



# VAN BUREN CHARTER TOWNSHIP

46425 Tyler Road, Van Buren Township, MI 48111  
734-699-8913 [www.vanburen-mi.org](http://www.vanburen-mi.org)

Thank you for your interest in a development project in Van Buren Township. 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 pre-application meeting. Feel free to contact Dan Power, Director of Planning & Economic Development at [dpower@vanburen-mi.org](mailto:dpower@vanburen-mi.org) any time if you have questions.

### Contact information, name phone number and email

Subject Property Address \_\_\_\_\_  
 Parcel Number \_\_\_\_\_  
 Proposed Use of Property \_\_\_\_\_  
 Proposed Number of Employees \_\_\_\_\_  
 Anticipated Project Completion Date \_\_\_\_\_  
 Estimated Project Budget \_\_\_\_\_

	Pre-Development Checklist	Complete	Comments
<b>WHAT TO BRING TO THE MEETING</b>			
1	<b>CONCEPTUAL SKETCH OF PROPOSED DEVELOPMENT:</b> At a minimum Include approximate location of property lines, drive access and proposed structures.		
2	<b>PROFESSIONAL SERVICES:</b> Will an architect or engineer be used to prepare development plans? If so, please provide their name, phone number and email at or prior to the meeting.		
<b>MEETING TOPICS AND NOTES</b>			
1	<b>REVIEW OF APPROVAL PROCESS:</b> Site plan, Special use, PRD. Timeline for approval.		
2	<b>TROUBLESHOOTING DEVELOPMENT CHALLENGES:</b> Zoning, water and sewer utilities and other entities to consult with including the Building Department, Wayne County, MDOT...		
3	<b>DISCUSS PERMITTING PROCESS:</b> Zoning & Building approval through the Township. Wayne County permits and other permits through outside entities.		
4	<b>DEVELOPER RESOURCES</b> are available on the Township website: <a href="http://www.vanburen-mi.org">www.vanburen-mi.org</a>		