



# Preliminary Application Meeting Checklist

## City of East Tawas

760 Newman Street  
East Tawas, MI 48730  
989-362-6161

[www.easttawas.com](http://www.easttawas.com)

Thank you for your interest in a development project in East Tawas. 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 preliminary meeting. Feel free to contact Stephanie Loew, [sloew@easttawas.com](mailto:sloew@easttawas.com) any time if you have questions.

Contact Information, name, phone, and email. \_\_\_\_\_

Property Address \_\_\_\_\_

Parcel Number \_\_\_\_\_

Proposed use of property \_\_\_\_\_

Anticipated project completion date \_\_\_\_\_

Estimated project budget \_\_\_\_\_

	Preliminary meeting checklist	Complete	Comments
1	<b>CONCEPTUAL SKETCH OF PROPOSED DEVELOPMENT:</b> At a minimum include approximate location of property lines, drive access and proposed structures.		
2	<b>REVIEW OF APPROVAL PROCESS:</b> Site plan, special use, PUD. Plot plan or full site plan. Timeline approval.		
3	<b>TROUBLE SHOOT HURDLES TO DEVELOPMENT:</b> Zoning, water and sewer utilities and other entities to consult with including Building department, MDOT...		
4	<b>DISCUSS PERMITTING PROCESS:</b> Zoning approval through the City. Building or other permits through outside entities.		
5	<b>PROFESSTIONAL SERVICES:</b> Will an architect or engineer be used to prepare development plans? If so contact information?		