

CITY OF WAKEFIELD – PRE-CONFERENCE QUESTIONNAIRE

The Pre-Application Conference is an optional step in Site Plan Review process. Please complete the following questionnaire about your project prior to scheduling a Pre-Application Conference. We want to get you in a meeting as soon as we can, so to help us, please ensure that your questionnaire is answered completely, and submit any additional documents that may be useful to your site plan review.

If you have any questions, please call 906.229.5131 or email us at clerk@cityofwakefield.org

DOCUMENTS TO INCLUDE WITH THIS APPLICATION

- Concept Site Plan of site and any existing and proposed improvements.
- Use of property, building information, outside changes, surrounding land uses.
- Location of right of way, easements and utility locations, existing and proposed.
- Property owner contact information (*If applicant is not the owner of property*).
- Environmental reports associated with the project, if any.
- Stormwater management plan if increasing impervious coverage on site.
- Any impact, closure or development within the right of way (*sidewalk, curb lawn or street*).

DEPOSIT & FEES

The Pre-Site Plan Application and Conference has no fee associated with it, the final site plan after this initial phase has a fee and can be found on the current City of Wakefield's Fee Schedule. We want your project to be successful and up to code standards. The Pre-Application Conference allows you to meet and collaborate with City Staff. The Pre-Application Conference will be attended by representatives from the planning commission, zoning, water, electric, sanitary sewer, the Building Inspector, and the Fire Chief.

COMPLETED APPLICATIONS

Once completed, please submit this application and all supplemental documentation to Susan Ahonen, at clerk@cityofwakefield.org. If you have any questions, please visit call 906-229-5131.

TYPICAL SITE PLAN PROCESS

Pre-Site Plan Review Conference → (Public Board Approval if required) → Site Plan Review Meeting → Submit Revisions (If required) → Site Plan Approval

After the optional Pre-Application Conference, the applicant may request a full site plan review (separate application from this one). A final site plan review will not be scheduled if outside board(s) (Zoning Board of Appeals, Planning Commission, etc.) approval(s) are required for the proposed development. No Permits will be issued associated with the project until site plan approval is issued.

PRE-APPLICATION QUESTIONNAIRE

APPLICANT INFORMATION		
Name:		
Mailing Address:		
City:	State:	ZIP Code:
Email:		
Phone:	Cell:	Preferred Contact: <input type="checkbox"/> Email <input type="checkbox"/> Phone
SITE INFORMATION		
Address:		
Status of the Property: <input type="checkbox"/> Owner <input type="checkbox"/> Lessee <input type="checkbox"/> Option or Purchase Agreement <input type="checkbox"/> Other: _____		
Current Zoning: _____ Parcel ID: _____ <i>If you do not know, please contact the City Manager at 906.229.5131 ext 1003.</i>		
Does the site reside in a district and/or special designation? <input type="checkbox"/> Historic District <input type="checkbox"/> Brownfield Eligible <input type="checkbox"/> Tax Capture or Deferment Area? (such as CIA, TIF, NEZ) <input type="checkbox"/> Natural Features Protection <input type="checkbox"/> Wellhead Protection Area		
Do you have environmental reports? <input type="checkbox"/> Yes <input type="checkbox"/> No		
How many fire hydrants are on site or within 300 ft:	Will the building be sprinkled: <input type="checkbox"/> Yes <input type="checkbox"/> No	
PROJECT DETAILS		
Project Type: <input type="checkbox"/> Residential <input type="checkbox"/> Commercial <input type="checkbox"/> Retail <input type="checkbox"/> Industrial <input type="checkbox"/> Mixed-Use		
Please describe your project in a way to someone who knows nothing about your plan: _____ _____ _____ _____		
What physical site improvements are within your project plan (i.e. buildings, lights, paving, site clearing, landscaping, etc.) _____ _____ _____ _____		
What utilities are on site? Will any new utilities be added? If so, could you please describe: _____ _____ _____ _____		