



Pre-Conceptual Review Meeting

The purpose of the Pre-Conceptual Review Meeting is to allow the City of Ironwood the opportunity to informally review a development proposal prior to the substantial commitment of time and expense on the part of the applicant in preparing a site plan. To set up a conceptual meeting, please contact the Community Development Director (Zoning Administrator) at (906) 932-5050 ext. 126 or email to: bergmant@ironwoodmi.gov.

During a conceptual meeting, the applicant will meet with the Community Development Director to review their proposal. City consultants and/or the Building Official may not be in attendance for the conceptual meeting but will review the applicant's proposal and comment as appropriate.

If you wish to setup a conceptual meeting with the Community Development Director at (906) 932-5050 ext. 126 Please follow the following steps:

- Know the location of your project
- Develop a clear vision for the project (what do I want and how will I do it?)
- Create a rough sketch of the property where your project is to be located showing:
 - o Accurate lot dimensions, including lot width, length, and area calculations of the subject property.
 - o Parking areas accurately depicting location, size, and number (if applicable).
 - o Included the location and dimensions of all structures, including height, setbacks from other structures and property lines.
- Call or email the City of Ironwood to set up a meeting.

Note to developers: Where a re-zoning or Special Land Use permit will be required, the City will notify affected residents located within 300 feet of a proposed project. The City encourages project applicants to advise neighbors of their pending development. City staff can assist in means and methods for contacting those affected accordingly.

Pre-Conceptual Review Meeting Planning Guide

Applicant Name: _____

Applicant Address: _____

Applicant Telephone: _____

Applicant Email Address: _____

Applicant Interest (e.g. personal, business, etc): _____

Proposed Location Address: _____

Legal Description:

Proof of Ownership: _____

Property Lines/Sketch: *(provide as separate document).*

The shape, location, cross streets if applicable, and dimensions of the lot and property lines, drawn to scale. The scale shall be of such size as deemed adequate by the Zoning Administrator to make a judgment that the application meets the requirements of the ordinance. When deemed necessary by the Zoning Administrator, a survey may be requested. The scale, north arrow, and date.

Location/Sketch of Required Setbacks of the Zoning District: *(provide as separate document).*

Materials

The location, shape, dimensions and height of all structures or impervious surfaces to be erected, altered or moved onto the lot and of any building or other structure still on the lot, drawn to scale. All materials out of which the proposed construction is to be made:

Location of Accesses

The location and configuration of the lot access and driveway, drawn to scale. *(Provide as separate document).*

Proposed Use

The existing and intended use of the lot and all such structures upon it, including the number of dwelling units, if applicable.

Rights of Way and Easements/Sketch

The location and width of all abutting rights of way, easements, and public open spaces within or bordering the project. *(Provide as separate document).*

Natural Features

Description of all natural features potentially affected by the project such as forests, water bodies, wetlands, high risk erosion, or drainage areas.

Landscaping Description/Sketch

Description of all features potentially affected by the project such as forests, water bodies, wetlands, high risk erosion or drainage areas. *(Provide as separate document).*