

TAWAS CITY CONCEPTUAL REVIEW PLAN

for Planning and Development Projects

INTRODUCTION

The City of Tawas City should be the first point of contact for development projects. We will work with you to navigate zoning and a variety of other City-related items such as water and sewer utilities. Tawas City has developed this Conceptual Review Plan for Planning and Development Projects that contains the guidelines for a preapplication conference. Once a concept is developed, the City encourages a preapplication conference to help answer questions and assure the idea fits with planning and zoning. The following documents may be used during the review process:

- [City of Tawas City Charter](#)
- [Tawas City Code of Ordinances](#)
- [Tawas City Downtown Development Authority Plan](#)
- [Tawas City Master Plan](#)
- [Tawas City Parks and Recreation Plan](#)
- [Tawas City Zoning Ordinance](#)
- Other relevant local polices or regulations as appropriate

PREAPPLICATION CONFERENCE

A preapplication conference with City staff is encouraged prior to submitting any application to the Planning Commission. At this conference applicants will meet the staff or agencies relevant to the type of improvement and may include the Zoning Administrator, City Manager, City Treasurer, staff from the Department of Public Works, Fire Department, Police Department, water and wastewater treatment operators, and others. These individuals or agencies may provide a preliminary review of a site plan, explain zoning requirements, and discuss project timelines. Preapplication meetings often address circumstances that would otherwise result in an application being postponed or denied and allow for discussion of larger-scale matters like infrastructure needs, qualifications for tax abatements, the tax implications of different developments, and local incentives that may be available.

Depending on the project scope and timing, multiple meetings may be necessary. Review the Preapplication Conference Checklist at the end of this document to see if you are ready for a preapplication conference and then call Tawas City Hall at (989) 362-8688 to discuss your proposed development. After this call the Zoning Administrator will determine who will need to be in attendance for the preapplication conference. To the extent permitted by the Freedom of Information Act, these conversations will remain confidential until the applicant is ready to submit formal documents for approval.

What is the purpose of the preapplication conference?

The preapplication conference is the opportunity for businesses, investors, builders, and applicants looking to invest in the City of Tawas City to sit down with multiple departments at the same time to review and discuss their proposed development.

Why a preapplication conference?

Time is valuable. The City of Tawas City seeks to help guide you in your venture to build or expand your business in the City early in the process to help identify any potential issues or incentives. The City's goal is to help answer any questions that you may have and make sure you are familiar with the process.

PREAPPLICATION CONFERENCE PROCESS

Contact Tawas City Hall at (989) 362-8688 to talk with the Zoning Administrator and begin the process to schedule a preapplication conference.

Attend a meeting with relevant staff or agencies to discuss your proposed development.

The City staff involved may include the Zoning Administrator, City Manager, City Treasurer, staff from the Department of Public Works, Fire Department, and / or Police Department. The staff will review the proposal and inform you of any additional information that is needed. Additional departments or agencies pertinent to the proposed application may also be included.

Third Party Consultants

This plan does not preclude additional public involvement and, if the circumstances arise, the City may retain third-party consultants who will adhere to the provisions of this plan as applicable.

Building Permits

The City of Tawas City only issues zoning permits. Building permits are issued by the Iosco County Building Department and we encourage you to engage with them early in the planning as well. The Iosco County Building Department can be reached at (989) 362-6511 or you can visit their [website](#) for more information.

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PREAPPLICATION CONFERENCE CHECKLIST

Thank you for your interest in a development project in the City of Tawas City! 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 preapplication conference. Feel free to contact Tawas City Hall at (989) 362-8688 or info@tawascity.org any time if you have questions.

Contact Information

Applicant's Name _____ Company _____

Phone Number _____ Email _____

Proposed Development

Subject Property Address _____ Parcel Number _____

Proposed Use of Property _____

Anticipated Project Completion Date _____ Estimated Budget _____

Preapplication 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, or PUD; plot plan or full site plan; timeline for approval		
3 Troubleshoot Hurdles to Development: zoning, utilities, and other entities to consult including Iosco County Building Department, EGLE, MDOT, etc.		
4 Discuss Permitting Process: zoning approval through the City; building or other permits through outside entities		
5 Developer Resources Available on the City's and County's websites: Tawas City Planning and Zoning Iosco County Building Department		
6 Professional Services: provide contact information for any architects, engineers, or other consultants used to prepare development plans		