



CITY OF SOUTH LYON

335 S. Warren Street ■ South Lyon, Michigan 48178
TEL (248) 437-1735
FAX (248) 486-0049
www.southlyonmi.org

REQUEST FOR PRE-APPLICATION MEETING WITH PLANNING CONSULTANT

Submit this application and required fee to request a pre-application meeting with the City’s Planning Consultant.

Base fee: \$200*, fee must be submitted at the time of application. *Applicant is responsible and be will be invoiced for any additional fees incurred beyond the base fee, as billed to by the City of South Lyon by its Planning Consultant.

Pre-Application Meeting Requirements

- Completed Request for Pre-Application Meeting application including any requested documents (i.e. sketch, aerial photograph, proposed development plan, etc.). Sketch must be “to scale”.
- Payment of base fee of \$200.
- A deed as proof that the applicant is owner of record for the property in question. Deeds can be obtained from Oakland County. If applicant is not the owner of the property, the City will also require a letter from the owner of record authorizing the applicant to make this application.
- (4) copies of this application and any requested documents.

APPLICANT INFORMATION

Name of Applicant: _____

Address: _____

Telephone: _____ E-mail: _____

Are you the owner of record for the property of the proposed project? YES NO

If you are NOT the owner of record for the property of the proposed project, please complete the below section PROPERTY OWNER INFORMATION.

PROPERTY OWNER INFORMATION

Name of Applicant: _____

Address: _____

Telephone: _____ E-mail: _____

LOCATION OF PROPOSED PROJECT

Property Address: _____

Cross Streets: _____ and _____

Parcel ID Number: _____ Lot Size: _____

Lot Width: _____ Lot Depth: _____

Present Zoning Classification: _____

BRIEF DESCRIPTION OF PROPOSED PROJECT

PRINT Name of Applicant

SIGNATURE of Applicant

Date

FOR OFFICE USE ONLY

Date Received: _____ Checked By: _____ Fee Collected: _____

Date of Meeting with Planning Consultant: _____

Meeting Notes: _____
