

Conceptual Meeting Checklist

CITY OF WESTLAND
DEPARTMENT OF PLANNING AND BUILDING
36300 Warren Road, Westland, MI 48185 • 734-467-3219

Prior to any development or redevelopment, applicants and/or their representatives are encouraged to contact City of Westland Planning Department staff and schedule a Conceptual Review Meeting. Depending on the scope of the proposed development, the meeting may also include other City staff (e.g., Engineering Department, Building & Inspection Departments, and/or Fire Department). There is no fee for a Conceptual Review Meeting.

The Conceptual Review Meeting is intended to provide applicants and developers general information regarding the development review process and applicable design guidelines for a future project in our community. This informal meeting with staff is intended to promote a smooth review and approval process. To request a Conceptual Review Meeting, please call 734-467-3219, or email at mayoub@cityofwestland.com.

Meetings may be held in person or via Zoom.

To streamline our discussion during the Conceptual Review Meeting, the following information should be included:

- Location, including address, parcel number, etc. of the subject site
- Existing use of property, including any historical uses of property if known
- Size of property
- Zoning district
- Surrounding land uses
- Proposed development (residential, office, retail, industrial, planned development, etc.)
- Preliminary sketches (does not need to be sealed; hand-drawn are sufficient)
- Proposed time line for development, including review process and construction
- Any known requests for ordinance modifications or variances
- Specific questions for staff comment
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At the Conceptual Meeting, City staff will review and discuss the following:

- Review the proposed use for conformance with the Zoning Ordinance and Master Plan
- Provide initial feedback on design, if applicable
- Provide information related to the property, including natural resources, wetlands, public utilities, etc.
- Identify the correct process (site plan review, special land use, variance, planned development, etc.) and provide guidance on applicable process and time line for reviews
- Answer additional questions related to development in the City of Westland.