



Buena Vista Charter Township, 1160 S. Outer Drive, Saginaw, MI 48601

Conceptual Meeting Checklist

Prior to any development or redevelopment, applicants and/or their representatives are encouraged to contact Buena Vista Township Building Department staff and schedule a Conceptual Review Meeting. Depending on the scope of the proposed development, the meeting may also include other Township staff (e.g., Township Superintendent, designated Building & Inspection staff, and/or Fire Department). There is no fee for a Conceptual Review Meeting. The Conceptual Review Meeting is intended to provide applicants and developers general information regarding the development review process and applicable design guidelines for a future project in our community. This informal meeting with staff is intended to promote a smooth review and approval process. To request a Conceptual Review Meeting, please call the Building Department Office at **989-754-6536 x 2313** or contact our Zoning Administrator, *Ben Keller*, at **269-370-5244** to schedule a prospective appointment.

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

- 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 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 process and timeline for reviews
- Answer additional questions related to development in Buena Vista Charter Township