



West Branch Township

1705 S. Fairview Road, West Branch, MI 48661

Phone: (989) 345-5450 Fax: (989) 345-8419

www.westbranchtownship.org

West Branch Township Conceptual Review Meeting Agenda (Template)

Project Name: _____

Project Location: _____

Developer/Investor: _____

- 1) Introductions
- 2) Project Overview – By Developer/Investor
- 3) West Branch Township Zoning & Planning Commission Process Overview
- 4) Township Staff Questions
- 5) Developer/Investor Questions

As the Developer/Applicant – What you should provide for the meeting:

- A) Project Narrative
 - a. What is the type and intent of the project?
 - b. What is the use, project timing?
 - c. Does it meet current zoning for the site or will you need a variance?
 - d. What is the expected project Impact on the Community?
 - e. What is the status of the property acquisition?
- B) Preliminary site plan or site drawings/sketches to help the team understand your project.
- C) What utilities will be required for the project?
- D) How will the project be funded? Is Tax abatements part of the funding plan?