



Conceptual Review Meeting

Thank you for your interest in a development project in the City of Hancock. We are here to support you and look forward to working with you. Please use this checklist to help assure you are prepared for beginning the development process. Contact Mary Babcock at manager@cityofhancock.net 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	Conceptual Sketch of Proposed Development: At a minimum Include approximate location of property lines, drive access and proposed structures.		
2	Review of Approval Process: Site plan, Special use, PUD. Plot plan or full site plan. Timeline for approval		
3	Troubleshoot Hurdles to Development: Zoning, water and sewer utilities, and other entities to consult with including Building Department, FDA, MDOT, etc.		
4	Discuss Permitting Process: Zoning approval through the City. Building or other permits through outside entities.		
5	Developer resources available on the city website: www.cityofhancock.com		
6	Professional Services: Will an architect or engineer be used to prepare development plans? If so, contact information		

Site Development Plan Review Process

Conceptual Review Meeting

See "Conceptual Review Meeting" above; applicant will meet with DPW Director and Zoning Administrative Officer (City Manager)



Application Submittal

A completed Zoning Application/Permit is submitted to the Zoning Administrative Officer (City Manager). The information required for the site development plan review is listed on the application form.



Input from City Departments

Upon receipt of a completed application, the Zoning Administrative Officer (City Manager) and outside consultants, if necessary, will review the site plan and provide a recommendation based upon the requirements of the zoning ordinance and other applicable standards. Staff will also determine if application is eligible for approval.



Planning Commission Review

If the site plan is compliant with the application requirements and standards of the zoning ordinance, the application is placed on the next Planning Commission agenda. Commission members will receive copies of plans at least 5 days before meeting.



Planning Commission Approves	Planning Commission Denies
May approve as presented OR approve with provisions where all conditions must be resolved to receive final approval.	Applicant needs to address issues raised at meeting, revise and resubmit, or withdraw application OR appeal to BZA



Obtain Permits

Obtain necessary permits and initiate project.

Approximate Timing

Prior to application submittal



Submitted **at least 21 days** prior to a Planning Commission meeting



Review and decision within 7 days of receipt



Fourth Monday of each month, at Planning Commission meeting. Decision made during meeting. Applicant or a representative **must be** present at meeting.



Expires in 6 months if work is not started or 12 months for completion after date of approval.