



Pre-Conceptual Review Meeting

The purpose of the Pre-Conceptual Review Meeting is to allow the Village of Roscommon 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 the Village Manager at 989-275-5743 extension 13.

During a conceptual meeting, the applicant will meet with the Village Manager and Zoning Official to review their proposal. Village consultants and/or the Department of Public Works may not be in attendance for the conceptual meeting but will review the applicant's proposal and comment as appropriate.

If you wish to setup a conceptual meeting with the Village Manager at 989-275-5743

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:
 - o Accurate lot dimensions, including lot width, length, and area calculations of the subject property.
 - o Parking areas accurately depicting location, size, and number (if applicable).
 - o Included the location and dimensions of all structures, including height, setbacks from other structures and property lines.
- Call the Village of Roscommon to set up a meeting.

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

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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:

The shape, location, cross streets if applicable, and dimensions of the lot and property lines, drawn to scale. The scale shall be of such size as deemed adequate by the Zoning Administrator to make a judgment that the application meets the requirements of this ordinance. When deemed necessary by the Zoning Administrator, a survey may be required. The scale, north arrow, and date.

Location/Sketch of Required Setbacks of the Zoning District:

Materials

The location, shape, dimensions and height of all structures or impervious surfaces to be erected, altered or moved onto the lot and of any building or other structure still on the lot, drawn to scale. All materials out of which the proposed construction is to be made.

Location of Accesses

The location and configuration of the lot access and driveway, drawn to scale.

Proposed Use:

The existing and intended use of the lot and all such structures upon it, including the number of dwelling units 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.

Natural Features:

Description of all natural features potentially affected by the project such as forests, water bodies, wetlands, high risk erosion or drainage areas.

Landscaping Description/Sketch:

Description of all natural features potentially affected by the project such as forests, water bodies, wetlands, high risk erosion or drainage areas.
