

City of Petoskey
PRE-APPLICATION CHECKLIST



PROJECT NAME / APPLICANT:

DATE:

PARCEL ADDRESS / PROPERTY ID#

PROPOSED USE OF PROPERTY:

ZONING:

ANTICIPATED COMPLETION DATE:

BUDGET:

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PRE-DEVELOPMENT CHECKLIST			
	TASK	COMPLETE	COMMENTS
1	CENCEPTUAL SKETCH OF PROPOSED DEVELOPMENT At a minimum include approximate location of property lines, drive access, proposed structures, and rights-of-way		
2	REVIEW OF APPROVAL PROCESS Site Plan, Special Land Use, or Planned Unit Development.		
3	TYPE OF DRAWING Plot Plan or Site Plan		
4	DEVELOPMENT CONSIDERATIONS Need for rezoning, water, sewer, storm water, electric, and MDOT		
5	DISCUSS PERMITTING PROCESS Zoning approval through the City. Building permits through Emmet County. Permits from other entities.		
6	DEVELOPER RESOURCES https://www.petoskey.us/how_do_i/apply_for/forms_and_permits.php		
7	PROFESSIONAL SERVICES Will a licensed architect, engineer, or landscape architect be used to prepare the plans? If yes, please reference the name of the person or firm and address.		

COMMENTS:

MEETING ATTENDEES: