

PRE-APPLICATION MEETING CHECKLIST

The City offers a pre-application meeting for developers to discuss a future project to be located within the City of Kentwood. The following provides a checklist of site plan elements that would assist in the initial discussion with City staff:

Applicant should provide, as available:

- General description of the use provided
- Acreage of property
- Number of units for residential development
- Sketch plan for proposed project including building, parking, accessory uses
- Ownership status of the property
- Surrounding land uses on the proposed site plan, surrounding zoning
- Proposed fire lanes
- Preliminary engineering concepts:
 - Existing known water features: wetlands, streams, ponds
 - Utilities: water, sanitary sewer, gas, electric, fire hydrants
 - Drainage/stormwater/detention
 - Grading
 - Easements
 - Roadways

Review topics for discussion:

- Conformance with Master Plan and Zoning Ordinance
- Review types/process that will be required: Rezoning, Site Plan Review, Special Land Use, etc.
- Additional information that will be needed for submittal

Additional information to be provided to the applicant:

- Application forms
- Checklist for preliminary site plan elements needed for submittal
- Calendar of application deadlines, meetings, and public hearings
- Schedule of fees
- Flowchart of general development and approval process