

**GRAND RAPIDS CHARTER TOWNSHIP
DEVELOPMENT REVIEW PROCESS
SCHEDULE OF DEADLINES AND MEETINGS**

PRE-APPLICATION CONFERENCE:

Developers are encouraged to meet with Township staff prior to any extensive design and submission of an application. **No design or engineering work is required for these meetings**, but developers should bring enough information to enable the participants to productively discuss any proposed development. Pre-application conferences will give the Township and the developer an opportunity to discover and discuss issues and problems that may arise later in the review process. Identification of issues of concern and proposed methods of resolving them should help to expedite the review. These conferences will make the entire review process more efficient and should reduce cost to both the Township and developers as part of a better-coordinated review.

An appointment for a Pre-Application conference can be scheduled by calling the Planner at 361-7391. While a pre-application conference is not required, it is **highly recommended**. Where a pre-application conference does not occur, the developer is encouraged to be familiar with all Township requirements and to submit a complete and fully documented application. Incomplete applications will be returned without further review.

DEVELOPMENT REVIEW CONFERENCE:

The Township will schedule Development Review Conferences on each application or project on the fourth Tuesday of each month beginning at 9:00 a.m. The Township will have representatives from the Planning and Fire Departments and the Township Engineer. Based on staff review of submitted documents, problems, requirements and issues concerning the development project will be discussed at this meeting. The degree to which complete documentation has been provided in the application will determine the success of this review and ultimately, the timely consideration of projects by the Planning Commission and Township Board.

RECOMMENDATION TO PLANNING COMMISSION:

The Development Review Conference may generate changes to the application documentation. There will be a period of **one-week** following this meeting for the developer to make necessary changes and submit them to the Planner for final review and approval to place the item on the Planning Commission's agenda. If, for some reason, the application is still incomplete or all issues have not been resolved by the close of business the Tuesday after the Development Review Conference, the item may be withheld from that agenda until complete.