



COLDWATER
MICHIGAN • 1861

Conceptual Review Meeting

Thank you for your interest in a development project in the City of Coldwater. We are here to support you and look forward to working with you. Prior to the beginning of any development process in the City of Coldwater, 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. Please contact our Planning & Zoning Administrator, Dean Walrack at dwalrack@coldwater.org any time if you have questions and to schedule the recommended Pre-Application meeting.

Project Information

Name: _____

Phone Number: _____ 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	TROUBLE SHOOT 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: https://www.coldwater.org/		
6	Professional Services: Will an architect or engineer be used to prepare development plans? If so contact information?		

