



## **Preliminary Plan Review (PPR) Request Form**

A Preliminary Plan Review (PPR) meeting is highly valuable and complimentary to you. It is set up with different city departments, as applicable, to discuss your unique project and answer any questions you may have.

Please fill out this form to the best of your ability; this is a preliminary process. If a question is not required, it is not a problem to leave it blank.

### **Project Information**

**Project Name\***

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### **Site Location**

**Street Name (Parcel)\***

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**Project Contact Name\***

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**Project Contact Email\***

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**Project Contact Number\***

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**Developer Company**

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**Architecture Firm**

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**Engineering Firm**

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**Project Details**

Fill out any required information & anything else you feel is pertinent to your project.

The City requires at least **1 week** to review your provided materials prior to your meeting.

**Description\***

Provide a brief written description of the proposed project. Please include details about the project's concept, potential use(s), the need or justification for this project, and overall mission to benefit the community.

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**Project Type\***

Select the type(s) of development work involved in this project

Please select-

New Construction

Rehab / Alteration Conversion

Change of Use

Land Based Project



**Is the project going to have food and/or beverage services?\***

Yes \_\_\_ No \_\_\_

**Site Area (acres)\***

Acreege of entire Project Site (enter an estimation if unknown)

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**Floor Area (sq ft)**

Square Footage of Building(s) Floor Area

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**Number of Buildings**

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**Site or Building Features\***

Give further description of the development (building type, architectural features, sustainability features, landscaping, etc.)

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**Does the project involve purchasing City Owned Land?\***

Yes \_\_\_ No \_\_\_

**What funding sources do you plan to apply to this project?**

Private Loan \_\_\_ Private Equity \_\_\_ Community Development Finance Institution \_\_\_



Wayne County funds (e.g., PACE financing) \_\_\_ Michigan Economic Development Corporation \_\_\_  
Other \_\_\_

**Estimated Total Development Cost**

Enter the estimated dollar amount in numbers only.

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**Estimated Timeline For Completion Of The Project**

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**Schedule Meeting**

Meetings are typically scheduled on Wednesdays. Please select all times you and your team are available.

Meetings typically occur at least two weeks after your PPR request.

If you have specific requests for dates, please add that in the comments below.

**Day and Times Available\***

\_\_\_ Wednesday 10-11 am

\_\_\_ Wednesday 1-2 pm

\_\_\_ Wednesday 3-4 pm

**Preferred Day and Time**

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**Meeting Attendees**

**Please provide the Name and Email Address for all individuals attending the PPR meeting.**

You do not need to enter the Project Contact's information again.

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**Do you have any specific concerns or questions you would like addressed during the meeting?**

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**Submission**

Please attach the following:

1. Site plan and written description indicating the location of the proposed project.
2. Any proposed conceptual site plan, sketch, or other graphic information to depict the proposed project.
3. This application can be emailed to ***planning@cityofinkster.com***.

