



Conceptual Review Meeting

Department of Zoning & Community Development
City of Buchanan, MI

Before you begin any development process in the City of Buchanan, we highly recommend completing a Conceptual Review Meeting with our Zoning Administrator. This pre-development meeting will ensure a smooth application process once the formal application is submitted.

To schedule a Conceptual Review Meeting, please contact the Zoning Administrator Richard Murphy at RMurphy@CityofBuchanan.com or by calling 269-695-3844 ext. 19.

Applicant Name _____

Address _____

Phone _____ Email _____

Parcel Number _____

Proposed Use of Property _____

Anticipated Start Date _____

	Pre-Development Checklist	Complete	Comments
1	CONCEPTUAL SKETCH OF PROPOSED DEVELOPMENT: At a minimum include approximate location of property line, drive access and proposed structures		
2	REVIEW OF APPROVAL PROCESS: Site plan, special use, Design review, variance, etc		
3	INITIAL FEEDBACK: Review of proposed use for conformance with existing zoning, troubleshoot any hurdles to development		
4	DISCUSS PERMITTING PROCESS: Zoning approval through City Zoning Administrator. Building and Electrical permits through City Building Inspector.		
5	DEVELOPER RESOURCES: CityofBuchanan.com, NicestPlaceToWalk.com, City incentives		
6	PROFESSIONAL SERVICES: Will an architect or engineer be used? If so, please provide contact information		