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**DEVELOPMENT SERVICES  
DEPARTMENT**

Jeffery Polkowski, AICP  
Superintendent of Planning &  
Zoning Division

Dave Hills  
Superintendent of Building  
Division

## Pre-Application Meetings/Conceptual Review

Pre-application meetings offer a chance for an informal review of a proposed project. These meetings are available free of charge and are intended to promote a smooth approval process once formal applications are submitted. These meetings are encouraged for potential applicants, but are not mandatory.

Please contact the Planning & Zoning Administrator, Justin Daymon, to schedule a pre-application meeting by emailing [jdaymon@waterfordmi.gov](mailto:jdaymon@waterfordmi.gov).

Please include the following information in the email:

- Names and contact information for any individuals that will attend
- Project location address and/or parcel ID
- Existing land use
- A brief narrative about the proposed project (residential, office, commercial, etc)
- Preliminary sketches (hand drawn are acceptable)
- Any other additional information on the project

The following will be discussed at your pre-application meeting:

- Review the proposed use for general conformance with the existing zoning
- Initial feedback
- What the required processes will be and estimated timeline
- Potential issues with existing site conditions
- Any other questions you may have

Providing as much information as possible in the initial email will help to ensure your meeting is productive and reduce unforeseen complications during the application and review process.

**With us there are no boundaries**