

SUPPLEMENTAL SITE PLAN REVIEW CHECKLIST FOR NATURAL FEATURES PROTECTION

For projects located within the Natural Features Protection (NFP) Overlay District ([refer to map](#)), additional site plan approval is required for NFP elements. The NFP Review Board reviews site plans to verify conformance with standards in the NFP Overlay District zoning code ([Chapter 50, NFP](#)).

This checklist must be appended to your regular site plan review checklist. The entire site plan review application and checklists must be compiled and submitted to both the administrative site plan review committee and the NFP Review Board. The NFP Review Board meets twice per month to accommodate project review immediately before or after regular site plan review. Although not required, it is recommended that applicants seek approval from the NFP Review Board **prior to** regular site plan review when complex natural features are located on the parcel.

Many of the items on this NFP checklist can be provided by adding an additional sheet to the overall site plan package. Drawings must be at engineering scale of between 1"=50' or 1"=20' with a north arrow. NFP site plan review requires an additional fee which must be submitted prior to review.

REFERENCE MATERIALS

[Zoning Ordinance, Chapter 50 NFP](#)

[NFP Overlay District, Map](#)

NFP Guidance Document

Data Sources

[City of Kalamazoo GIS](#)

[USDA Forest Coverage Map](#)

[EGLE Wetlands Mapper](#)

QUESTIONS

Contact the NFP staff liaison with any questions with your NFP site plan checklist at (269) 337-8044 or mccarthyja@kalamazoocity.org.



SECTION I. PROJECT AND APPLICANT INFORMATION

Please provide the project and applicant information requested below. Include the date of your regular site plan review meeting, if one has been scheduled or already taken place.

APPLICANT NAME:	(first) (last)		
APPLICANT ADDRESS:	(number) (street name)		
	(city)	(state)	(zip)
APPLICANT EMAIL:		PHONE:	()
PARCEL ADDRESS/PIN:			
PROJECT DESCRIPTION:			
OWNER NAME: <i>(if different)</i>	(first) (last)		
DATE OF REGULAR SITE PLAN REVIEW:			

NFP APPLICATION REQUIRED?

Is the project limited to interior work <u>only</u> with no exterior ground changes or increase in impervious coverage? Or does the project <u>only</u> include demolition with no tree removal?	
YES	If <u>YES</u> , a full NFP application is not necessary. Sign below & submit only this page with your site plan review application or permit application.
NO	If <u>NO</u> , proceed to Section II. Do NOT sign below.

By signing below, the applicant certifies that no natural features will be disturbed as part of this project.

Print name: _____

Signature: _____

Date: _____

SECTION II. PRESENCE OF NATURAL FEATURES

Use this section to assist in determining if review and approval by the NFP Review Board must be completed as part of the site plan review process. Regardless of NFP review, regular site plan review will still be necessary. Contact the NFP staff liaison with questions regarding the NFP review process at mccarthyja@kalamazoo.org or (269) 337-8789.

If you have questions about regular site plan review, contact the Community Planning & Economic Development Department at (269) 337-8044.

NATURAL FEATURES QUESTIONNAIRE	YES	NO
1) Are there wetlands on the parcel?		
2) Are there water resources on the parcel (e.g., rivers, lakes, streams, ponds)?		
3) If YES to question 2, check waterbody type and list name (if known) <input type="checkbox"/> Lake <input type="checkbox"/> River/stream <input type="checkbox"/> Pond <input type="checkbox"/> Drain Name(s): _____		
4) Are there water resources along the parcel boundary or within 25 feet of the parcel boundary? <i>If YES, setback from water resource may apply</i>		
5) Will any trees be taken down as part of this project?		
6) Will site regrading, cut/fill, or construction of retaining walls be done to address grade changes on the parcel?		
7) Are there any natural areas on the parcel (e.g., ground cover such as woodlands, open fields, areas with shrubs or brush, i.e. spaces not kept as mowed lawn or ornamental landscape/garden areas)?		

- If you answered **NO** to **all** of the questions 1-7, skip to Section IV.
- If you answered **YES** to **any** of the questions 1-7, continue to Section III.

SECTION III. NFP SITE PLAN CHECKLIST

Complete the checklist below and provide all information relevant to the project as an attachment to the full site plan packet. Indicate the page number where the NFP item can be found in the appropriate column. If you checked “no” to certain NFP items in questions 1-7 in Section II, write “N/A” on the checklist. Only columns in blue need to be filled in.

The proposed NFP site plan must show both existing natural features and proposed alterations to those features. For example:

- Site work, balancing, and grading plans
- New and existing structures
- New and existing paved areas
- New or modified utilities (both above and below ground)
- Removal of or modifications to natural features

WETLANDS	Required Yes No	Included on page #:	Approved Yes No	Notes
Include the boundary of wetlands on the parcel and mark the required setbacks on the site plan. Include copy of EGLE permit for work in any State-regulated wetland.				
WATER RESOURCES	Required Yes No	Included on page #:	Approved Yes No	Notes
Include the location of all water resources on the parcel and those within 25 feet of the parcel boundaries.				
Show the required setback(s), describe the existing ground cover within the setback(s), and any changes to ground cover.				
Provide a vegetated buffer plan, if required.				
TREES	Required Yes No	Included on page #:	Approved Yes No	Notes
Mark the location of all “protected” trees that are proposed to be removed.				
Include documentation of each species name, size (DBH and height), and condition of “protected” trees that are proposed to be removed.				
Include justification for removal (retaining all “protected” trees is a priority). Provide the replacement tree calculations with a list of replacement tree species including caliper size and planting location.				

SLOPES	Required Yes No	Included on page #:	Approved Yes No	Notes
Provide a slope analysis that shows the boundaries of all “protected” slopes and mark the required setback(s).				
Denote which feature is present on the slope that makes it a “protected” slope (e.g., wooded, within 500 ft of water resource, etc.).				
WOODLANDS	Required Yes No	Included on page #:	Approved Yes No	Notes
Delineate the boundary of all woodlands on the parcel and where the woodland system extends onto adjacent parcels.				
If woodlands will be cleared, include a woodland ecosystem assessment that describes condition and species composition.				
Mark parts of the woodland that will be retained and removed (i.e., cleared), include the percent acreage calculations to meet the preservation standard.				
Include justification for removal of the part of the woodland that will be cleared.				
NATURAL HERITAGE AREAS	Required Yes No	Included on page #:	Approved Yes No	Notes
Include the results of a Phase I MNFI rare species review. <i>(Phase I review can be done at no cost by contacting the NFP staff liaison).</i>				
If Phase I triggered a Phase II MNFI rare species review, attach the results of this review to your site plan.				
If rare species are found on the parcel from an on-site survey, provide protection and/or mitigation plans as required under state and federal law.				

SECTION IV. GENERAL NFP SITE PLAN ELEMENTS

All applicants must complete the checklist below, including some applicants in the NFP Overlay District that do not have natural features present on the parcel. These standards are required to protect natural features in close proximity to the parcel.

Complete the checklist and attach the required documentation as part of your NFP application.

IMPERVIOUS COVERAGE	Required Yes No	Included on page #:	Approved Yes No	Notes
Provide the calculation of both the proposed percentage of impervious and semi-pervious coverage on the parcel.				
Mark areas on the NFP site plan that will remain undisturbed or include a justification and/or restoration plan, if applicable.				
REQUIRED LANDSCAPING	Required Yes No	Included on page #:	Approved Yes No	Notes
Include a list of landscaping plants that will be planted to satisfy the requirements under the zoning code. For NFP parcels this required landscaping must be Michigan native species.				
STORMWATER MANAGEMENT	Required Yes No	Included on page #:	Approved Yes No	Notes
Mark the location of all existing and proposed stormwater management structures and systems on the site plan.				
If there is any change (increase or decrease) of stormwater generated from the parcel, include:				
NFP Stormwater Standard 1: Water Quality Treatment Volume Worksheet				
NFP Stormwater Standard 2: Chanel Protection Volume Worksheet				



Community Planning & Economic Development

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PRESERVES & SIGN REQUIREMENTS	Required Yes No	Included on page #:	Approved Yes No	Notes
Mark the location of any preserves that are located within 300 ft of the parcel (see definition in NFP ordinance).				
When parcel is within 300 ft of a preserve, indicate on the site plan how signs will comply with NFP ordinance.				
PUBLIC NOTICE	Required Yes No	Included on page #:	Approved Yes No	Notes
If the project requires notice to the public, all letters must be post-marked 14 days prior to review by the NFP Review Board. <i>Contact the NFP liaison for details.</i>				
Include a copy of the public notice letter and mailing list with your application.				

- ➡ Once you have completed the checklists in Sections III and IV and attached the necessary site plan map(s) and documentation, your NFP site plan review packet is complete.
- ➡ You can schedule a review meeting with the NFP Review Board by contacting the NFP staff liaison. See Section V for the meeting schedule, contact information, and deadlines.



SECTION V. NFP REVIEW BOARD MEETING SCHEDULE

The NFP Review Board holds meetings on the second and fourth Wednesdays of each month. The meetings begin at 4:00 PM in the Community Room at City Hall, 241 W South Street, Kalamazoo 49007. All meetings are open to the public. Notice of any cancelations or change to the meeting will be posted at City Hall no later than 18 hours before the regularly scheduled meeting.

To be added to the NFP Review Board meeting agenda, a full site plan review packet and all required checklists must be received by the NFP staff liaison **eight (8) days** prior to the regularly scheduled meeting.

CONTACT INFORMATION:

Email: mccarthyja@kalamazoo.org

Mail: 415 Stockbridge Ave, Kalamazoo, MI 49001

Phone: (269) 337-8789

2019 ANNUAL MEETING SCHEDULE	
July 9, 2019	July 23, 2019
August 13, 2019	August 27, 2019
September 10, 2019	September 24, 2019
October 8, 2019	October 22, 2019
November 12, 2019	November 26, 2019
December 10, 2019	December 24, 2019

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SECTION VI. NFP REVIEW BOARD COMMENTS

Wetlands

Water Resources

Trees

Slope

Woodlands

Natural Heritage Areas

- Is the parcel adjacent to a preserve? Y / N
- Is the parcel adjacent to another publicly accessible open space or recreational area? Y / N
- Does the use comply with the restrictions in the Wellhead Protection Overlay? Y / N
- Does the site comply with lot coverage standards? Y / N
- Does the project require public notice? Y / N
- Will temporary construction fencing be required? Y / N
- Will a variance be required? Y / N
- Is bonding required? Y / N
- Is public notice required? Y / N