



VILLAGE OF
PINCKNEY

220 S. Howell Street
Pinckney, MI 48169
zoning@villageofpinckney.org

PRE-PLANNING MEETING

The planning process can be difficult to understand, particularly for those who may be unfamiliar with the system. The purpose of a pre-planning meeting is to give the applicant an opportunity to seek advice from village staff and consultants on the proposed development and the processes and expectations going through the process.

The meeting is designed to be objective, open and fair and can discuss objectives and possible alternatives to specific site conditions and/or obstacles and any particular constraints which may have a bearing on the decision of the Planning Commission.

A pre-planning meeting request form must be completed and include the following minimum information:

- Name, address and contact phone number(s)
- Site location map
- Legal interest in site (ie: owner, prospective purchasers, etc.)
- A clear and detailed description of proposed development/nature of inquiry and any additional supporting information as necessary including photographs, sketches or preliminary drawings.
- Include relevant details associated with the site (zoning classification, existing landscape, adjoining properties, etc.)

In relation to small scale developments, this advice may be given via a telephone call, correspondence or email. It is not always necessary to hold a pre-planning meeting.

It should be noted that any advice is given in good faith and without prejudice to the formal consideration of any subsequent planning application.



PRE-PLANNING MEETING

Date of Request _____

Owner: _____
Address: _____
Phone: _____
Email: _____

Applicant: _____
Address: _____
Phone: _____
Email: _____

Project Address: _____ Tax Code: _____

Lot: _____ Subdivision: _____ Zoning: _____

Description of Project: _____

I would like to request a pre-planning meeting to discuss the above referenced project within the Village of Pinckney & request to meet with the following Village Representatives

- Zoning Administrator
- Department of Public Works
- Planning Consultant
- Village Engineers
- Village Attorney

I agree to pay all fees associated with this meeting.

Signature of Applicant: _____ Date _____

Please indicate potential days and times for scheduling purposes: _____

Date of Submittal: _____

Escrow Paid: _____

Fees:	
Pre-Planning Meeting	\$1,000 per meeting (Escrow) Additional funds may be required. Unused funds will be refunded to the applicant