



## Conceptual Review Meetings

Applicants are strongly encouraged to meet with village staff for a conceptual review meeting before beginning any new development or rehabilitation. This meeting can help promote a smooth approval process once a formal application is submitted. In order to request a conceptual review meeting, please contact the Village Manager at [s.moyer-cale@pawpaw.net](mailto:s.moyer-cale@pawpaw.net) or call 269-657-3148.

In order to have the most helpful discussion, the following should be known/available:

- Location
- Existing use
- Intended development (residential, office, retail, manufacturing, and so forth)
- Preliminary sketches (hand-drawn are sufficient)
- Surrounding land uses

Any other additional information such as professional service providers, flood zone status, expected parking, and so forth are helpful but not required.

At the meeting, village staff will cover the following:

- Review the proposed use for general conformance with existing zoning
- Provide initial feedback on design (if applicable)
- Identify the correct process (site plan review, special land use, variance and so forth) and walk the applicant through what to expect
- Cover potential options for incentives through local, county or state programs
- Answer any additional questions you may have pertaining to development in Paw Paw.