

DEVELOPMENT PRE-APPLICATION CHECKLIST



Prior to the beginning of any development process in the City of Big Rapids, applicants are encouraged to meet with City staff for a conceptual review meeting. This meeting can help promote a smooth approval process once a formal application is submitted. In order to request a pre-application meeting, please contact Community Development Director, Paula Priebe, at (231)592-4035 or ppriebe@cityofbr.org

- Contact the Community Development Department to schedule a pre-application meeting 1-4 weeks before the application submittal deadline.
- In order to make the best use of the meeting, the following should be known/available:
 - Location
 - Existing use
 - Intended development (residential, office, retail, manufacturing, and so forth)
 - Preliminary sketches (hand-drawn are sufficient)
 - Surrounding land uses

Any other additional information such as professional service providers, flood zone status, expected parking along with others are helpful but not required.

At the meeting, City staff will cover the following:

- Review the proposed use for general conformance with existing zoning
- Provide initial feedback on design (if applicable)
- Identify the correct process (which can be referenced on the second page) and describe the approval process and timeline
- Provide the community vision for the site. City staff may encourage the developer to seek the opinion of the community most affected by the proposed project.
- Answer questions the applicant may have pertaining to development in Big Rapids



**CITY OF BIG RAPIDS
COMMUNITY DEVELOPMENT DEPARTMENT
DEVELOPMENT REVIEW PROCESS TIMELINE**

