



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 MEETING PROCEEDURE

A conceptual meeting with West Branch Township staff is encouraged prior to submitting any application that requires Planning Commission approvals.

At this meeting, applicants will meet with the Planning and Zoning Administrator & The West Branch Township Supervisor, staff from Public Works, Water, Fire, Economic Development, Public Safety, and other relevant staff or agencies may attend as needed, explain zoning requirements, and discuss project timelines.

If you wish to setup a conceptual meeting with West Branch Township, please follow the following steps:

- Know the location of your project.
- Develop a clear vision for the project (what do I want and how will I do it?).
- Create a rough sketch of the property where your project is to be located showing:
 - o Accurate lot dimensions, including lot width, length, and area calculations of the subject property.
 - o Parking areas accurately depicting location, size, and number (if applicable).
 - o The location and dimensions of all structures, including height, setbacks from other structures and property lines.

Conceptual meetings often address circumstances that would otherwise result in an application being postponed, amended with contingencies, or denied, and allow for discussion of larger-scale matters like infrastructure needs, qualifications for tax abatements, the tax implications of different developments, and local incentives that may be available.

Depending on the project scope and timing, multiple conceptual meetings may be necessary and can be requested. Please call (989) 345-5450 ext. 2 or email wbtclerk@gmail.com to schedule an appointment and to discuss what items will be needed for the conceptual meeting.

After meeting with the Planning and Zoning Administrator and Township Supervisor, additional meetings can be scheduled if needed, usually within one to two weeks, to further discuss an application prior to submission. To the extent permitted by the Freedom of Information Act, these conversations will remain confidential until the applicant is ready to submit formal documents.

To review a conceptual review meeting template please visit:
<https://www.westbranchtownship.org/gov-ops/eco-dev>