CONCEPTUAL REVIEW & PRE-APPLICATION MEETINGS

Prior to any development or development, applicants and/or their representatives are encouraged to contact the Department of Public Services staff and schedule a Conceptual Review Meeting. Depending on the scope of the proposed development, the meeting may also include other City staff. There is no fee for a Conceptual Review Meeting.

The Conceptual Review Meeting is intended to provide applicants and developers general information regarding the development review process and applicable design guidelines for a future project in our community. This informal meeting with staff in intended to promote a smooth review and approval process. To request a Conceptual Review Meeting, please call 313-822-4365, or email building@grossepointepark.org.

Meetings may be held in person or in a virtual call.

To streamline our discussion during the Conceptual Review Meeting, the following information should be included:

- Location, including address, parcel number, etc. of the subject site.
- Existing use of property, including any historical uses of property if known.
- Size of property
- Zoning district and surrounding land uses
- Proposed development (residential, commercial, mixed use)
- Preliminary sketches (does not need to be sealed; hand-drawn are sufficient).
- Proposed time line for development, including review process and construction.
- Any known requests for ordinance modifications or variances
- Specific questions for staff comment.

At the Conceptual Meeting, City staff will review and discuss the following:

- Review the proposed use for conformance with the Zoning Ordinance and Master Plan
- Provide initial feedback on design, if applicable
- Provide information related to the property, including public utilities, etc.
- Identify the correct process (site plan review, special land use, variance, etc.) and provide guidance on applicable process and time line for reviews
- Answer additional questions related to development in the City of Grosse Pointe Park.