

# Pre-Application Checklist



## City of St. Johns

100 E. State Street  
 St. Johns, MI 48879  
 (989) 224-8944

<https://cityofstjohnsmi.com/>

Thank you for your interest in a development project in the City of St. Johns. We are here to support and look forward to working with you. Please use this checklist to help assure you are prepared for beginning the development process. The City prefers to go over these items and get a feel for the project during a Pre-Application meeting. This forum will be used for answering any questions you may have about our processes. Contact Christopher Khorey, McKenna Associates, at [CKhorey@mcka.com](mailto:CKhorey@mcka.com) any time if you have questions and to schedule the Pre-Application meeting.

### Project Information

Name: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Subject Property Address: \_\_\_\_\_  
 Parcel Number: \_\_\_\_\_  
 Proposed Use of Property: \_\_\_\_\_  
 Proposed Number of Employees: \_\_\_\_\_  
 Anticipated Project Completion Date: \_\_\_\_\_  
 Estimated Project Budget: \_\_\_\_\_

	Pre-Application Checklist	Complete	Comments
1	<b>Conceptual Sketch of Proposed Development:</b> At a minimum Include approximate location of property lines, drive access and proposed structures.		
2	<b>Review of Approval Process:</b> Site plan, Special use, PUD. Plot plan or full site plan. Timeline for approval.		
3	<b>Troubleshoot Hurdles to Development:</b> Zoning, water and sewer utilities, and other entities to consult with including Building Department, FDA, MDOT, etc.		
4	<b>Discuss Permitting Process:</b> Zoning approval through the City. Building or other permits through outside entities.		
5	<b>Development Resources on City Website:</b> <a href="#">Click Here</a>		
6	<b>Professional Services:</b> Will an architect or engineer be used to prepare development plans? If so, contact information?		