



Pre-Conceptual Review Meeting

Before beginning any development or redevelopment in the Village of Brooklyn, applicants and/or their representatives are encouraged to schedule a Conceptual Review Meeting with the Village Staff.

The Conceptual Review Meeting is intended to provide applicants and developers with an overview of the development review process, zoning requirements, and applicable design guidelines. This meeting helps ensure a smooth application and approval process.

What to expect:

The Village Staff will:

- ☐ Review the proposed use for conformance with the Zoning Ordinance and Master Plan
- ☐ Provide initial feedback on design and site layout
- ☐ Share information about the property (natural features, utilities, etc.)
- ☐ Explain the required approval process (site plan review, conditional land use, variance, planned development, etc.) and timeline
- ☐ Answer your development-related questions

To schedule a meeting:

Call 517-592-2591 or visit the Village Office at 121 N. Main St.

Note to developers:

If your project requires rezoning or a conditional use permit, the Village will notify property owners within 300 feet of the project. We also recommend proactive outreach to nearby residents. Staff can assist with communication strategies.

****To prepare for the Conceptual Review Meeting, please complete the attached Planning Guide OR submit a document that has all the required information included.**

Pre-Conceptual Review Meeting Planning Guide

Note: This form and any additional documents may be sent to AdminAssist@VillageofBrooklyn.com

Applicant Information:

Name: _____

Address: _____

Phone Number: _____

Email: _____

Interest in Property (e.g., owner, developer): _____

Property Details:

Proposed Location/Address: _____

Proof of Ownership: ☐ Attached

Property Lines/Sketch: ☐ Attached

- Include lot shape, cross streets, and dimensions (to scale)
- Include north arrow, date, and scale. A survey may be required.



Property Lines/Sketch

Include:

- ☐ Lot shape, cross streets (if applicable), and dimensions of lot and property lines (drawn to scale)
- ☐ Scale, north arrow, and date
(A survey may be required)

Location/Sketch of Required Setbacks of the Zoning District

- ☐ Required Setbacks:
 - Front _____ ft; Rear _____ ft; Side(s) _____ ft

Location *(Provide description or mark on attached drawing)*

Materials

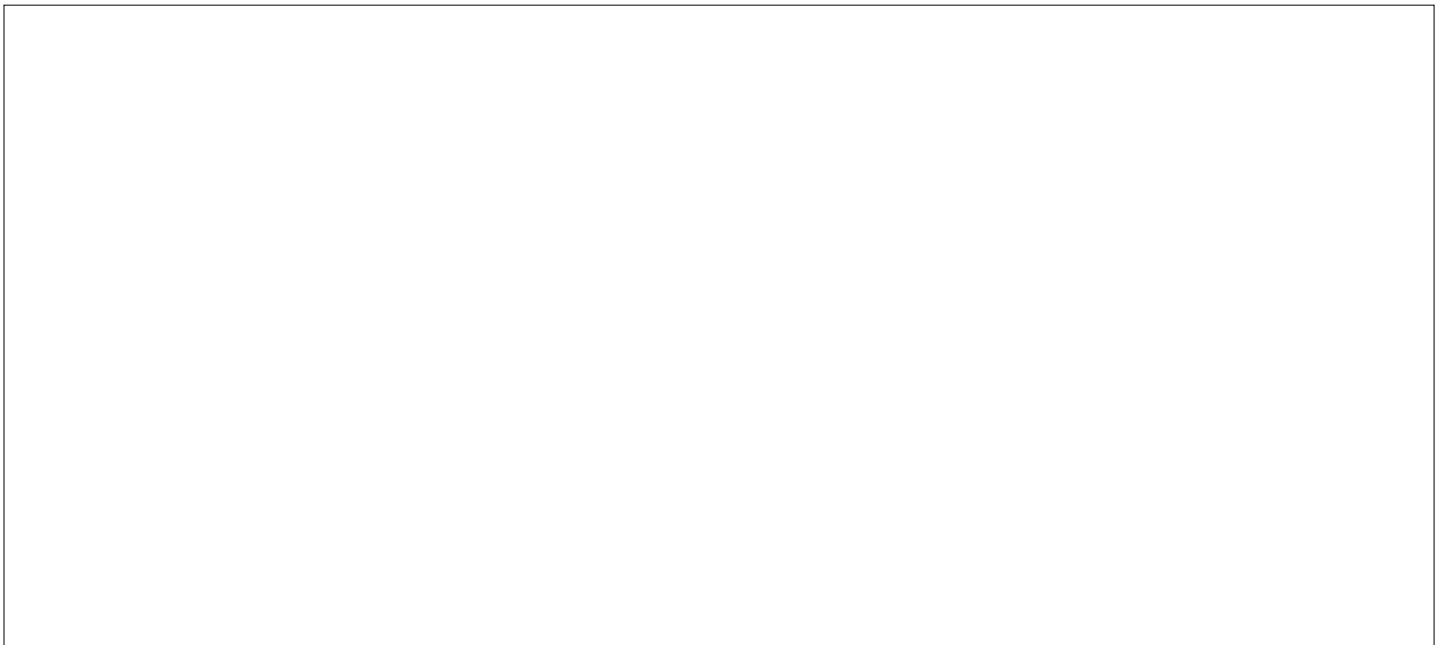
Include:

- ☐ Location, shape, dimensions and height of all structures or impervious surfaces to be constructed, altered, or moved onto the lot and of any building other structures till on the lot (drawn to scale)
- ☐ All materials that will be used in the proposed construction

Location of Accesses

Include:

- ☐ Sketch of location and configuration of the lot access and driveway



Proposed Use

Include:

- ☐ The existing and intended use of the lot and all structures within it, including the number of dwelling units, if applicable

Rights of Way and Easements (Sketch)

Include:

- ☐ The location and width of all abutting rights of way, easements, and public open spaces within or bordering the project

Natural Features

Include:

- ☐ Description of all natural features potentially affected by the project, including forested areas, wetlands, high risk erosion, or drainage areas

Landscaping Description/Sketch

Include:

- ☐ Description or sketch of any existing natural features on the site (trees, slopes, etc.)
- ☐ Description of any trees or natural areas that will be removed or changed
- ☐ Any landscaping that may be added, removed, or changed

