

Pre-development Review Meeting Overview

Before beginning any development process in the city, applicants and/or their representatives are encouraged to schedule a pre-development review meeting with city staff. Depending on the scope of the proposed development, the meeting may also include the building inspector, fire department, etc. There is no fee for a pre-development review meeting.

A pre-development review meeting is intended to provide applicants and developers with general information regarding the development review process and applicable design guidelines for future projects in our community. This meeting can help promote a smooth review and approval process. To request a pre-development review meeting, please call (231) 873-3546, or e-mail at rsplane@cityofhart.org.

The meeting may be held in person or via Zoom.

Checklist

To streamline our discussion during the Conceptual Review Meeting, the following information should be include provided:

- Location, including address, parcel number, etc. of the 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 timeline for development, including review process and construction
- Any known requests for ordinance modifications or variances
- Specific questions for staff comment

At the Conceptual Meeting, Township 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, etc.

- Identify the correct process (site plan review, special land use, variance, planned development, etc.) and provide guidance on applicable processes and timelines for reviews
- Establish timelines for plan reviews, future meeting dates, and achieving final approval
- Answer additional questions related to development in the City of Hart

Contact

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