



## City of Marquette

### Permit Pre-Application Request

Thank you for your interest in making property improvements in the City of Marquette. We are here to support you throughout the process.

We encourage all applicants (and their representative contractors) to meet with City of Marquette staff prior to submitting permit applications. A pre-application meeting with staff allows for a preliminary review of the permit application procedures, project timelines, compliance with the City Master Plan, and other project criteria, and prevents most situations that usually result in a project being postponed.

Please fill out the information below and a staff member will contact you to set up an appointment.

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

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

Permit Application/Property Improvement: \_\_\_\_\_

Desired Project Completion Date \_\_\_\_\_

#### Pre-Application Checklist - This section completed when meeting with staff

| Item  | Notes |
|---|-------|
| CONCEPTUAL SKETCH OF PROPOSED DEVELOPMENT: At a minimum Include approximate location of property lines, drive access and proposed structures. |       |
| REVIEW OF APPROVAL PROCESS: Site plan, Special use, PUD. Plot plan or full site plan. Timeline for approval.                                  |       |
| IDENTIFY COORDINATION: Zoning, water, and sewer utilities, and other County/State entities to consult with.                                   |       |
| DISCUSS PERMITTING PROCESS: Zoning approval through the City and advise to contact any coordination needed above.                             |       |
| RESOURCES: <a href="http://www.marquettemi.gov">www.marquettemi.gov</a>   |       |
| PROFESSIONAL SERVICES: Will an architect or engineer be used to prepare development plans? If so, contact information?                        |       |

Meeting date:

Attendance List: