

City of Laingsburg Conceptual Review Guidelines and Checklist

The purpose of the conceptual review meeting is to allow the City of Laingsburg the opportunity to informally review a development proposal prior to the substantial commitment of time and expense on the part of the applicant in preparing a site plan. To set up a conceptual meeting, please contact City Staff at 517-651-5374.

During a conceptual meeting, the applicant will meet with the zoning administrator to review their proposal. Before the meeting please follow the following steps:

- **Know the location of your project**
- **Develop a clear vision for the project (what do I want and how will I do it?)**
- **Create a rough sketch of the property where your project is to be located showing:**
 - **Accurate lot dimensions, including lot width, length, and area calculations of the subject property.**
 - **Parking areas accurately depicting location, size, and number (if applicable).**
 - **Included the location and dimensions of all structures, including height, setbacks from other structures and property lines.**

Note to developers: Where a re-zoning or special-use permit will be required, the City will notify affected residents located within 300 feet of a proposed project. The City encourages project applicants to advise neighbors of their pending development. City staff can assist in means and methods for contacting those affected accordingly.

**Conceptual Review Meeting
Planning Guide**

Applicant Name: _____

Applicant Address: _____

Applicant Telephone: _____

Applicant Email: _____

Applicant Interest (e.g. personal, business, etc.): _____

Proposed Location/Address: _____

Legal Description: _____

Proof of Ownership: _____

Property Lines/Sketch *(include the shape, location, cross streets if applicable, and dimensions of the lot and property lines)*

Location/Sketch of required setbacks of the zoning district

Location of Accesses *(the location and configuration of the lot access and driveway, and parking areas (size, location and number) if applicable.)*

Rights of Way and Easements (Sketch) *(The location and width of all abutting rights of way, easements, and public open spaces within or bordering the project.)*

	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, etc.. Timeline for approval		
3	Troubleshoot Hurdles to Development: Zoning, water and sewer utilities and other entities to consult with including in the Building Department, FDA, MDOT, etc.		
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.laingsburg.us		
6	Professional Services: Will an architect or engineer be used to prepare development plans? If so, contact information?		