

Link to Conceptual Meetings

- <https://www.cityofvassar.org/35/Business-Resources>
 - Under Business Resources tab: Conceptual Review Meetings
 - Schedule Meetings

Prior to beginning any development process in the City, applicants are encouraged to meet with City staff for a conceptual review meeting. This meeting can help promote a smooth approval process once a formal application is submitted. In order to request a conceptual review meeting, please call (989) 823-8517 or reach out via e-mail at citymanager@cityofvassar.org.

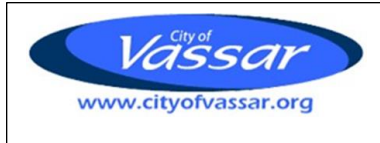
To make the best use, the following should be known/available:

- Location
- Existing use
- Intended development (residential, office, retail, manufacturing, and so forth)
- Preliminary sketches (hand-drawn are sufficient)
- Surrounding land uses

Any other additional information such as professional service providers, flood zone status, expected parking, and so forth are helpful but not required.

At the meeting, City staff will cover the following:

- Review the proposed use for general conformance with existing zoning
- Provide initial feedback on design (if applicable)
- Identify the correct process (site plan review, special land use, variance and so forth) and walk the applicant through what to expect
- Cover potential options for incentives through local, county or state programs
- Answer any additional questions you may have pertaining to development in Vassar.



Pre-Application Conference Checklist

City of Vassar

287 E Huron Avenue

Vassar, MI 48768

Phone: 989 823-8517

Thank you for your interest in a development project in the City of Vassar. 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 the City Manager at citymanager@cityofvassar.org during city hall hours (8:00am-4:30pm) 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	CONCEPTUAL SKETCH OF PROPOSED DEVELOPMENT: At a minimum include approximate location of property lines, drive access, and proposed structures.		
2	Review of Approval Process: Site plan, Special use, PUD. Plot plan or full site plan. Timeline for approval.		
3	Troubleshoot Hurdles to Development: Zoning, water, and sewer utilities and other entities to consult with including Building Department, FDA, MDOT...		
4	DISCUSS PERMITTING PROCESS: Zoning approval through the City. Building or other permits through outside entities.		
5	Developer resources available on the city website:		
6	PROFESSIONAL SERVICES: Will an architect or engineer be used to prepare development plans? If so, contact information?		

Additional Comments/Notes