

City of Rochester Hills
1000 Rochester Hills Drive
Rochester Hills, MI 48309
248-656-4660

CONCEPT PLAN MEETING

Concept plan meetings are usually held on Wednesday afternoons. These meetings are to review site proposals prior to submitting for the full site plan approval process. Please call the Planning Department at (248) 841-2571 for information relative to scheduling these meetings.

Three weeks prior to the meeting you will need to submit seven drawings/sketches of the proposed plan, to be reviewed by the Planning, Engineering, Building, Fire, Traffic and Landscape staff. The drawing must show the entire parcel, all structures located on the parcel with dimensions and measurements from the property lines, the layout of proposed parking, and include a cover memo outlining the project. **You will also need to show proof of ownership or interest in the property to be developed.** There is no fee for this initial meeting. Development fees will be due when plans are submitted for the approval process.

REQUEST FOR CONCEPT PLAN MEETING

Name _____ Project Location _____

Company _____ Sidwell # _____ Acres _____

Address _____ Existing Use _____ N/A

Type of Project:

Phone No. _____

Fax No. _____

SF Subdivision	Office
SF Site Condo	Industrial
Multiple Family	Institutional/Public
Commercial	Other (Specify)