



Conceptual Review Meeting

Thank you for choosing the Village of Ontonagon! Please use this checklist to help prepare you for the development process. Please contact Kori Weisinger at clerk@villageofontonagon.org with any questions and to schedule a pre-application meeting.

Project Info:

Name: _____

Phone: _____ Email _____

Subject Property Address: _____

Parcel Number: _____

Proposed Use of Property: _____

Proposed Number of Employees: _____

Anticipated Completion Date: _____

Estimated Project Budget: _____

Pre-Application 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. Timeline for approval.		
3 Troubleshoot Hurdles to Development: Zoning, water and sewer utilities, and other entities to consult with including permits through outside entities.		
4 Discuss Permitting Process: Zoning approval through the Village.		
5 Developer Resources available on the Village website: www.villageofontonagon.org		
6 Professional Services: Will an architect or engineer be used to prepare development plans? If so, please provide contact info		

Site Development Plan Review Process

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See above checklist. Applicant will meet with appropriate department heads.



Application Submittal

A completed Zoning Application/Permit is submitted to the Zoning Administrative Officer. The Information required for the site development plan review is listed on the application form.



Input from Departments

Upon receipt of completed application, the Zoning Administrative Officer and necessary outside consultants will review requirements.



Planning Commission Review

If site plan is compliant with requirements, the application is placed on the next Planning Commission agenda. Planning Commission members will receive a copy of the plans at least 5 days prior to the meeting.



Approval - of Zoning Compliance will be forwarded to property owner. Obtain all necessary permits and initiate project.

Denied – Application issues will be addressed and will need to be resubmitted.