

City of Grand Haven

Pre-Development Meeting Checklist

Prior to any development or redevelopment, applicants and/or their representatives are encouraged to contact the Planning Department and schedule a Pre-Development Review Meeting. Depending on the scope of the proposed development, the meeting may also include other City staff (Dept. of Public Works, Building Official, Fire Marshal, Board of Light and Power Engineer, and/or Main Street DDA). There is no fee for a Pre-Development Review Meeting.

The Pre-Development Review Meeting is intended to provide applicants and developers general information regarding the development review process and applicable design guidelines for a future project within the City. This informal meeting with staff is intended to promote a smooth review and approval process. To request a meeting, please contact Brian Urquhart, City Planner, at 616-935-3276 or email at burquhart@grandhaven.org.

To streamline our discussion during the Pre-Development Review Meeting, the following information should be prepared in advance:

- 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 (residential, office, retail, industrial, planned development, etc.)
- Preliminary sketches (does not need to be sealed; hand-drawn are sufficient)
- Proposed time line for development, including review process and construction
- Any known requests for ordinance modifications or variances
- Specific questions for staff comment

At the Pre-Development Meeting, City staff will review and discuss the following:

- Review the proposed use for conformance with the Zoning Ordinance and Master Plan
- Provide initial feedback on design, if applicable
- Provide information related to the property, including natural resources, wetlands, public utilities, EGLE reviews, etc.
- Identify the correct process (site plan review, special land use, variance, planned development, etc.) and provide guidance on applicable process and timeline for reviews
- Answer additional questions related to development in the City of Grand Haven