

# Pre-Application Meeting

## Planning Department

We encourage developers, architects, tenants, and/or owners to schedule a pre-application meeting with the Planning Department prior to submitting a site plan, special land use, or rezoning application. The meeting shall be scheduled in advance for either 30 minutes or 1 hour depending upon the complexity of the project. Other relevant departments (i.e. Engineering, Building, Fire, etc.) will be invited if requested.

Please contact the Planning Department at [contactplanning@cityofsouthfield.com](mailto:contactplanning@cityofsouthfield.com) or (248) 796-4150 to schedule the meeting. Please be prepared to bring information pertaining to the following:

- Property address and/or parcel #
- Owner information
- Applicant name and contact info
- A brief description of the proposed use
- Survey of the property, if available
- Aerial photo of existing conditions
- Previously approved site plan, if available
- Conceptual plans, including preliminary site layout, building elevations, if applicable
- Photos of similar projects, if applicable
- Other relevant information as determined by the applicant

For more information on formal submittal requirements, timeline, and links to required application packets, please visit the Planning Department's portion of the City website and look under "Services":

<https://www.cityofsouthfield.com/LZ/Planning/tabid/198/Default.aspx>