

# Pre-Application Conference Checklist



## City of Rogers City

193 East Michigan Avenue  
 Rogers City, MI 49779  
 989-734-2191  
[www.rogerscity.com](http://www.rogerscity.com)

Thank you for your interest in a development project in Rogers 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 Toby Kuznicki [tkuznicki@rogerscity.com](mailto:tkuznicki@rogerscity.com) 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
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 for approval		
3	<b>TROUBLE SHOOT HURDLES TO DEVELOPMENT:</b> Zoning, water and sewer utilities and other entities to consult with including Building Department, FDA, MDOT...		
4	<b>DISCUSS PERMITTING PROCESS:</b> Zoning approval through the City. Building or other permits through outside entities.		
5	<b>Developer resources available on the City website:</b> <a href="http://www.rogerscity.com">www.rogerscity.com</a>		
6	<b>Professional Services:</b> Will an architect or engineer be used to prepare development plans? If so contact information?		