City of Parchment Review Process for Developers



Developer Packet given to

prospective buyer



Letter of Intent received from

buyer



Buyer attends Planning

Commission meeting, presents

plan



PC determines whether use aligns

with Master Plan and PUD

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if open land, a sketch

or

preliminary drawing

is required



If yes, buyer attends City

Commission meeting with

purchase agreement from City

•

if no,

City

Commission can

request changes to be made or

dismiss



City Commission decides whether

to accept purchase agreement

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Commission can counteroffer,

negotiate, or dismiss



If accepted, buyer proceeds

with

purchase

