



Village of Mayville
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Pre-Application Conference Checklist

Thank you for your interest in a development project in the Village of Mayville. We are here to support you and look forward to a productive meeting. Please use this checklist to help assure you are prepared for your Pre-development conference. Feel free to contact the Planning Commission or the Village office
Contact information, name phone number and email

Subject Property Address _____
 Parcel Number _____
 Proposed Use of Property _____
 Proposed Number of Employees _____
 Anticipated Project Completion Date _____
 Estimated Project Budget _____

Pre-Development Checklist	Complete	Comments
1. Conceptual Sketch of Proposed Development: At a minimum include approximate Location of property lines, drive access and Proposed structures		
2. Review of Approval Process: Site Plan, Special Use, PUD, Plot plan or full site plan. Timeline for approval		
3. Trouble Shoot Hurdles to Development: Zoning, water and sewer utilities and other entities To consult with including Building Department, FDA, MDOT		
4. Discuss Permitting Process: Zoning approval Through the Village, Building or other permits through outside entities.		
5. Developer resources available on the Village website: www.villageofmayville.org		
6. Professional Services: Will an architect or engineer Be used to prepare development plans? If so Contact information?		