



Department of Planning and Economic Development
 1000 Rochester Hills Dr.
 Rochester Hills, MI 48309
 (248) 656-4660

Request for Concept Plan Meeting Application

Project Information

Name	
Description of Proposed Project and Use(s)	
Conditional Land Use (as indicated in Section 138-4.300 of the City's Zoning Ordinance) <input type="checkbox"/> Yes <input type="checkbox"/> No	

Property Information

Street Address	
Parcel Identification Number	
Land Area (acres)	Property Dimensions Width at Road Frontage: _____ Depth: _____
Current Use(s)	Current Zoning

Applicant Information

Name		
Address		
City	State	Zip
Phone	Email	
Applicant's Legal Interest in Property		

Property Owner Information Check here if same as above

Name		
Address		
City	State	Zip
Phone	Email	

Applicant's Signature

I (we) do certify that all information contained in this application, accompanying plans and attachments are complete and accurate to the best of my (our) knowledge.		
Applicant's Signature	Applicant's Printed Name	Date
Is the applicant the property owner?		
If no, please describe the applicant's relationship to the property owner		

OFFICE USE ONLY

Date Filed	File #	Escrow #
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Request for Concept Plan Meeting Application Instructions

1. **Completed Applications.** Completed applications include the following.
 - a. Drawings/sketches of the proposed plan, depicting the entire parcel, all structures located on the parcel with dimensions and measurements from the property lines, and a general site layout including existing conditions and proposed building footprints, parking and circulation
 - b. Cover letter outlining the project
 - c. Proof of ownership or interest in the property to be developed
 - d. Any other information which the applicant feels will aid the City in its review
2. **Application Process.** You may submit all required documents online. [Click here](#) to apply for a Planning, Zoning or Engineering Process online.
3. **Review Process.** City staff will review the above submitted information to ensure compliance with City ordinances and then a concept plan meeting will be scheduled within 3 weeks of submittal. Concept plan meetings are generally held on Wednesday or Thursday afternoons. These meetings are to review site proposals prior to submitting for the full site plan approval process.
4. **Fees.** There is no fee for this initial meeting. Development fees will be due when plans are submitted for the approval process.
5. **Questions or Clarifications.** Please contact the Department of Planning and Economic Development at the contact information above for questions or clarifications.