OAK PARK

14300 Oak Park Blvd., Oak Park, MI 48237 (248) 691-7450 www.oakparkmi.gov

Conceptual Site Plan Review Meeting Checklist

Prior to any development or redevelopment, applicants and/or their representatives are encouraged to contact the Economic Development and Planning staff to schedule a conceptual site plan review meeting. This meeting provides applicants and developers an opportunity to meet with the Economic Development and Planning Department and, depending on the scope of work, with other city departments including Building, Engineering and Fire.

The meeting is intended to provide applicants and developers with general information regarding the development review process and applicable design guidelines for a future project in our community as well as to promote a smooth review and approval process.

Please note, you are not required to have any preliminary drawings or site plans to schedule a meeting. Our Economic Development and Planning staff is happy to meet and discuss concepts for a property if you have a specific site in mind. If you do not have a specific site in mind, contact our Economic Development and Planning staff to discuss economic-development opportunities.

To request a Conceptual Site Plan Review Meeting, call (248) 691-7455, or email both kmarrone@oakparkmi.gov and shabhab@oakparkmi.gov.
Meetings may be held in person or virtually.

To ensure the success of your conceptual site plan review meeting, be prepared with as much of the following information as possible:

- ❑ Project location, including address, parcel number, etc.
- ❑ Intended development (residential, office, retail, commercial, etc.)
- ❑ Preliminary sketches, if applicable, hand-drawn are acceptable
- ❑ Existing use of property and surrounding land uses
- ❑ Any other additional project information available
- ❑ Specific questions for staff comment
- ❑ Pro Forma

At your conceptual site plan review meeting, the following will be discussed:

- ❑ Review the proposed use for conformance with the Zoning Ordinance or Master Plan
- ❑ Provide initial feedback on design, if applicable
- ❑ Identify the correct development review process and timeline and what to expect
- ❑ Discuss any potential options for incentives through local, county or state programs, where applicable
- ❑ Answer additional questions about development in Oak Park