



115 South Main Street · P.O. Box 389 · Webberville, MI 48892 · Ph: 517-521-3984 · Fax: 517-521-3165

Conceptual Review Meeting

Thank you for your interest in a development project in the Village of Webberville. We are here to support you and look forward to working with you. Prior to the beginning of any development process in the Village of Webberville, applicants are encouraged to meet with Village staff for a conceptual review meeting. This meeting can help promote a smooth approval process once a formal application is submitted.

Please contact our Planning & Zoning Administrator, Jake VanBoxel, jvanboxel@mcka.com any time if you have questions and to schedule the recommended Pre-Application meeting.

Project Information:

Name: _____

Phone Number: _____ Email: _____

Subject Property Address: _____

Parcel Number: _____

Proposed Use of Property: _____

Proposed Number of Employees: _____

Anticipated Project Completion Date: _____

Estimated Project Budget: _____

Summary of Proposed Development:

Pre-Development Checklist:

1. Conceptual Sketch of Proposed Development:

At a minimum, include approximate location of property lines, drive access and proposed structures.

Comments: _____

2. Review of Approval Process:

Site plan, Special use, PUD. Plot plan or full site plan. Timeline for approval.

Comments: _____

3. Troubleshoot Hurdles to Development:

Zoning, water & sewer utilities and other entities to consult with including Building Department, FDA, MDOT, etc.

Comments: _____

4. Discuss Permitting Process:

Zoning approval through the Village. Building or other permits through outside entities.

Comments: _____

5. Professional Services:

Will an architect or engineer be used to prepare development plans? If so contact information?

Comments: _____

6. Developer Resources available on Village Website: <https://webbervillemi.com/>