

1. Checklist Meeting Application

Site Plan Review is an administrative process through the Site Plan Review Committee (SPRC). The Committee is comprised of members of many City Departments, including Public Safety, Public Services, Building and Trades, Community Planning and Economic Development (CPED). For Site Plan Approval, an applicant must attend two meetings: **Checklist Meeting** and **Site Plan Review**. The SPRC will approve plans once a proposed project has gone through both meetings and complies with all City of Kalamazoo standards.

Checklist Meeting

The Checklist Meeting is for projects with a defined scope and provides an opportunity for an applicant and their design professional (if applicable) to meet with the SPRC ahead of Site Plan Review. During this meeting, the Committee will walk through the Checklist and provide relevant Code requirements to help you prepare for Full Site Plan Review. Please be prepared to discuss your project in detail; this is the perfect time to ask the Committee questions to better understand Codes and the information needed for Site Plan Review and Approval.

Ready for a Checklist Meeting?

Review the following items to ensure you get the most out of the Checklist Meeting:

1.

Have a defined scope of work.

This includes project address, intended use, proposed site changes.

For example: Sit-down restaurant with a new parking lot, grab & go smoothie shop, clothes store with upper floor residential, multi-family residential development, etc.

Still finalizing your project's scope? A Project Review Meeting may be helpful.

2.

Submit a complete Checklist Meeting Application.

For an Application to be complete:

- Page 1 is filled out in its entirety.
- You've identified any Checklist items (pages 2-8) that you have specific questions about, indicating 'X' by the item, under the '**Areas of Focus**' column.
- The Checklist Meeting Application has been paid. See CoK Fee Schedule for fee amount.

**Conceptual plans
are not required for
Checklist Meetings!**

Fees:

Reference the Fee Schedule at:

kalamazoocity.org/CPEDFeeSchedule

Questions:

 siteplan@kalamazoocity.org

 311 or (269) 337-8000

Accommodations:

 311@kalamazoocity.org

 311 or (269) 337-8000

Learn More:

More Site Plan information is at:

kalamazoocity.org/SitePlanReview

Checklist Meeting Application

Community Planning & Economic
Development

150 E. Crosstown Parkway, Suite B
Kalamazoo, MI 49001
www.kalamazoocity.org



Project Details

SITE INFORMATION

Property Address/Addresses:

Parcel Identification Numbers (PINs):

DESCRIPTION OF PROJECT

APPLICANT SIGNATURE

Name:

Signature:

Date:

Applicant / Owner & Details

APPLICANT INFORMATION

Name:

Address:

City:

State:

Zip:

Phone:

Preferred Contact:

Email

Phone

Email:

PROPERTY OWNER INFORMATION

Name:

Address:

City:

State:

Zip:

Phone:

Preferred Contact:

Email

Phone

Email:



Checklist Meeting Application

Checklist Items

	Applicant	Internal
EXISTING CONDITIONS	AREAS OF FOCUS	SPRC Codes
Vicinity Maps - Illustrating adjacent streets and existing structures (within 200'), zoning, land use, and 2025 Master Plan Land Development designation of adjacent parcels.	☐	
Note Presence of Special District or Designation:		
• Historic District	☐	
• Brownfield Redevelopment Authority	☐	
• State/Federal List for Soil/Groundwater Contamination – If yes, also contact MEGLE	☐	
• Endangered / Rare species or Habitat area -if yes, also contact MDNR	☐	
• Required reporting for RCRA/US EPA Hazardous Waste Handler site (note site type: small quantity generator, large quantity generator, transporter, treatment/storage/disposal, notifier, other)	☐	
• Solid Waste Facility	☐	
• Baseline Environmental Assessment (BEA), Environmental Site Assessments (ESA's), Due Care plans (DCP) or other environmental info / reports, as applicable	☐	
• Tax capture or deferment area (such as CIA, TIF, NEZ, etc.)	☐	
• Natural Features Protection – 2025 Master Plan	☐	
• Wellhead Protection Area	☐	
Location and Type of Existing Features on the Subject property and on Adjacent Properties - Woods, wetlands, streams, rivers, lake, drains, 100-year flood plains, flood way, wetland, soil contamination, groundwater contamination etc. Also required are:	☐	
• Topography (2' contour lines labeled with USGS datum)	☐	
• Tree inventory (note all trees 10" or greater at diameter breast height or dbh on the site with species type, condition, and remain/ remove status)	☐	
If Project Disturbs an Area Greater than 1 Acre within 500' of a Lake or Stream, EGLE Permit Required.	☐	
Location, Dimensions, and/or Capacities of - Existing lots; recorded and unrecorded easements (including County drains); all utilities, including water, sewer, electric, gas, phone, cable, Internet, wells and cisterns, hydrants; Fire Department Connections, rights-of-way (including sidewalk, trails, landscaping, lighting, pavement, notes on vacation, etc. within it); and points of access.	☐	



Checklist Meeting Application

	Applicant	Internal
PLANNING / ZONING	AREAS OF FOCUS	SPRC Codes
Alignment with 2025 Master Plan.	☐	
Zoning Table to Include:		
• Building Location - Distance from property lines, zone district, impervious coverage (pre and post development)	☐	
• Parking (Vehicle and Bicycle) and Loading - Location, quantity, dimensions, barrier-free, signage, driveway width and location	☐	
• Building Elevations - Number of stories, window and door locations, facade materials, and lighting	☐	
• All On-Site Lighting - Location, height, type, wattage	☐	
• Signage Details - Type, location, and size	☐	
• Site Access for All Modes (Vehicle, Pedestrian, Bicycle, Transit) - Location, dimension, radii, materials, signage	☐	
• Refuse Location & Screening	☐	
• Landscape Plan - Include location / type of fencing, walls, plant schedule (number, size, species), and number of existing / proposed trees, vegetation, and tree canopy	☐	
If LW1, LW2, D1, D2, D3 - Identify the Following Form Standards:		
• Lot Type	☐	
• Entry Type	☐	
• Number of Entrances	☐	
• Setbacks/BTZ	☐	
• Transparency	☐	
• Number and Location of Driveways	☐	

	Applicant	Internal
BUILDING / TRADES	AREAS OF FOCUS	SPRC Codes
Soil Erosion Control Measures.	☐	
Final Site Grading/Topography - 2' contour lines labeled with USGS datum.	☐	
USGS First Floor Elevation of Buildings.	☐	
Locations, Dimensions, Area, Use and Construction Type of All Buildings.	☐	
ADA Compliance - Parking, routes, accessible dwellings, fixtures, etc.	☐	
Occupant Egress Path from All Structures.	☐	
Fire Separation Distance.	☐	



Checklist Meeting Application

	Applicant	Internal
KDPS - FIRE MARSHAL	AREAS OF FOCUS	SPRC Codes
Emergency Entry:		
• A Knox key vault box 3200 series or larger is required by the building entrance. Multiple may be required	☐	
• Emergency egress cannot cross the roof and needs to be protected and illuminated	☐	
• A Knox elevator key box shall be installed adjacent to any elevator	☐	
Fire Lane:		
• Fire access lanes, when required, shall be a minimum of 24' wide and provide 13' 6" height clearance. Signage shall be erected to prohibit parking in this designation	☐	
• Turning radius of parking lots and fire access lanes shall be constructed to allow turning and full operation of fire apparatus during an emergency	☐	
• Dead-end access roads and parking lots in excess of 150 feet in length shall be provided with approved provisions for the fire apparatus to turn around	☐	
• Overhangs, sky walks, bridges or other similar structures shall be approved by the Fire Marshal's Office. Engineered specs shall be provided	☐	
• Security gates restricting access shall be approved pursuant to Code. Approved fences, gates or other barriers shall be accessed through Knox padlocks or access switches	☐	
• Parking lots, driveways and service & access drives shall be designed and constructed to allow the maneuverability and weight of fire service aerial devices	☐	
Fire Hydrants:		
• Hydrants not publicly owned cannot be considered for use for SPR	☐	
• Placement shall be approved by the Fire Marshal's Office	☐	
• Shall not be more than 300 feet from the site	☐	
• Fire hydrant spacing shall not exceed 300 feet from each hydrant	☐	
Addressing:		
• Building identification shall be placed in a position that is plainly legible and visible from any street or road fronting the property	☐	
• Those properties fronting more than one street or road shall identify the address by both number and street name on each side of road frontage	☐	
• The address numbers and street name shall contrast with their background	☐	
• Commercial structures shall have address numbers at least 12" to 24" high, as determined by the Fire Marshal	☐	
• Address letters indicating street names shall be 6" to 24", height to be approved by the Fire Marshal	☐	



Checklist Meeting Application

	Applicant	Internal
KDPS - FIRE MARSHAL - continued	AREAS OF FOCUS	SPRC Codes
Fire Department Connections (FDC):		
• Immediate access to FDC shall be maintained in clear view without obstruction by parked vehicles, fences, bushes, trees, walls, dumpsters or any other object	☐	
• The FDC shall be located in a location approved by the Fire Marshal's Office	☐	
• The FDC shall be within 100' of a fire hydrant	☐	
• The Fire Department Connections (FDC) shall have Knox 5" Locking storz FDC Plugs Model 5002	☐	
• The FDC shall be accessible by hard surfaced pavement which is maintained during all-weather environments. Hard surface shall be cement or asphalt. The width shall allow a vehicle or hose line to be advanced or connected	☐	
• FDC shall be located so that fire apparatus and hydrant lines connected to supply the system will not obstruct access to the buildings for other fire apparatus	☐	
• FDC shall have an exterior rated horn and strobe device above the FDC at a minimum 10' above grade in height. Device shall be in clear view to approaching fire apparatus. The horn and strobe shall remain active until manually reset	☐	
FDC Placement:		
• Fire department connections not remotely located shall be located on the street side of the building	☐	
• FDC's not remotely located shall be fully visible and recognizable from the street	☐	
• The FDC shall be identifiable to approaching fire apparatus	☐	
FDC Signage:		
• The FDC shall be indicated by an approved sign mounted on the street, front, side of the building or adjacent to a remotely located FDC	☐	
• FDC signage shall have the letters "FDC" at least 6 inches high. The letters shall be a Arabic or Helvetica style font	☐	
• FDC Signage shall be installed at a minimum 10' above grade or above obstructions above the connection. The signage shall be mounted directly above the exterior horn and strobe that is tied to the fire alarm and fire suppression systems.	☐	
• FDC signage shall be reflective with white letters with a red background. All such signs shall be subject to the approval by the Fire Marshal.	☐	



Checklist Meeting Application

	Applicant	Internal
PUBLIC SERVICES - TRANSPORTATION & UTILITIES	AREAS OF FOCUS	SPRC Codes
Location and Dimensions of New Rights-of-Way.	☐	
Site Access for All Modes (Vehicle, Pedestrian, Bicycle, Transit) - Location, approach type, dimension, radii, materials, signage.	☐	
Access & Circulation of Site or Proposed Street Network.	☐	
Improvements to Existing Off-Site Rights-of-Way for All Modes (Vehicle, Pedestrian, Bicycle, Transit).	☐	
Timeline of Proposed Right-of-Way Work, Street Closures, Lane Restrictions, or Sidewalk Closures.	☐	
Location and Dimension of Proposed Traffic Control Measures - Acceleration, deceleration, passing lanes, traffic signals or signs.	☐	
Location and Dimension of Utilities & Easements - Gas, electric, phone, cable, etc.	☐	
Provide a Sheet to Demonstrate Turning Radius and Clearance for - City Kalamazoo Fire Apparatus, garbage trucks, delivery trucks, etc.	☐	

	Applicant	Internal
PUBLIC SERVICES - SANITARY SEWER	AREAS OF FOCUS	SPRC Codes
Sanitary Sewer Service Lateral Location and Sizing:		
• All existing & proposed new, including identification & depth of underground utility crossings	☐	
• Invert elevation of existing lateral at ROW/easement lines which will continue to be active	☐	
• Invert Elevation of proposed new lateral at ROW/easement line	☐	
• Sanitary main U.S. invert elevation	☐	
• Sanitary main D.S. invert elevation	☐	
Compliance with Chapter 28 of the City of Kalamazoo Ordinances & Engineering Best Practices.	☐	
Discharge Basis of Design Flow Rate, Per Connection: Residential – Multi-Family 3+; Commercial – Restaurant, Laundry Facility, Manufacturing, Hotel/Motel, Medical, and others, as required.		
• Contribution Per REU (gpd)	☐	
• Total REU's with justification/calculation	☐	
• Average Flow Rate (gpm)	☐	
• Peaking Factor with justification/calculation	☐	
• Peak Flow Rate (gpm)	☐	

If a new connection is proposed, a Sanitary Sewer Connection Application Form is required



Checklist Meeting Application

	Applicant	Internal
PUBLIC SERVICES - WATER	AREAS OF FOCUS	SPRC Codes
Location & Capacity of Water Main, Water Service, and Hydrants.	☐	
For New Water Service, Also Detail:		
• Size of line required	☐	
• Use for fire service	☐	
• Domestic meter size required	☐	
• Irrigation meter size required	☐	
For New Public Water Mains:		
• Located in public right-of-way -or- Located in easement dedicated to CoK	☐	
• MDEQ PA399 Permit Application	☐	
Number of New Hydrants _____		
Fire Service (Note: Existing Systems May Require Inspection & Upgrade):		
• Locate cross-connections	☐	
• Backflow prevention devices	☐	

	Applicant	Internal
PUBLIC SERVICES - STORMWATER	AREAS OF FOCUS	SPRC Codes
SW Structures, Pipes, and Other Drainage System Components - Shown on plans and on detail sheets.	☐	
Site Size (Small 1/2 acre or less, medium up to 1 acre, large over 1 acre) Determined.	☐	
Provide Stormwater Worksheets (from City of Kalamazoo templates):		
• Stormwater Calculations	☐	
• Water Quality Treatment (Uniform Standard 1)	☐	
• Channel Protection Volume (Uniform Standard 2)	☐	
If Discharging to County Drain or MDOT System - Contact appropriate authority for more information, additional standards, and permitting.	☐	
Provide Permit Documentation Required by MEGLE for Floodplain, Wetlands, and Discharge to Surface Waters.	☐	
Feasibility of Runoff Infiltration - Depends on soil type, groundwater depth, capture zone, existing environmental contamination, and/or proposed use of regulated substances. If infiltration will be restricted, basins/other infiltrating surfaces shall be lined with impervious material with minimum 60-mill (0.060 or 1/16-inch) thickness.	☐	
Buffer Adjacent to Water Features On/Near Site.	☐	
Existing or Planned Manufactured Treatment Devices (MTDs), Retention/Detention Basins, Rain Gardens & Swales - Will require a recorded Stormwater Operation and Maintenance Agreement with the City of Kalamazoo.	☐	

	Applicant	Internal
PUBLIC SERVICES - ENVIRONMENTAL / WELLHEAD PROTECTION	AREAS OF FOCUS	SPRC Codes
Compliance with Wellhead Protection & Stormwater Management Performance Standards. Include the Following Information on the Plan Set:		
• Note whether de-watering is or is not anticipated.	☐	
• Management of abandoned wells, cisterns, dry wells, generators and above or underground storage tanks, including information on installation, operation, capping, or removing.	☐	
• Installation of new well (temporary, permanent or geothermal) with or without a Reduced Principle Backflow Prevention Assembly.	☐	
• Property/site/floor drains or sump pumps present? Detail connection to sanitary or storm sewer, on-site holding tank with pumping/disposal plan, or other.	☐	
• Detail direct or indirect discharge into or toward a storm sewer, drain, wetland, pond, lagoon, or other surface water feature?	☐	
• Detail all grade changes, cutting, and fill, including management of existing vegetation and soil erosion and/or sedimentation.	☐	
• Note whether an existing snow melt system is present or whether one is proposed.	☐	
Submit Environmental Reports (ESA, BEA, DCP, or other). Refer to the Performance Standards on Infiltration.	☐	
Provide Completed Chemical Inventory& Storage (CSI) Forms 1 & 2. If no chemicals used/stored on site, write 'N/a' in all applicable boxes.	☐	
A Spill Containment Plan (SCP) is required if - Chemicals used/stored on-Site exceed the quantities stated on the CSI Form.	☐	

Site Plan Review Forms / Documents & CoK Code Standards can be found on the Site Plan Review Webpage, by visiting:

kalamazoocity.org/SitePlanResources