



City of Kalamazoo Site Plan Review

**GENERAL INFORMATION/QUESTIONS
AND ANSWERS**

1. **Q. What types of projects need site plan review and approval?** *A. In the city of Kalamazoo, the following projects are now required to have site plan review and approval:*
- A. Construction of new buildings and expansion of existing buildings (one- and two-family dwellings are exempt).*
 - B. Parking lot construction and expansion.*
 - C. Erection of communication towers and/or antennas.*
 - D. Parks and recreational facilities.*
 - E. Changes in use of land or buildings.*
 - F. Architectural changes to a multiple-family residential building or non-residential building.*
 - G. Grading, excavation, filling, or removal of soil within an area containing 1/2 acre or more.*
 - H. Removal of trees within an area containing 1/2 acre or more.*

Please review the attached “Required Plan Review by Project Type” document for a more detailed description of activities requiring site plan review and approval.

2. **Q. How do I begin the process?** A. *The first step is to complete the site plan review application, which includes the groundwater and environmental protection questionnaire. Return the application form to the city Planning Division, City of Kalamazoo, 445 W. Michigan Avenue, Kalamazoo, MI, along with a check for the applicable fee (payable to the City of Kalamazoo) and seven (7) full-size copies of your sketch plan or site plan plus one 11-inch by 17-inch copy.*

3. **Q. Will the new process result in significant delays in implementing my development project in the city?** A. *No. If all required information is included on the site plan at the time of application, the review process will be completed in approximately two weeks. Timely approval depends on the thoroughness of the site plan and compliance with city requirements.*

4. **Q. What is the difference between a sketch plan and a full site plan?** A. *Sketch plans require less information about the proposed project than full site plans. For example, sketch plans do not typically include zoning and land use information for adjacent parcels, adjacent right-of-way information, or locations of existing utilities. Sketch plans are allowed for less intensive development projects such as smaller building or parking lot expansions, changes in use of land or a building, grading and excavation activities. There is no fee required for review of a sketch plan. See the attached “Required Plan Review by Project Type” document and the Full Site Plan and Sketch Site Plan Submittal Checklists included in this packet for more specific information on the requirements of the two types of plans.*

5. **Q. Can I submit my plan for review even though it may not be final?** A. *Yes. Applicants have the option of submitting a preliminary site plan or a final site plan for review. Preliminary site plans are intended to convey overall concepts for a proposed project and are often utilized when the applicant has not determined the final design but desires initial review by the city. The plans are reviewed by staff but are not subjected to the formal site plan review process. Staff will respond to the applicant in writing with comments about the plan. No fee is required for this process. Using staff comments, the applicant can then create a final site plan (or sketch plan) and submit it for formal site plan review.*

6. **Q. What is the fee for site plan review?** A. *There is a \$100 fee required for review of sketch plans, and no fee for preliminary site plans. The following fees are required for review of full site plans:*

Multiple-Family Residential	\$200 + \$3 per unit
Non-Residential	\$250 + \$5 per each 500 sq. ft. of gross floor area (exclusive of basement)

If a major amendment is required to a previously-approved plan, an additional fee equal to

one-half of the original fee will be charged.

7. **Q. Who reviews my site plan and how is it reviewed?** *A. The city's Site Plan Review Committee reviews sketch plans and full (final) site plans and meets on a weekly basis. When a plan is received, it is screened by the city Planning Office staff. If significant required information has not been included, is incomplete, or is unclear, the plan may be returned to the applicant. If the site plan is complete, it is distributed to city staff for review. The plan is then placed on the agenda of the staff committee meeting that occurs approximately two weeks after application submittal. At the meeting, the plan is either approved or sent back to the applicant with a list of required changes.*
8. **Q. How can I check on the review status of my site plan?** *A. Information on the status of site plans can be obtained by contacting the city Planning Division at (269) 337-8044.*
9. **Q. Can I attend the Site Plan Review Committee meeting at which my site plan is reviewed?** *A. Yes. As the applicant, your attendance, or that of your representative, is encouraged. You may provide some insight into your plan that will assist the committee, and committee members will be able to ask you questions if needed.*
10. **Q. What happens if my site plan is not approved?** *A. A plan will not be approved unless all required information has been included and it meets city standards. If it is not approved, a list of deficiencies in the plan will be provided to the applicant. The applicant can submit a revised plan to the city Planning Division for reconsideration. No additional fee is required.*
11. **Q. Can I obtain building permits and/or begin work on my project before the site plan has been approved?** *A. No. Building permits will not be issued and no construction work can begin until the site plan has been approved.*
12. **Q. What do I do if I need to change my site plan after it has been approved?** *A. If a change is needed on an approved plan, you should first contact the city Planning Office. Staff will discuss the change with you and determine if it constitutes a major or minor change. Major changes require an amendment to the plan and review by the staff committee. A fee equal to one-half the amount of the original fee is required to review major changes to plans. Minor changes to plans can be approved by the city planner and there is no fee requirement.*

Call the city Planning Office at (269) 337-8044 with any further questions you may have.