

City of Swartz Creek

Checklist for Conceptual or Pre-Application Meetings

Planning, Zoning, and Developmental Projects

Prior to any development or redevelopment, applicants and/or their representatives are encouraged to contact city staff and schedule a Conceptual Review Meeting. Depending on the scope of the proposed development, the meeting may also include other staff or consultants (e.g., Engineering Services, Building & Inspection Services, and/or Fire Department). There is no fee for a Conceptual Review Meeting.

The Conceptual Review Meeting is intended to provide applicants and developers general information regarding the development review process and applicable design guidelines for a future project in the community. This informal meeting with staff is intended to promote a smooth review and approval process. To request a Conceptual Review Meeting, please call 810.635.4464, or email at (include both email addresses) azettel@cityofswartzcreek.org and sfountain@cityofswartzcreek.org

Meetings may be held in person or via Zoom.

To streamline expedite progress during the Conceptual Review Meeting, the following information should be available:

- Location, including address, parcel number, etc. of the subject site
- Existing use of property, including any historical uses of property if known
- Size of property
- Zoning district
- Surrounding land uses
- Proposed development type (residential, office, retail, industrial, planned development, etc.)
- Preliminary sketches (does not need to be sealed; hand-drawn are sufficient)
- Proposed timeline for development, including review process and construction
- Any known requests for ordinance special uses or variances
- Specific questions for staff comment

Staff shall provide information and feedback/comment regarding the follow at the meeting, as necessary:

Required Approvals

- Administrative
 - Building & Trades
 - Grading
 - Engineering
 - Zoning
- Planning Commission
 - Zoning
 - Site Plan
 - Special Land Use
- ZBA
 - Interpretation
 - Variance
 - Appeal
- DDA
 - Incentive
 - Design
- External
 - State (Water, sewer wetland, floodplain)
 - GCRC (border street access)
 - GCDC (soil erosion, water, & sewer)
 - FEMA/EGLE (floodplain/wetlands)

Fees and Escrow Needs

- Zoning & Incentive Applications
- Publications
- Third party fees

Standards

- Zoning
- Master Plan
- Downtown Design Guidelines
- Engineering Standards Manual

Submission Requirements

- Zoning & Site Plan Criteria
- Traffic and Modeling
- Water & Sewer Capacity
- Storm Water
- Survey & Architectural

Contacts

- Staff, including prime liaison
- Municipal Consultants
- Applicant and Consultants
- County & State

Timelines

- Meeting schedules
- Lead times/application windows
- Review

Forms and Applications

- Zoning
- Grading
- Building & Trade
- Incentive