Conceptual Review Meetings

Thank you for your interest in making an investment in the City of Sault Ste. Marie. To ensure that development projects go as smoothly as possible, the City is pleased to offer conceptual meetings to help assure that the approval process is free of surprises once the formal application has been submitted. At a minimum, the Community Development Director will attend the meeting, however, other staff members may be invited to participate should the need arise. To make the most of the meeting, the following information should be provided:

- ☐ Location either by address or parcel number.
- ☐ Current use of the property, if any.
- ☐ Proposed use of the property.
- ☐ Proposed site plan sketches, including any phasing if applicable. The sketches should generally show the location of buildings, parking areas, landscaped areas, and ingress/egress points to and from the site.
- ☐ Adjoining roadways and land uses.
- ☐ Anticipated utility needs.

During the discussion, staff will review with you the information provided and suggest possible modifications (if necessary) to meet code requirements (where deficiencies are identified) or to provide a more functional end-product. If desired, staff is also able to discuss possible incentive programs the project may qualify for as well as answer and general questions about the development process.

The City of Sault Ste. Marie recognizes that confidentiality may desired during the early stages of project development. Be aware that any records sent to the City electronically or in hard copy form to be retained by the City are subject to public disclosure through the Freedom of Information Act. If disclosure outside of the review staff is unwanted, do not provide electronic copies of preliminary plans. Any hard copy plans shared with the City during the conceptual review meeting should be retained by the developer at its conclusion.

To schedule your conceptual meeting, contact Kelly Freeman, Community Development Director, at 906-632-5703 or kfreeman@saultcity.com.