



*Moving Forward Working Together*

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