



Lives Built Here
Pre-Application Conference Checklist
Village of Cass City

Thank you for your interest in a development project in the Village of Cass City. 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-Development conference. Feel free to contact Debbie Powell, Village Manager, if you have questions @ 989-872-2911 or ccmanager@casscity.org.

Applicant Name _____
Address _____
Phone _____ Email: _____
Parcel Number _____
Proposed Use of Property _____
Proposed Number of Employees _____
Anticipated Project Completion Date _____
Estimated Project Budget _____

	Pre-Development Checklist	Complete	Comments
1	CONCEPTUAL SKETCH OF PROPOSED DEVELOPMENT: At a minimum include approximate location of property line, drive access and proposed structures		
2	REVIEW OF APPROVAL PROCESS: Site plan, Special use. Plot Plan or full site plan. Timeline for approval		
3	TROUBLE SHOOT HURDLES TO DEVELOPMENT: Zoning, water and sewer utilities and other entities to consult with including Building Codes.		
4	DISCUSS PERMITTING PROCESS: Zoning approval through the Village. Building or other permits through SAFE Built		
5	Developer resources available on the Village website: www.casscity.org		
6	Professional Services: Will an architect or engineer be used to prepare development plans? If so, contact information is required		