



215 WEST MAIN STREET  
NORTHVILLE, MI 48167  
(248) 449-9902

### REQUEST FOR PRE-APPLICATION MEETING

(Submit this application and the required fee to request a pre-application conference with the City's Planning Consultant)

**Base Fee: \$320\* Fee must be submitted at the time of application.**

\*Applicant is responsible and will be invoiced for any additional fees incurred beyond the base fee, as billed to the City of Northville by its Planning Consultant.

#### Pre-Application Meeting Requirements

- Complete the Application Meeting application and include the requested backup documentation (i.e. sketch, aerial photograph, proposed development plan, etc.)
- Make **5** copies of the application and backup documentation and assemble them into 5 identical packets. Application must be on top and backup documents must be folded to the same size as the application. Submit the documents to the Building Department along with the required fee.
- If you do not have a sketch, aerial photograph, or other proposed development plan available at the time of application, you must provide 5 copies at the Pre- Application meeting.
- The City's Planning Consultant will contact you to schedule the pre-application meeting.

#### **APPLICANT INFORMATION**

Name of Applicant: \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_ Email \_\_\_\_\_

#### **PROPERTY OWNER INFORMATION** (Note: Proof of Ownership is required. See Page 2)

Name of Property Owner: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone \_\_\_\_\_ Email \_\_\_\_\_

#### **LOCATION OF PROJECT**

Property Address: \_\_\_\_\_

Cross Streets: \_\_\_\_\_ and \_\_\_\_\_

Lot No: \_\_\_\_\_ Lot Size: \_\_\_\_\_

Current Zoning District: \_\_\_\_\_

Located in the Historic District:  Yes  No

**BRIEF DESCRIPTION OF PROPOSED DEVELOPMENT**

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**THE FOLLOWING IS INCLUDED WITH THIS APPLICATION**

- Sketch (must be “to scale”), aerial photograph, or other proposed development plan. **If this is not provided with the application, it must be provided at the Pre-Application Meeting.**
- Proof of ownership of property concerned consisting of: Title Insurance, Purchase Agreement, etc. **\*\*Must have the names of the principal owners involved in any corporation, partnership, etc.\*\* Proof of ownership must be provided with this application.**

*I hereby certify that the owner of record authorizes the proposed application meeting and that the owner has authorized me to make this application as his/her authorized agent and we agree to conform to all applicable laws of this jurisdiction. The applicant hereby expressly acknowledges and agrees that by signing this document, the applicant is fully responsible for any and all fees, costs, and/or expenses which are associated with this application whether approval of the application is granted or not. In the event that the City of Northville is required to take any type of action, legal or otherwise, to collect any amount due or owing by the applicant, then the applicant expressly agrees to pay for any and all costs and expenses, including attorney fees, incurred by the City of Northville in having to collect any such amount due or owing by the applicant. **This section must be completed and signed or application will not be accepted.***

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PRINT name of applicant

Signature

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Print the applicant’s full legal name (individual or company)

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Provide the applicant’s complete address

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Relationship to owner

Phone #

**TO BE COMPLETED BY THE CITY**

Date Received: \_\_\_\_\_ Forwarded to Carlisle/Wortmant on : \_\_\_\_\_

Comments:

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