



Conceptual Meeting Checklist

City of Flint Planning and Development Department

Prior to any development or redevelopment, applicants and/or their representatives are encouraged to contact the City of Flint Planning and Zoning Division to schedule a Conceptual Review Meeting, also referred to as a Pre-Development Meeting. Depending on the scope of the proposed development, there may also be representatives from other departments (Building and Safety Inspections Division, the City Engineer, the Traffic Engineer, Fire Department, and the Water and Sewer Department). There is no fee for a Conceptual Review Meeting.

The purpose of these meetings is to help the applicant understand the Master Plan, the Zoning Ordinance, the site development allowances, the standards by which the application will be evaluated, and the application requirements. Meetings may be held in person or via Zoom.

APPLICANT CHECKLIST

To streamline our discussion during the Conceptual Review Meeting, the following information should be provided:

1. Location, this includes the parcel number and address.
2. Description of the property, this should include the size, shape, and natural features.
3. Existing and historical use of the property
4. Zoning district
5. Adjacent land uses
6. An overview of the proposed development, the applicant is expected to outline the project in terms of land uses, anticipated building arrangements and site design.
7. Anticipated timeframe for development.
8. Preliminary sketches, this can be hand drawn and does not need to be sealed site plans.
9. Any known requests for text amendments, rezonings, or variances.
10. Identify any incentives or other city programs of interest.
11. Questions for City Staff

CITY STAFF CHECKLIST

At the Conceptual Meeting, City staff will review and discuss the following:

1. Confirm the proposed use complies with the Zoning Ordinance and Master Plan
2. Provide initial feedback on design, this includes compliance with the zoning ordinance's design standards, zoning district conditions, generally applicable standards, landscaping requirements, parking calculations, and any necessary buffering from adjacent parcels.
3. Provide initial feedback and potential compliance issues from other City Departments.
4. Provide information related to the property, including natural resources, wetlands, public utilities, etc.
5. Identify the correct approval process and provide the relevant application forms and supplemental checklists to the applicant.
6. Identify any necessary County, State, or Federal permits.
7. Provide contact information to the applicant for any follow up questions they may have.
8. Inform Economic Development of incentives interest.
9. Identify any impacts on other departments and inform appropriate staff.
10. Questions for the Applicant.