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

•

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

•

Commission can counteroffer,

negotiate, or dismiss

If accepted, buyer proceeds

with

purchase

