

Drummond Island Conveyance Approval Policy

Purpose: To authorize the Drummond Island Township Supervisor to sign conveyances necessary for the issuance of permits, ensuring efficient processing and compliance with legal requirements.

Policy:

1. Authority: The township supervisor is hereby granted the authority to sign conveyances for permits on behalf of the township, as required by law or ordinance.
2. Eligibility: Only the duly elected township supervisor or an authorized designee may sign conveyances for permits.
3. Compliance: The township supervisor shall ensure that all conveyances are signed in compliance with applicable laws, regulations, and township ordinances.
4. Record Keeping: A copy of each signed conveyance must be retained in township records as a hard copy and electronically for a minimum of ten years.
5. Review: All signed conveyances must be reviewed as part of the monthly supervisor's report during the township board meeting.

Last Review and Approval _____