



Conceptual Review Meeting Checklist

Thank you for your interest in pursuing a development project within the City of Zeeland. We are here to support you and look forward to a productive meeting. Please use this checklist to help prepare for your Conceptual Review meeting. If you have any questions prior to the meeting, please contact the City's Community Development Director, Tim Maday, at tmaday@cityofzeeland.com or (616) 772-0872.

Subject Property Address: _____

Parcel Number: _____

Proposed Use of Property: _____

Estimated Project Budget: _____

Proposed Construction Start Date: _____

Contact Information (Name, Phone Number, and Email Address):

	Conceptual Review Meeting Checklist	Complete
1.	Complete information requested above and bring a <u>conceptual sketch</u> of the proposed development. At a minimum, please include the approximate location of property lines, access drives, and proposed structures.	
2.	Staff will provide a general overview of the City's review process. Discuss information such as the required application(s), required staff reviews, revisions, if Planning Commission review is required, etc.	
3.	Discuss ordinance requirements, including but not limited to: a. Is the land use correct for the proposed project? b. Is there any element of the proposed project that requires special approval? c. Discuss building location, setbacks, etc. d. Discuss required landscape buffers/the overall landscape plan e. Stormwater requirements f. Driveway locations g. Any other information the Community Development Director determines may be useful to the applicant.	
4.	Troubleshoot any issues of special concern. For example, any elements of the project which would need special approval, or anything that may be considered a nuisance to surrounding properties.	
5.	Discuss Developer Resources available on the City Website: cityofzeeland.com	