proposed location for such trees, together with a statement setting forth how such trees are to be removed, protected and/or stored during land clearance, development and construction and how they are to be maintained after construction.
  - (7) Provisions for protecting trees on-site and on adjoining properties during construction, and preservation of trees in connection with grading and drainage shall be provided. All trees to be retained shall be protected from heavy equipment, material storage, and other construction activities. The plan shall demonstrate that removal activities are designed so as

to promote and maintain the health and viability of the remaining trees. It shall address how existing trees that are not to be relocated are to be protected during land clearance, development, construction and on a permanent basis, including proposed use of tree wells, protective barriers, tunneling or retaining walls.

- (8) Other information and detail regarding vegetation as may be requested by the Township.
  - (9) All information and details shall be provided by a registered landscape architect, certified arborist or registered forester and may be supplemented by material from a registered land surveyor or registered engineer. All drawings and plans must contain the seal and/or signature of the design professional.
- (C) Threshold Tree Removal Request for the approval of a plan that retains less than 80% of the regulated trees on a development site. The applicant shall include evidence that no feasible and prudent alternative location for structures and improvements exists without causing undue hardship upon the applicant. Documentation including alternative plan layouts, financial feasibility analyses, and other supporting documentation may be required with the request.
- (D) Review fees as established by the Township.
- (E) In lieu of a Tree Removal Application, a property owner/developer may submit an affidavit that no regulated trees, as defined by this Ordinance, exist on the site. The affidavit shall be signed by the Applicant, property owner and a registered land surveyor, registered engineer, registered landscape architect, registered architect, certified arborist or registered forester who has inspected the site.

#### **SECTION 2309. PERMIT APPLICATION REVIEW, DECISION AND APPEAL PROCEDURE.**

The following procedures shall apply to all tree removal permit applications:

- (A) Tree Removal Permits require that formal application be made to the Township. All Tree Removal Permit Applications will be reviewed and approved or denied by the Planning Director or designee. In the case of a proposed development or redevelopment plan requiring approval by a body other than the Planning Director, the approving body of the development plan (e.g., site plan, condominium plan or plat) shall also be the approving body of the Tree Removal Permit Application. The Planning Director may enlist the assistance of an outside woodlands expert to perform reviews of Tree Removal Permit Applications. Fees for consultants shall be passed on to the applicant in accordance with a fee schedule adopted by resolution of the Township Board.
- (B) Appeals from determination of a Tree Removal Permit shall be to the Township Board upon written request.
- (C) An appeal may be requested by an applicant, by an aggrieved third party or by an official charged with the administration of the Tree Removal Permit on behalf of the Township.

## **SECTION 2310. PERMIT CONDITIONS.**

Regulated trees are an important resource in the Township, as demonstrated in Section 2300, and removal of regulated trees for the sole purpose of maximizing the applicant's return on investment shall not be deemed appropriate. Rather, the Township shall seek to balance the goal of protection of important natural features with the desire of the applicant for a reasonable development plan. The following standards shall govern the granting or denial of a tree removal permit:

- (A) The application is complete and meets the submittal requirements of Section 2309.
- (B) Diversity of tree species shall be maintained when essential to preserving a woodland area.
- (C) Where the proposed activity consists of land clearing, it shall be limited to designated existing road rights-of-way, drainage and utility areas, and areas necessary for the construction of buildings, structures or other improvements.
- (D) Where the proposed activity involves residential development, the residential structures shall, to the extent feasible, be designed and located to incorporate the existing natural features of a site.
- (E) The proposed activity shall include necessary provisions for tree relocation or replacement as may be required by Section 2312.
- (F) The proposed activity shall comply with all applicable statutes and ordinances.
- (G) The preservation and conservation of trees shall have priority over development when there are feasible and prudent location alternatives on the site for proposed buildings, structures or other improvements.
- (H) Where feasible, the integrity of traditional management areas, woodland areas or groupings of trees shall be maintained irrespective of whether such woodlands cross property lines.
- (I) In addition to the standards above, the request for a permit for threshold tree removal must contain adequate information to demonstrate that no feasible and prudent alternative location of structures and improvements exists without causing undue hardship on the applicant.

**SECTION 2311. TREE REPLACEMENT STANDARDS.**

Replacement of trees shall occur on the site of the principal building, within adjacent public right-of-way or on property permanently reserved as open space as provided below. Removal of trees must be in accordance with an approved Tree Management Plan.

- (A) All replacement trees shall have a three (3) inch caliper or greater; provided, however, that trees less than three (3) inch caliper and greater than one and one-half (1 1/2) inch caliper may be permitted, if they are planted in greater numbers, per the chart below. For conifers, the minimum height shall be six (6) feet. Tree replacement shall be at the following ratio:

Removed Tree Size		Required Replacement Trees per Tree Removed *
Conifers (height in feet)	Deciduous ((d.b.h**) in inches)	
20 to 25 ft.	6 < 8	1
26 ft. or larger	>8 < 15	2
	> 15	3

\* If deciduous trees less than three (3) inch caliper are considered as replacement trees, there shall be two (2) trees planted for every one (1) replacement tree required.  
 \*\* See definition of Diameter at Breast Height

- (B) All replacement trees shall satisfy American Association of Nurseryman standards.
- (C) The location of replacement trees shall be subject to the approval of the Township and shall provide the optimum enhancement, preservation and protection of woodland areas. Where the approving body determines that it is not feasible or desirable to relocate or replace trees on site, relocation or replacement may be made at another location in the Township, which may include publicly owned property.

**SECTION 2312. ENFORCEMENT AND PENALTIES.**

Tree Removal Permits shall be the responsibility and duty of the Building Official to enforce. Penalties for violation of this ordinance shall be as provided below:

Every person, corporation or firm who violates, disobeys or omits, neglects or refuses to comply with any provision of this Ordinance or any permit, license or exception granted hereunder, or any lawful order of the Township issued pursuant to this ordinance shall be guilty of a misdemeanor. The owner of record or tenant of any building, structure, premises or part thereof, and any architect, design professional, builder, contractor, agent or person who commits, participates in, assists in, or maintains such violation may each be found guilty of a separate offense. Upon conviction thereof before any court of competent jurisdiction, the violator shall be subject to punishment by fine not to exceed five hundred dollars (\$500.00) or by imprisonment not to exceed ninety (90) days, or both, and, in addition, shall pay all costs of prosecution. Each day during which a violation continues shall be deemed to be a separate offense. The imposition of any fine, jail sentence or both, shall not exempt the violator from compliance with the provisions of this ordinance.

**SECTION 2313. REPEALER**

All other ordinances or parts of ordinances in conflict herewith are hereby repealed only to the extent necessary to give this Ordinance full force and effect.

**SECTION 2314 EFFECTIVE DATE**

The provisions of this Ordinance are ordered to take effect thirty (30) days following publication of notice of adoption in a newspaper of general circulation in the Township.

**SECTION 2315. ADOPTION**

This Ordinance is declared to have been adopted by the Charter Township of Grand Blanc Board of Trustees at a meeting thereof duly called and held on February 10, 2005 and ordered to be given publication in the manner prescribed under the laws and ordinances of the Township.

  
\_\_\_\_\_  
Honorable Jeffrey Zittel, Township Supervisor

  
\_\_\_\_\_  
Honorable Linda Kingston, Township Clerk

CERTIFICATION BY CLERK

I, Linda Kingston, Charter Township of Grand Blanc Clerk, do hereby certify that the foregoing is a complete and true copy of an ordinance, the original of which is filed in my office, which was adopted by the Township Board at a regular meeting held on February 10, 2005.

I further certify that the above, or a summary of its regulatory effect, was published in a newspaper of general circulation in the Township on MAY 23, 2005. (APRIL 23, 2005)  
*EFFECTIVE PUBLISHED*

  
\_\_\_\_\_  
Honorable Linda Kingston, Township Clerk

