



*Department of Community Development*

## **CITY OF PORTAGE - PRE-APPLICATION QUESTIONNAIRE**

Applicants for projects that require a site plan are encouraged to have a Pre-Application Meeting with staff prior to submittal of formal Site Plan Review. Please complete the following questionnaire for a Pre-Application Meeting and ensure that your questionnaire is answered completely and include the following information:

- Property owner contact information (If applicant is not the owner of property).
- Concept Site Plan drawn to scale of site and any existing and proposed improvements including building footprint(s), parking, parking lot circulation, landscaping, access, etc.
- Use of property, building information, outside changes, surrounding land uses.
- Location of parcel and zoning lot boundaries, right of way, easements, sewer and water utility locations, existing and proposed, including nearest water hydrants.
- Environmental reports associated with the project if any.
- Concept stormwater management plan if increasing impervious coverage on site.
- Any impact, closure, or development within the right of way (sidewalk, curb lawn or street).

## **COMPLETED PRE- APPLICATIONS**

Once completed, please submit this application and all supplemental documentations to City Senior Planner Eric Feldt, Email: [feldte@portagemi.gov](mailto:feldte@portagemi.gov)

## **FEES**

The pre-site plan application has no fee associated with it; the formal site plan submittal fee can be found on the current [City of Portage Fee Schedule](#).

## **TYPICAL SITE PLAN PROCESS**

**Pre-Application Meeting → (Public Board Approval if required) → Site Plan Review → Submit Revisions (If required) → (Public Board Approval if required) → Site Plan Approval**

The Pre-Application Meeting will be scheduled and allows you to get preliminary feedback and collaborate with the Development Review Team. The Development Review Team is a professional group made up of city staff members representing planning, zoning, building inspection, transportation, utility, city assessor's office, parks and recreation, and public safety fire division. After the Pre-Application meeting, you can prepare and submit your formal Site Plan Review with the fee. Depending on the individual requirements for each proposal, staff will advise the applicant if a public board submittal (Zoning Board of Appeals, Planning Commission, City Council, etc.) is required for the proposed development, and offer a project review time frame estimate as well as the specific review process as required by the city zoning code. No building permits will be reviewed or issued for the project until Site Plan approval.



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## **PRE-APPLICATION QUESTIONNAIRE**

### **APPLICANT INFORMATION:**

Name:

Phone:

Email:

### **SITE INFORMATION:**

Address:

Parcel ID:

Ownership of the Property:   Owner   Lessee   Option or Purchase Agreement   Other

Current Zoning:

Does the site reside in a district and/or special designation?

☐ Historic District   ☐ Brownfield Eligible   ☐ Lake Centre District   ☐ City Centre Area   ☐ Well head

Protection Area ☐ Wetlands ☐ Flood zones ☐ Culturally-sensitive ☐ Protected species

☐ DDA   ☐ LDFA   ☐ IDD

Known contaminants or contaminated soils?   Yes   No

Will the building include fire protection (sprinkling):   Yes   No

### **PROJECT DETAILS:**

Project Type:   ☐ Residential   ☐ Commercial   ☐ Industrial

Approximate Project Cost/Investment:

Existing use:

Proposed use:

Project Description:

What physical site improvements are within your project plan (i.e. building, parking, landscaping, paving, site clearing, outdoor lighting, etc.)

Are cross access agreements anticipated?

Is public water available to site?

Is public sewer available to site?

Please note water and/or sewer assessments may be required at time of connection to city utilities.