



**GREEN OAK CHARTER TOWNSHIP
PLANNING AND ZONING DEPARTMENT**

10001 Silver Lake Road, Brighton, MI 48116
Phone: 810-231-1333 ext.104 Fax: 810-231-5080

**PRE-APPLICATION CONFERENCE REQUEST
FORM**

The purpose of a Pre-Application Conference is to assist the applicant in assembling a complete application or to determine whether an application is ready to be submitted. Pre-Application Conferences are held at pre-scheduled times and days during the week. We suggest you submit your meeting request at least two weeks prior to your preferred meeting date. Whenever possible, design professionals that are involved in the creation of the plat, site plan or construction plans, such as your engineer, architect, surveyor or contractor, should attend the Pre-Application Conference. This allows the design professional to hear the comments directly from staff, preventing potential confusion later when documents are submitted.

Submit this form in person to Green Oak Charter Township, Planning & Zoning Department at 10001 Silver Lake Road, Brighton, MI 48116; fax to 810-231-5090; or e-mail to Debra.McKenzie@twp.green-oak.mi.us We will arrange a time, date and appropriate staff for the meeting within 5 business days.

Please check one of the following statements:

- I am ready to make an application.
- I would just like to meet with someone for more information.

Date: _____

Applicant Name: _____

Project Name: _____

Meeting Attendees: _____

Parcel # : 4716-_____-_____-_____

The above applicant is hereby requesting a meeting to discuss Application Procedures, Ordinance Requirements, Design / Review Guidelines for the following proposed project:

After receipt of the Pre-Application Conference Fee the Zoning Administrator, will schedule the meeting with the Township Planner, Township Engineer and the Planning Commission Chair.

Fee Paid \$ _____

Authorization to Proceed: _____

Date: _____

Applicant's Signature

Signature of Zoning Administrator