



CITY OF MARSHALL
PLANNING & ZONING DEPARTMENT
323 W Michigan Ave
Marshall, MI 49068
Phone (269)781-5183
Fax (269) 781-2878
www.cityofmarshall.com

Pre-Submittal Meeting Application
Process, Instructions and Application*

Private Development Team reviews all necessary City of Marshall Ordinances and documents for preparation of preliminary documents



Make Application - application needs to be complete and include a site plan



Pre-Submittal meeting scheduled



Pre-Submittal meeting takes place

*See attached detailed directions for all steps involved.



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Pre-Submittal Meeting Application Purpose and Directions

Purpose

- Offers the private development team the opportunity to meet with City staff from various departments to discuss preliminary concepts for future projects while learning about the city's review process.
- Meetings are designed to serve as a comprehensive question and answer session; they are useful in uncovering potential issues, are a good platform to create a common understanding and to help to streamline the development process. It is important that all responsible design staff from the private development team be at the meeting to hear all comments.
- The meeting can save the private development team time and money in redesign work by helping to identify site and technical code issues along with develop options to move the project forward.
- Highly recommended for complex commercial/industrial projects, as well as projects involving older existing buildings, particularly those located in the downtown area.
- *Pre-Submittal Meeting comments are not comprehensive, but preliminary in nature. Additional comments not discussed in this meeting may be generated when the project is formally submitted for a full review or during the permit process.*
- Meetings are free to schedule and many projects only need one meeting.
- Meetings typically last one-hour or less.

Directions

1. **Contact Community Development Director to determine if a meeting is needed.**
2. **Pre-Submittal Meeting Application Submission.** The Community Development Director accepts the completed application with site plan and works with the contact person to schedule the Pre-Submittal meeting. Meetings are typically scheduled a minimum of one week after the application has been received and dependent on the availability of the private development team and city staff. The completed application and site plan can be emailed to the Community Development Director.
3. **Pre-Submittal Meeting Application Review.** The Community Development Director forwards the accepted application packet to the City Engineer, Director of Public Works, Director of Public Safety (Police/Fire) and Building Official for their review and comment.
4. **Pre-Submittal Meeting takes place.**



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PRESUBMITTAL MEETING
APPLICATION

Please print legibly. All portions must be completed. Do not leave any section blank, use N/A. Incomplete forms will be returned. All required materials must be received by the City and determined to be complete. If additional space is needed, please use additional sheets of paper.

Property Information

Property Address: _____

Project Name: _____

Property Code Number (Tax Number): 13-53-_____

Briefly Explain Request/Project: _____

Previous Approvals Granted to Property: _____

Applicant Information

In case of trust, provide the name, address and telephone numbers of all trustees and beneficiaries of the trust. An LLC or corporation must provide a copy of Articles of Incorporation. In case the applicant is not the property owner, written permission from the property owner is required.

Name of Applicant: _____

Relationship to Property Owner: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Telephone Number: _____ Emergency Number: _____

E-mail Address: _____

Name of Property Owner: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Telephone Number: _____ Emergency Number: _____

E-mail Address: _____

Attorney: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Telephone Number: _____ E-mail Address: _____

Engineer and/or Architect: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Telephone Number: _____ E-mail Address: _____

Site Information

General description or characteristics of the site: _____

Existing Zoning and Land Use: _____

Proposed Land Use: _____

Proposed Number of Parking Spaces: _____

Is the property located in any of the following overlay districts?

Hospital Campus Overlay District? Yes: _____ No: _____

River District Overlay? Yes: _____ No: _____

Building Information

New or Existing Building: _____

Type of Construction: _____

Anticipated Occupant Load(s): _____

Number of Stories: _____

Fire Protection Systems: _____

List of Concerns or Questions

Please provide a list of any specific detailed question, the private development team may have that would require research to be completed prior to the meeting:

Site Plan Checklist

A Site Plan shall consist of the following:

- Site Plan drawn to a scale sufficient to determine compliance with this Ordinance, but in no event less than one (1) inch equals thirty (30) feet and all dimensions shall be provided;
- Site Plans shall be submitted on sheets of paper not less than 8 ½ by 11 inches in size, nor more than 24 by 36 inches. In the event that the entire Site Plan does not fit on one sheet at the required scale, in addition to the diagrams drawn at the required scale. All information must be legible and an appropriate font size when printed.
- Required front, rear, and side Setbacks under this Ordinance.
- Natural characteristics, including, but not limited to, open space, stands of trees, brooks, ponds, creeks, rivers, lakes, floodplains, hills, dune classifications, dune crest, and similar natural assets.
- The shape, size, location on the Lot, height, and floor area of all Buildings and Structures; Lot Coverage ratios; and Finished Grade. In addition, for Lots in the Floodplain Overlay District, the base flood elevation and the elevation of the lowest habitable floor of all Structures.
- Streets, Driveways, Parking Spaces, curb cuts, loading spaces, and sidewalks, with indication of direction of travel for one-way Streets and drives, and the inside radius of all curves. The width of Streets, Driveways, and sidewalks, and the size, layout, and total number of Parking Spaces shall be shown.
- The size and location of all public and private utilities and storm drainage systems.
- General direction of stormwater flow and elevation at pertinent points if available.
- Topography with contour intervals of not more than two (2) feet (spot elevations may be accepted for proposed topography).
- Buffer Strips, landscaping, screening and fenced areas.
- Signs and lighting, pedestrian or bicycle paths, trash and dumpster locations.