



NOVI CITY CLERK'S OFFICE
45175 TEN MILE ROAD
NOVI, MI 48375
(248) 347-0456
Fax (248) 347-0577
www.cityofnovi.org

BOARDS AND COMMISSIONS APPLICATION

Thank you for your interest in serving on an advisory board or commission. The purpose of this form is to provide City Council members with comprehensive information about residents who would like to be considered for appointment. Please provide thoughtful, detailed answers. City Council will make appointments based on this application and a two minute introductory speech given by candidates during a City Council meeting. Boards and commissions candidate introductions typically take place in February, June and December. This application will be kept on file for one year, and is open for public inspection upon request.

Name (Please print): _____

Nickname, if preferred: _____

Address: _____

Preferred Phone Number: _____

E-mail: _____

Are you a registered voter in the City of Novi? _____

How long have you lived continuously in the City of Novi? _____

Employed by: _____

Educational Background: _____

Please describe your professional qualifications, skills and/or work experience, and how you would use these to benefit the boards and/or commissions for which you are applying.



NOVI CITY CLERK'S OFFICE
45175 TEN MILE ROAD
NOVI, MI 48375
(248) 347-0456
Fax (248) 347-0577
www.cityofnovi.org

BOARDS AND COMMISSIONS APPLICATION

Please list any community groups with which you are currently or have previously been active and describe your role.

What motivated you to apply to serve on a board or commission, and why did you select the boards and/or commissions that you did?

If appointed, what do you hope to accomplish during your term? What do you hope to learn?



NOVI CITY CLERK'S OFFICE
45175 TEN MILE ROAD
NOVI, MI 48375
(248) 347-0456
Fax (248) 347-0577
www.cityofnovi.org

BOARDS AND COMMISSIONS APPLICATION

What do you think the City is doing well or could be doing differently when you think about the areas of responsibility for the boards and/or commissions for which you are applying?

Is there anything else you would like for Council to be aware of, or know about you?



NOVI CITY CLERK'S OFFICE
45175 TEN MILE ROAD
NOVI, MI 48375
(248) 347-0456
Fax (248) 347-0577
www.cityofnovi.org

BOARDS AND COMMISSIONS APPLICATION

Please number the boards and commissions you're interested in serving on, in order of your preference, with "1" being the board or commission you're most interested in. For the boards and commissions you're interested in, check the corresponding qualifications/areas of expertise that apply to you. Not all boards and commissions have vacancies at this time; contact the Clerk's Office for further details.

_____ **Beautification Commission** evaluates entries for the City's Neighborhood Entryway Enhancement Matching Grant Program, and is involved in various beautification projects and public events.

- Gardening/Landscaping Leadership Fundraising

_____ **Board of Review** reviews property assessments as set by the City Assessor and hears appeals by individual property owners; then reduces, adds to or denies said appeal. A certification of the assessment role is required by the Board of Review per the state statute.

- Real Estate Construction Organization/Preparedness Logic/Reasoning

_____ **Building Authority** oversees the issuance of financing bonds for special projects within the City of Novi.

- Banking/Finance Property Appraisal/Assessing Real Estate/Development/Law

_____ **Construction Board of Appeals** exists as a "fact finding" body for builders and developers; hear appeals for questions of interpretation and proper application and equivalency.

- Architecture Construction Engineering

_____ **Corridor Improvement Authority** helps to correct and prevent deterioration in commercial business districts, and promote the economic growth within the districts.

- Reside/Own Property in District Codes/Regulations/Law Strategic Planning Resource Allocation

_____ **Economic Development Corporation** is a resource for reviewing requests for Industrial Revenue Bonds and for other economic development initiatives; meets only as needed.

- Professional/Business/Industry Background Finance Short/Long Range Planning

_____ **Election Commission** has the duties and powers conferred on City Election Commissioners by statute. The City Clerk is the chairman of the Commission.

- Registered Voter (*required*) Basic Knowledge of Election Process

_____ **Historical Commission** in cooperation with the Historical Society and the Novi Public Library, the Historical Commission is responsible for Old Township Hall (which serves as a museum), and for the collection, preservation and marking of historical sites.

- Love of History Organizational Skills Programming Knowledge Project Management

_____ **Housing & Community Development Advisory Committee** was formulated for the purpose of reviewing community development needs in regards to these Community Development Block Grant funds. The committee works in conjunction with City administration to develop annual CDBG goals for the City of Novi.

- Federal Grants Knowledge of Community Needs

_____ **Library Board** approves payment of bills, acts upon recommendations of the Library Administrator and handles various other business matters.

- Policymaking/Review Budget and Finance Marketing/Public Relations Customer Service



NOVI CITY CLERK'S OFFICE
 45175 TEN MILE ROAD
 NOVI, MI 48375
 (248) 347-0456
 Fax (248) 347-0577
www.cityofnovi.org

BOARDS AND COMMISSIONS APPLICATION

_____ **Parks, Recreation & Cultural Services Commission** sets policy for and makes recommendations to the Parks, Recreation & Cultural Services Department. The Commissioners work together with professional staff in the areas of programming, budget, facilities, planning and public relations. The Commission has the responsibility of meeting community recreational objectives, and reflecting community needs to the Parks, Recreation & Cultural Services Department and City Council.

- Recreation/Cultural Arts Programs & Services Strategic Planning Advertising/Marketing/PR

_____ **Planning Commission** prepares a Master Plan for Land Use and advises the City Council in regard to the proper development of the City of Novi. The Planning Commission reviews and recommends to City Council all requests for change in zoning and ordinance text amendments.

- Architecture/Landscape Architecture Engineering Land Use Planning Real Estate Development/Law

_____ **Zoning Board of Appeals** authorizes use in a zoning district in which it is not otherwise permitted, provided it is clearly shown that the land cannot be utilized for a zoned use. The board is empowered to act on matters where zoning ordinances provide for administrative review, interpretation, exception or special approval permit, and to author a variance as defined in section 3104 of the Zoning Ordinance and Laws of the State of Michigan.

- Architecture Construction Land Use Planning Real Estate Development/Law

I understand I am volunteering my services with no monetary compensation or benefits. I understand I am not a City of Novi employee. I further understand the City of Novi is not obligated to accept my offer of volunteering service to the City of Novi. The City of Novi reserves the right to terminate my volunteer service at any time. I have read the Volunteer NOVI Guidebook and Policies. I will adhere to the policies and procedures of the City of Novi.

I authorize fingerprinting, criminal background checks, search of sex offender registry, and Department of Motor Vehicle checks as deemed necessary by the City of Novi. I authorize investigation of any matter contained in the application.

*I understand as a volunteer I am **NOT** covered under the City of Novi's Workers' Compensation Policy for any injury or accident sustained during my volunteer assignment. I understand I am to report any injury or accident immediately to my supervisor. I further understand any medical costs or other costs incurred as result of incident will be my responsibility. I further understand if I fail to report the injury or accident immediately to my supervisor I may be released from my current volunteer assignment and may be Ineligible for any assignment in the future.*

I give the City of Novi permission to use, publish and republish, without compensation or obligation to me any photographs, videos or other media now in existence, which may be developed for future use along with reproduction of my likeness taken during my volunteer service to the City of Novi.

I declare under penalty of perjury all statements made in this application are true and correct of my own personal knowledge.

Signature

Date