



# CASCADE CHARTER TOWNSHIP

5920 Tahoe Drive SE • Grand Rapids, MI 49546

Planning Department

## Pre-Application Conference Request

### A. Property Information

Address: \_\_\_\_\_ Zoning: \_\_\_\_\_

Parcel Number: \_\_\_\_\_ Acres: \_\_\_\_\_

Current Use: \_\_\_\_\_

Proposed Use: \_\_\_\_\_

### B. Contact Information

Identify the person or organization requesting the Pre-Application Conference:

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Organization: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Business Phone: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

E-Mail: \_\_\_\_\_

### C. Required Documents

The following documents shall be submitted to the Cascade Planning Department:

- A written description of the proposed project
- A conceptual plan showing the location, layout, and primary elements of the project
- Any specific uses, location of uses, and densities proposed
- Proposed construction phasing, if applicable
- Proposed location of any public improvements, if applicable

After all required documents are received, the Planning Director will schedule the Pre-Application conference and will provide the time and location of the meeting.

### D. Description of Project

Written description of request:

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### E. Project Phasing

Describe the proposed phases of the project (If applicable):

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### F. Fees & Submission Requirements

#### Submission

Submit one (1) digital copy to [ngovan@casadetwp.com](mailto:ngovan@casadetwp.com).

#### Fees

There are no fees associated with the Pre-Application Conference

### G. Signatures

The applicant must read the following statement carefully and sign below:

- The Pre-Application Conference is intended to assist the applicant and facilitate the future review and approval of the application. However, no suggestions, recommendations, or other comments made by Township officials, staff or consultants at such conference shall constitute approval of an application or bind the Township.

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Applicant Name (printed)

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Applicant Signature

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Date