

Pre-Application Conference

Though pre-application conferences are optional, they are **strongly recommended for all projects requiring full site plan review**.

This meeting between the developer, Planning & Zoning Administrator, and other city department heads is intended to be a time for the developer to explain the project scope and to ask questions about zoning, utilities, and other areas of concern. The developer and city personnel can work together to identify challenges and possible solutions before moving into the phase of producing detailed site plan drawings to submit with the official zoning permit application.

While detailed site plan drawings are not required for this meeting, it is helpful to have some basic drawings for initial review. The more information that is submitted at the pre-application conference, the better feedback city personnel is able to provide, which generally leads to shorter review times after submission of the application and fewer back-and-forth revisions prior to the site plan review by Planning Commission.

To schedule a pre-application conference, please contact the Planning & Zoning Administrator at 906-789-7302.