

## **Pre-Application Meetings**

The Village of Ellsworth welcomes those seeking to better utilize their property for residential or commercial growth. To maximize transparency and streamline the development approval process, applicants are encouraged to contact or meet with the Village during project conceptualization.

### **Before the Pre-Application Meeting / Conceptual Review:**

- Know the address, current use, location of structures, and dimensions of existing structures.
- Consider the proposed development's expected use, location, and dimensions.
- Locate your site on the Zoning Map, review district regulations in the Village Zoning Ordinance, and read the Village's Guide to Development found on the Village website at: \_\_\_\_\_ . Zoning districts can be reviewed during the pre-application meeting, but knowing this information before the meeting can expedite the process and benefit your conceptual plans.
- Draft a conceptual plan. The conceptual plan can be a sketch, drawing, informal plan, or the first draft of a professional plot or site plan.

### **The Pre-Application Meeting / Conceptual Review will go over:**

- Development proposal's compliance with the zoned uses.
- Development proposal's compliance with zoning standards.
- Elements to include in the official plot or site plans.
- The development review and approval process, including the expected timeframe of approval, approving authority, and other necessary permits, such as a Special Land Use Permit or Land Division Application.

Pre-application meetings and conceptual reviews are more productive and accurate when the developer provides more information. However, advice given during the pre-application meeting does not guarantee future zoning permits or zoning approval.