

CITY OF KALAMAZOO – SITE PLAN APPLICATION & CHECKLIST

Site Plan Review is an administrative process through the Site Plan Review Committee. The Committee is comprised of members of many City Departments, including Public Safety, Public Services, Building and Trades, Community Planning and Economic Development (CPED).

The first step in Site Plan Review, is the Pre-Application meeting. If you have not yet scheduled this meeting, please contact us at [269-377-8044](tel:269-377-8044) or email us at siteplan@kalamazoo.org. The Pre-Application meeting allows applicants to ask questions about their plan, the process, this checklist as it relates to their project, or to finalize an application with staff. Staff contact for Site Plan Review is Bobby Durkee and may be reached at above lister number or durkeer@kalamazoo.org

All Site Plans must be developed using this checklist. You will use this checklist as your cover page to your Site Plan. Using this checklist, provide all information pertinent to the project and note on which plan page the information can be found. Assistance and questions with this form or the process can be answered by CPED staff at any point during the process.

SITE PLAN REVIEW REQUIREMENTS

- Drawn at an engineering scale of between 1"=50' or 1"=20' with a north arrow
- Name, address, email, phone number of property owners, applicant, and firms/professionals involved in the project. *Verify property address with City Assessor's Office*
- Address, legal description, and Parcel Identification Number (PIN) of subject property.
- All plans *must* be submitted in an **electronic format (PDF) plus one hard copy in 11"x17" format, one physical copy of application and supporting document required.**
- Supporting documents such as surveys, environmental reports, stormwater worksheets and stormwater agreements if required.
- Application is not complete until the application completed in full and fee are submitted.

DEPOSIT & FEES

You can find a copy of our fee schedule here: <https://www.kalamazoo.org/cpdfeeschedule/file>

COMPLETED APPLICATIONS

Once completed, please submit this checklist and your completed site plan in PDF format to siteplan@kalamazoo.org. If you have any questions, please visit www.kalamazoo.org/siteplanreview or call [269-377-8044](tel:269-377-8044). Only completed applications following all Site Plan Review requirements will be accepted.



SITE PLAN REVIEW CHECKLIST

APPLICANT INFORMATION		
Applicant Name:		
Applicant Mailing Address:		
Applicant City:	Applicant State:	Applicant ZIP Code:
Applicant Phone:	Preferred Contact: <input type="checkbox"/> Email <input type="checkbox"/> Phone	
Applicant Email:		
PROPERTY OWNER INFORMATION		
Owner Name:		
Owner Mailing Address:		
Owner City:	Owner State:	Owner ZIP Code:
Owner Phone:	Preferred Contact: <input type="checkbox"/> Email <input type="checkbox"/> Phone	
Owner Email:		
PROPERTY INFORMATION		
Property Address:		
Parcel Identification Number (PIN):		
EXISTING CONDITIONS: All projects should provide information related to the site’s existing conditions. Projects involving no new construction of buildings or additions less than 1,500 square feet and those not increasing a site’s impervious coverage more than 10%, do not need to include a topographic site survey.		
Site Plan Review Checklist Item		Site Plan: Found on Page
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 such as:		
➤ Historic District		
➤ Brownfield Redevelopment Authority		
➤ State/Federal List for Soil/Groundwater Contamination – If yes, also contact MEGLE		
➤ Endangered/rare species/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)		
➤ Tax capture or deferment area (such as CIA, TIF, NEZ, etc.)		
➤ Natural Features Protection – 2025 Master Plan		
➤ Wellhead Protection Area		

SITE PLAN REVIEW CHECKLIST –COMPLETE IN FULL, ITEMS THAT DON'T APPLY MARK 'NA' AND NOTE WHY

EXISTING CONDITIONS: All projects should provide information related to the site's existing conditions. Projects involving no new construction of buildings or additions less than 1,500 square feet and those not increasing a site's impervious coverage more than 10%, do not need to include a topographic site survey.	
Site Plan Review Checklist Item	Site Plan: Found on Page
Location and type of existing features on the subject property and on adjacent properties, such as woods, wetlands, streams, rivers, lake, drains, 100-year flood plains, floodway, 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 steam, EGLE permit req'd.	
Location, dimensions, and/or capacities of existing property lines; lots; recorded and unrecorded easements (including County drains); all utilities, including water, sewer, electric, gas, phone, cable, Internet, etc.; 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	
Location of existing buildings and structures (such as signs, light fixtures, refuse areas, parking areas, fences, drainage, above/underground storage tanks, Fire Department Connection, fire service with backflow prevention type etc.) on the subject property, including setbacks, structure use, if planned to remain or be demolished, and age of structure if to remain.	
PROPOSED SITE PLAN: The following is the checklist of plan details and documentation required for the proposed site plan. Provide all information relevant to project. Please check with the Senior Development Planner if you are unclear on any provision prior to making application.	
PLANNING & ZONING ITEMS:	
Alignment with 2025 Master Plan	
Building Location, including distance from property lines and	
Building elevations, including number of stories and locating doors windows, facade materials, signage, and lighting	
Off-street parking (vehicle and bicycle) & loading, including location, barrier free, quantity, dimensions, signage	
All on-site lighting, including location, height, type, wattage	
Signage - type, location, and size	
Site Access for All Modes (vehicle, pedestrian, bicycle, transit) including location, dimension, radii, materials, signage	
Impervious surface, pre an post construction	
Refuse location & screening	
Landscape Plan, including fences, walls, plant schedule (number, size, species), and incorporate of existing trees and vegetation	

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BUILDING & TRADES	
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 accessible routes	
Occupant egress path from all structures	
KDPS – FIRE MARSHALL	
Installation of Knox Box	
Proper location & sizing of:	
➤ Fire Department Connection (FDC)	
➤ FDC Signage	
➤ Hydrants	
➤ Water mains serving fire protection systems	
➤ Building identification (street number & name)	
Protective bollards	
Vehicular access & circulation	
On-site Storage or Use of Hazardous Chemicals. *Permit from Fire Marshall may be required*	
➤ SDS information	
➤ Right to Know Survey/Chemical Inventory Storage Form Part I	
➤ Wellhead Protection/Chemical Inventory Storage Form Part II	
➤ Classify hazard class of site and/or structure(s)	
PUBLIC SERVICES – TRANSPORTATION & UTILITIES	
Location and dimensions of new rights-of-way	
Site access for all modes (vehicle, pedestrian, bicycle, transit) including 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, including acceleration, deceleration, and passing lanes, traffic signals or signs, etc.	
Location and dimension of utilities & easements for gas, electric, phone, cable, etc.	

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Public Services - Environmental/Wellhead Protection	
Wellhead Protection Area (WHPA)	
➤ Stormwater Compliance with Performance Standards	
➤ Groundwater Infiltration Compliance	
Manufactured Treatment Device Worksheet	
Hazardous Material Storage present? If yes, complete Hazard Material Storage Forms 1 & 2	
Management of abandoned wells, cisterns, and above or underground storage tanks, including information on installation, operation, capping, or removing	
Installation of new well (temporary or permanent) with or without a Reduced Principle Backflow Prevention Assembly.	
Soil contamination present? If yes, MEGLE approval required for proposed stormwater infiltration.	
Property/site drains 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.	
Public Services – Stormwater Management	
Stormwater structures and systems, including size of development area (small 1/2 acre or less, medium 1/2 to 1 acre, and large 1+ acres)	
If there is any change (increase or decrease), complete:	
➤ Uniform Standard 1: Water Quality Treatment Volume Work sheet	
➤ Uniform Standard 2: Chanel Protection Volume Worksheet	
Geothermal Wells on the property.	
Site Discharge Calculation Worksheet Properly buffer water features on adjacent properties If site is to discharge into a County drain and/or is adjacent to an MDOT street, please contact appropriate authority for more information, additional standards, and permitting	

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Public Services - Water	
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	
Quantity of new hydrants _____	
Fire Service (note: existing systems may require inspection & upgrade)	
➤ Locate cross-connections	
➤ Backflow prevention devices	
Public Services – Sanitary Sewer	
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	

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Summary of Site Calculations	
Gross site area	
Area of site covered with impervious and semi-pervious surfaces	
Number and type of housing units	
Square footage of commercial, manufacturing, or institutional uses - site total and by floor area per building	
Number of vehicle & bicycle parking spaces provided, including barrier-free	
Number of trees (at or greater than 10" (dbh) saved and/or removed with proposed plan, including species type, size, and health	
Estimated number of vehicle trips per day generated by the proposed use (refer to ITE trip generation)	
If generating more than 1,000 vehicle trips/day are generated, a complete traffic impact analysis	
Light grid/illumination plan, if required.	
If requiring 20 or more parking spaces or impervious surface greater than 6,000 square feet, complete the following:	
➤ Water Quality Treatment Volume worksheet	
➤ Chanel Protection Volume Worksheet	
Calculations for proposed sewer main, sewer lead, water main, water service, and hydrants.	

Description of Project:

Applicant name & Signature

Date:

SITE PLAN REVIEW RESOURCES

- [Zoning Ordinance](#)
- [2025 Master Plan](#)
- [2015 Michigan Building Code](#)
- [2015 Michigan Residential Code](#)
- [2015 Michigan Mechanical Code](#)
- [2015 Michigan Plumbing Code](#)
- [ADA - ICC A117.1-2009](#)
- [Chapter 28, Kalamazoo Code of Ordinances, as Amended, as Amended](#)
- [Soil Erosion and Sedimentation Control - Chapter 30, Kalamazoo Ordinances, as Amended](#)
- [Flood Plain Management - Chapter 29 City of Kalamazoo Ordinances, as Amended](#)
- [Chapter 38 of the City of Kalamazoo's Code of Ordinances, as Amended](#)
- [MMUTCD](#)
- [NACTO](#)
- Complete Streets Policy, City of Kalamazoo
- ITE Trip Generation
- MDEQ - Uniform Stormwater Standards 1-4
- [Title 40 of the Code of Federal Regulations \(CFR\) as Amended, US EPA](#)
- [Natural Resources and Environmental Protection Act \(NREPA\), Act 451 of 1994 Part 41, as Amended Recommended Standards for Wastewater Facilities, Current Addition \(10 States Standards\)](#)
- [Standard Construction Specifications for Wastewater, City of Kalamazoo, Current addition](#)
- Wellhead Protection Zoning Overlay - Chapter 3, Section 3.5, Ordinance No. 1825 as Appendix A
- Performance Standards for Groundwater Protection Within Wellhead Protection Capture Zones and Stormwater Quality Management - Ordinance No. 1826 as Appendix A, Chapter 8, Section 8.3
- [Phase II Stormwater NPDES Permit](#)
- <https://kalamazoopublisafety.org/fire/marshall>
- Maker of Acceptable Knox Box (www.knoxbox.com)
- [USEPA Safe Drinking Water Act, 42 U.S.C. §300f et seq. \(1974\)](#)
- MDEQ, Michigan Safe Drinking water Act 1976 PA 399, as Amended
- Recommended Standards for Water Works, Current Addition (10 States Standards)
- [City of Kalamazoo's Standard Specifications for Water Main and Service Installation, Current Edition](#)
- www.protectyourwater.net