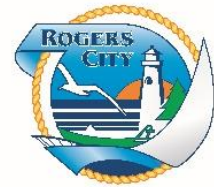


Pre-Application Conference Checklist



City of Rogers City

193 East Michigan Avenue
 Rogers City, MI 49779
 989-734-2191
www.rogerscity.com

Thank you for your interest in a development project in Rogers City. We are here to support you and look forward to a productive meeting. Please use this checklist to help assure you are prepared for your Pre-Development conference. Feel free to contact Toby Kuznicki tkuznicki@rogerscity.com any time if you have questions.

Contact information, name phone number and email

Subject Property Address _____
 Parcel Number _____
 Proposed Use of Property _____
 Proposed Number of Employees _____
 Anticipated Project Completion Date _____
 Estimated Project Budget _____

	Pre-Development Checklist	Complete	Comments
1	CONCEPTUAL SKETCH OF PROPOSED DEVELOPMENT: At a minimum Include approximate location of property lines, drive access and proposed structures		
2	REVIEW OF APPROVAL PROCESS: Site plan, Special use, PUD. Plot plan or full site plan. Timeline for approval		
3	TROUBLE SHOOT HURDLES TO DEVELOPMENT: Zoning, water and sewer utilities and other entities to consult with including Building Department, FDA, MDOT...		
4	DISCUSS PERMITTING PROCESS: Zoning approval through the City. Building or other permits through outside entities.		
5	Developer resources available on the City website: www.rogerscity.com		
6	Professional Services: Will an architect or engineer be used to prepare development plans? If so contact information?		