

## **SUPPLEMENTAL SITE PLAN REVIEW APPLICATION FOR NATURAL FEATURES PROTECTION**

For projects located within the Natural Features Protection (NFP) Overlay District, separate site plan approval is required before the full site plan can be approved. This review is done either by the NFP Review Board or administratively by staff to verify conformance with NFP Overlay District zoning code ([Chapter 50, NFP](#)). The NFP Overlay District map can be found on the [City's GIS mapping website](#) (select "Planning & Zoning" layer and make sure "NFP Overlay" is clicked on).

The NFP Supplemental Application must be completed and submitted with the regular Site Plan Review Application and checklists. The NFP Review Board meets monthly to review and approve applications. City staff can assist in scheduling a project at an upcoming NFP Review Board meeting. While the review process offers some flexibility, projects often seek NFP approval between the Pre-Application meeting and regular Site Plan Review meeting.

### **Section I. Project & Applicant Information**

All projects must complete Section I. If the project will not impact any natural features on the site, and does not trigger additional stormwater controls or treatment, applicants should sign and submit Section I only. Staff will review and determine if the application can be approved administratively.

### **Section II. Natural Features Checklist & Attachments**

For projects proposing improvements or changes to the site that impact natural features, change grading, or involve work in or near NFP setbacks, Sections II and III must be completed. Section II identifies which natural features are present and standards apply. Section III will assist you in determining what documentation and additional plan sets are needed for a complete application. Once a complete application is submitted to the City, the project will be scheduled for the next available NFP Review Board meeting and an application fee of \$110 will apply.

## **QUESTIONS**

Contact the NFP staff liaison with any questions about your NFP Supplemental Application at (269) 337-8789 or [mccarthyja@kalamazoocity.org](mailto:mccarthyja@kalamazoocity.org).



**SECTION I. PROJECT AND APPLICANT INFORMATION**

Please provide all of 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.

|   |   |  |       |
|---|---|--|-------|
| <b>APPLICANT NAME:</b>                                | (first) (last)  |  |       |
| <b>APPLICANT ADDRESS:</b>                             | (number) (street name)                                      |  |       |
|   | (city)  | (state)                                  | (zip) |
| <b>APPLICANT EMAIL:</b>                               |   | <b>PHONE:</b>                            | ( )   |
| <b>PARCEL ADDRESS/PIN:</b>                            |   |  |       |
| <b>PROJECT DESCRIPTION:</b>                           |   |  |       |
|   |   |  |       |
|   |   |  |       |
| <b>OWNER NAME:</b><br><i>(if different)</i>           | (first) (last)  |  |       |
| <b>HAS REGULAR SITE PLAN REVIEW MEETING OCCURRED?</b> | <input type="checkbox"/> Yes<br><input type="checkbox"/> No | <b>DATE OF SITE PLAN REVIEW MEETING:</b> |       |

**NFP APPLICATION REQUIRED?**

| Is the project limited to interior work <u>only</u> with no exterior ground changes or increase in impervious coverage? |  |
|---|--|
| <b>YES</b>  | If <b>YES</b> , Sections II & III of this application are not needed. Sign below & submit only this page with your site plan review or permit application. |
| <b>NO</b>   | If <b>NO</b> , proceed to Sections II & III. Do <b>NOT</b> 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. NFP SITE PLAN CHECKLIST & ATTACHMENTS

Use the checklist to determine what documentation and additional plans sets must be prepared for this application. All plan sets, maps, and additional information must be attached to this application to be considered complete. If you checked “no” to certain NFP items in questions 1-7 in Section II, record “N/A” on the checklist.

### REQUIRED: NFP SITE PLAN SET

All applications must include separate sheets in the plan set showing the following:

1. Existing conditions map showing an inventory of all protected natural features and any associated natural features setbacks with distances (use checklist below)
2. Future development plan overlaid onto the existing conditions and natural features inventory; indicate where and to what extent protected natural features will be disturbed, removed, altered, or impacted in any way and which natural features will be protected during and after construction

#### Future development plan must include:

- **Boundary with extent of re-grading**, construction, or site preparation activities
  - **All existing and new building footprints** (mark whether existing buildings will be removed or maintained)
  - **New and existing parking** surfaces or structures, sidewalks, trails, and other impervious or semi-impervious surfaces including decks, patios, viewing platforms, etc. (list proposed surface materials and whether existing surfaces will be maintained or removed)
  - **Proposed location of fencing and screening**, whether permanent, natural, or construction silt fencing and/or natural feature protection fencing (with specifications)
  - **Stormwater facilities** showing boundary of ground disturbance, grading or construction activities, if located near natural features
  - **New utilities** and/or relocation of existing utilities showing corridors that could impact natural features
3. Landscape plan detailing the minimum elements needed to meet zoning code requirements and all proposed additional landscaping elements or features (include table with species name)
  4. Any additional plans or tables detailing which natural features will be restored or replaced after construction, if required (e.g., riparian buffer installation or slope restoration plan may be required under certain circumstances when the ordinance allows changes within these protected areas)

| WETLANDS  | Present:  | Included on page #: | Notes: |
|---|---|---------------------|--------|
| Mark existing wetland boundaries with notes about wetland conditions.<br><i>Attach a copy of EGLE permit or permit application for work impacting Part 303 wetlands regulated by the State.</i>                                   | <input type="checkbox"/> Yes<br><input type="checkbox"/> No |                     |        |
| WATER RESOURCES   | Present:  | Included on page #: | Notes: |
| Mark the location of all water resources on the parcel and those within 25 feet of the parcel boundaries.<br><i>Attach a copy of EGLE permit or permit application for work impacting Part 301 waters regulated by the State.</i> | <input type="checkbox"/> Yes<br><input type="checkbox"/> No |                     |        |
| Show required setbacks with dimensions; describe existing or future ground cover within riparian setbacks.  |   |                     |        |
| TREES   | Present:  | Included on page #: | Notes: |
| Mark the location of all “protected” trees that are proposed to be removed and those that will remain and require protection fencing.   | <input type="checkbox"/> Yes<br><input type="checkbox"/> No |                     |        |
| Include a table with species name, size (DBH and height), and condition of “protected” trees that are proposed to be removed and list replacement tree information.   |   |                     |        |
| Provide a note with justification for removal.  |   |                     |        |
| WOODLANDS   | Present:  | Included on page #: | Notes: |
| Delineate the boundary of all woodlands on the parcel noting where woodlands likely extend onto adjacent parcels.   | <input type="checkbox"/> Yes<br><input type="checkbox"/> No |                     |        |
| Mark all areas of woodland that will be retained and removed (i.e., cleared).   |   |                     |        |
| Include a table or note with the required preservation ratio (based on existing woodland coverage), percentage proposed to be removed, and rationale for selecting area for removal.  |   |                     |        |
| SLOPES  | Present:  | Included on page #: | Notes: |
| Provide a slope analysis that shows the boundaries of all “protected” slopes and mark the required setback(s).  | <input type="checkbox"/> Yes<br><input type="checkbox"/> No |                     |        |
| Include a note with co-existing feature that triggers “protected” slope status (e.g., wooded, within 500 ft of water resource.  |   |                     |        |

| NATURAL HERITAGE AREAS  | Present:  | Included on page #: | Notes: |
|---|---|---------------------|--------|
| Is an MNFI* rare species review required?<br><i>Parcels can be pre-screened using the City's GIS website, click on the "Planning &amp; Zoning" layer and "NFP Overlay" layer; then click on parcel and see MNFI status.</i> | <input type="checkbox"/> Yes<br><input type="checkbox"/> No |                     |        |
| If an MNFI rare species review is required, attach the resulting report.  |   |                     |        |

\*Michigan Natural Features Inventory (MNFI) Rare Species Reviews can be requested at:  
<https://mnfi.anr.msu.edu/services/rare-species-reviews>

### ACCEPTED DATA SOURCES & ANALYSIS

All data sources, analysis, and professionals are subject to approval by the City Planner according to Chapter 50-6.2. The following guidance may be useful when selecting a professional or methodology for inventorying natural features.

#### 1. WETLANDS

- Wetland delineation report performed by a qualified consultant including a map denoting delineated boundary of all wetlands, OR
- Most recent US Fish & Wildlife Service's National Wetlands Inventory boundary (State of Michigan mapper: <https://www.michigan.gov/egle/about/organization/water-resources/wetlands/inventory-maps>)

#### 2. PROTECTED TREE IDENTIFICATION

- May be performed by an qualified professional (including ISA Certified Arborist or similar); a full tree inventory is not required if all necessary information can be obtained and communicated using another survey, inventory, or site assessment methodology

#### 3. WOODLANDS

- A qualified professional, such as an ISA Certified Arborist, landscape architect, or license engineer may perform a desktop analysis or field survey to delineate woodlands
- When a variances is being requests to remove more woodland cover than is allowed under the preservation ration, the following is required
  - Woodland assessment report with determination that the Trees per Area (TPA) meets the NFP definition of a woodland and mapped delineation of woodland
  - Woodland assessment report with a determination that Basal Area is equivalent to the TPA in the NFP definition and meets definition of a woodland and mapped delineation of woodland
  - In addition to determination of whether stand of trees meets NFP definition of a woodland, assessment must include information on general species diversity,
  -

composition of species, any notable trees (either notable species or size), invasive species composition, and general health and age observations of tree stand

**4. PROTECTED SLOPES**

- Topographic survey performed in the field by a qualified consultant to delineate areas of a slope with grade of 20% or greater
- Desktop analysis performed using U.S. Geological Survey digital topographic maps, LIDAR, digital elevation map, or equivalent data showing 2' intervals or finer resolution, performed by a qualified consultant or engineer