

## CITY OF KALAMAZOO – PRE-APPLICATION QUESTIONNAIRE

The Pre-Application Meeting is the first step in Site Plan Review. Please complete the following questionnaire about your project to be scheduled for a Pre-Application Meeting. We want to get you in a meeting as soon as we can, so to help us, please ensure that your questionnaire is answered completely, and submit any additional documents that may be useful to your site plan review.

If you have any questions, please call [269-377-8044](tel:269-377-8044) or email us at [siteplan@kalamazoo.org](mailto:siteplan@kalamazoo.org).

## DOCUMENTS TO INCLUDE WITH THIS APPLICATION

- Concept Site Plan drawn to scale of site and any existing and proposed improvements.
- Use of property, building information, outside changes, surrounding land uses.
- Location of right of way, easements and utility locations, existing and proposed.
- Property owner contact information (*If applicant is not the owner of property*).
- Environmental reports associated with the project.
- Stormwater management plan if increasing impervious coverage on site.
- Any impact, closure or development within the right of way (*sidewalk, curb lawn or street*).

## DEPOSIT & FEES

The pre-site plan application has no fee associated with it, the final site plan after this initial phase has a fee and can be found on the current City of Kalamazoo Fee Schedule. We want your project to be successful and up to code standards, and the Pre-Application Meeting allows you to meet and collaborate with the Site Plan Review Committee. The Site Plan Review Committee is a board made up of city staff members representing planning, zoning, water, water resources, sanitary, building inspection and the Fire Marshal.

## COMPLETED APPLICATIONS

Once completed, please submit this application and all supplemental documentation to Planner I, Bobby Durkee, at [siteplan@kalamazoo.org](mailto:siteplan@kalamazoo.org). If you have any questions, please visit [www.kalamazoo.org/siteplanreview](http://www.kalamazoo.org/siteplanreview) or call [269-377-8044](tel:269-377-8044). Only completed applications with a scaled site plan will be scheduled.

## TYPICAL SITE PLAN PROCESS

**Project Review (Optional) → Pre-Site Plan Review Meeting → (Public Board Approval if required) → Site Plan Review Meeting → Submit Revisions (If required) → Site Plan Approval**

After a Pre-Application Meeting a site plan meeting will be scheduled in 3 to 4 weeks after a completed site plan review (separate application from this one) and site plan is accepted. A final site plan will not be scheduled if outside board (Zoning Board of Appeals, Planning Commission, etc.) are required for the proposed development. No Permits will be issued associated with the project until site plan approval is issued.



**PRE-APPLICATION QUESTIONNAIRE**

APPLICANT INFORMATION		
Name:		
Mailing Address:		
City:	State:	ZIP Code:
Date of Birth:		
Phone:	Email:	Preferred Contact: <input type="checkbox"/> Email <input type="checkbox"/> Phone
SITE INFORMATION		
Address:		
Status of the Property: <input type="checkbox"/> Owner <input type="checkbox"/> Lessee <input type="checkbox"/> Option or Purchase Agreement <input type="checkbox"/> Other: _____		
Current Zoning: _____ <i>If you do not know, please use our <a href="https://gis.kalamazoocity.org/Html5Viewer/index.html?viewer=City_of_Kalamazoo.Kalamazoo_City">City of Kalamazoo GIS Tool</a> to search for your property</i> <a href="https://gis.kalamazoocity.org/Html5Viewer/index.html?viewer=City_of_Kalamazoo.Kalamazoo_City">https://gis.kalamazoocity.org/Html5Viewer/index.html?viewer=City_of_Kalamazoo.Kalamazoo_City</a>		
Does the site reside in a district and/or special designation?		
<input type="checkbox"/> Historic District <input type="checkbox"/> Brownfield Eligible <input type="checkbox"/> Tax Capture or Deferment Area? (such as CIA, TIF, NEZ) <input type="checkbox"/> Natural Features Protection – 2025 Master Plan <input type="checkbox"/> Wellhead Protection Area		
Do you have environmental reports? <input type="checkbox"/> Yes <input type="checkbox"/> No		
How many fire hydrants are on site or within 300 ft:	Will the building be sprinkled: <input type="checkbox"/> Yes <input type="checkbox"/> No	
PROJECT DETAILS		
Project Type: <input type="checkbox"/> Residential <input type="checkbox"/> Commercial <input type="checkbox"/> Retail <input type="checkbox"/> Industrial <input type="checkbox"/> Mixed-Use		
Please describe your project in a way to someone who knows nothing about your plan:		
_____		
_____		
_____		
_____		
What physical site improvements are within your project plan (i.e. buildings, lights, paving, site clearing, landscaping, etc.)		
_____		
_____		
_____		
_____		
What utilities are on site? Will any new utilities be added? If so, could you please describe:		
_____		
_____		
_____		
_____		

**Complete in Full, Incomplete applications will not be accepted**