



Project Number: _____

Project Name: _____

Letter of Acknowledgement

I acknowledge that the application is not considered complete until all requirements are met. Failure to submit the appropriate signed applications, required information, or payment of the required fees will result in refusal of the application.

I further understand that the payment of the required fees does not in any way guarantee approval of my request or obligate the city in any way to refund said fees.

I hereby certify that I have read and examined the submitted application and supporting documents and know the information I have provided to be true and correct. I hereby certify that I will follow all ordinances as set forth by the City of Saginaw with respect to my development and understand that copies of the Zoning Ordinance and Subdivision Ordinance are available online through [Municode \(Database for City Ordinances\)](#).

CHECK ONE OF THE FOLLOWING:

☐ As the owner, I will represent the application myself; or

☐ I hereby designate _____ (Name of Applicant) to act in the capacity as my agent for submittal, processing, representation, and/or presentation of this development application. The designated agent shall be the principal contact person for responding to all requests for information and for resolving all issues of concern relative to this application.

Applicant: _____

Company: _____

Address: _____

Phone #: _____ E-Mail: _____

Applicant's Signature: _____ Date: _____

Owner: _____

Company: _____

Address: _____

Phone #: _____ E-Mail: _____

Owner's Signature: _____ Date: _____