



# CITY OF KALAMAZOO SITE PLAN REVIEW APPLICATION & INFORMATION PACKET

(Updated: September 24, 2004)

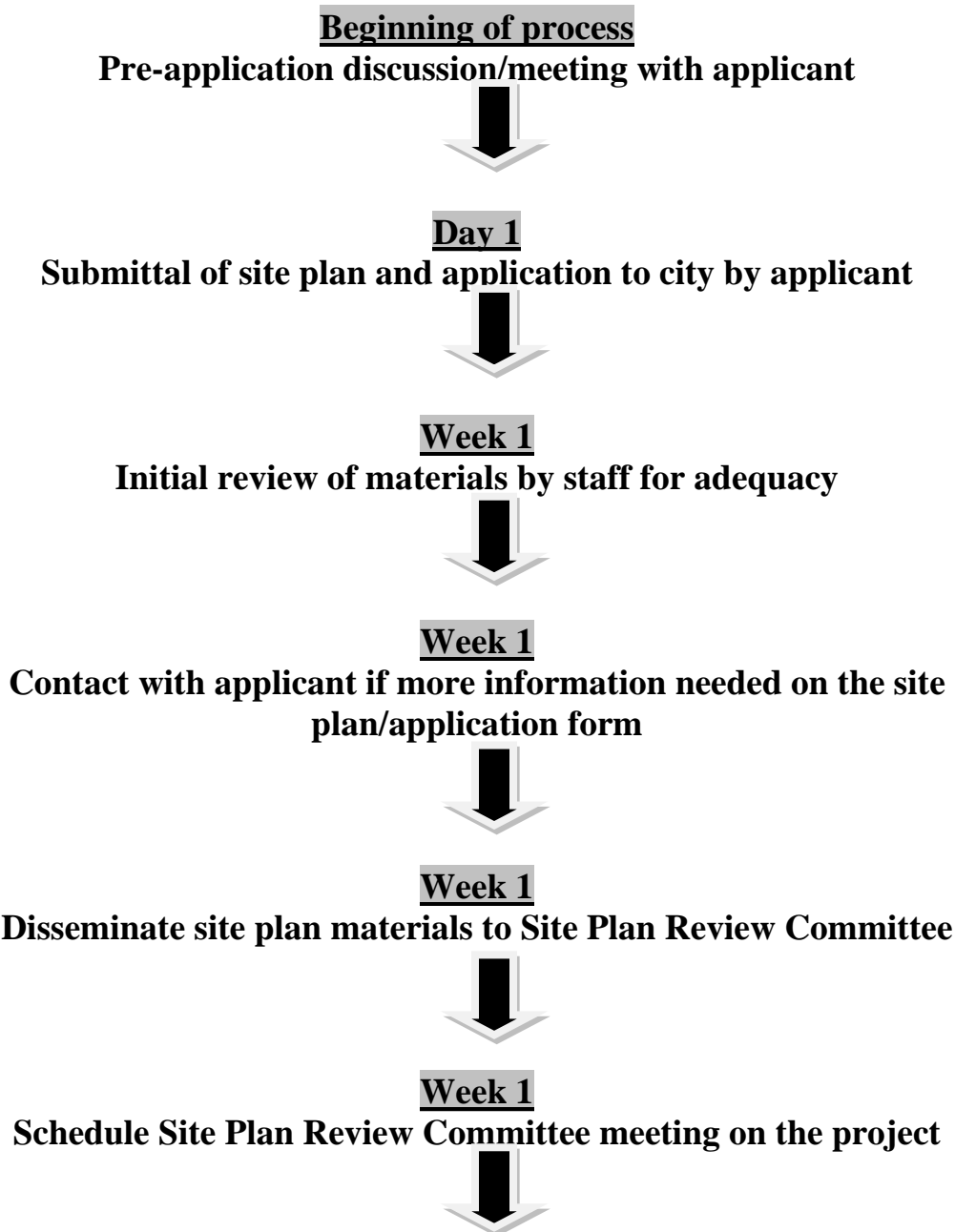
*If you are planning a construction project in the city of Kalamazoo, you may need to adhere to our site plan review procedures. This packet contains a variety of information to help you with this process. Questions about the site plan review requirements and the application/review process should be directed to the city Planning Division at (269) 337-8044.*

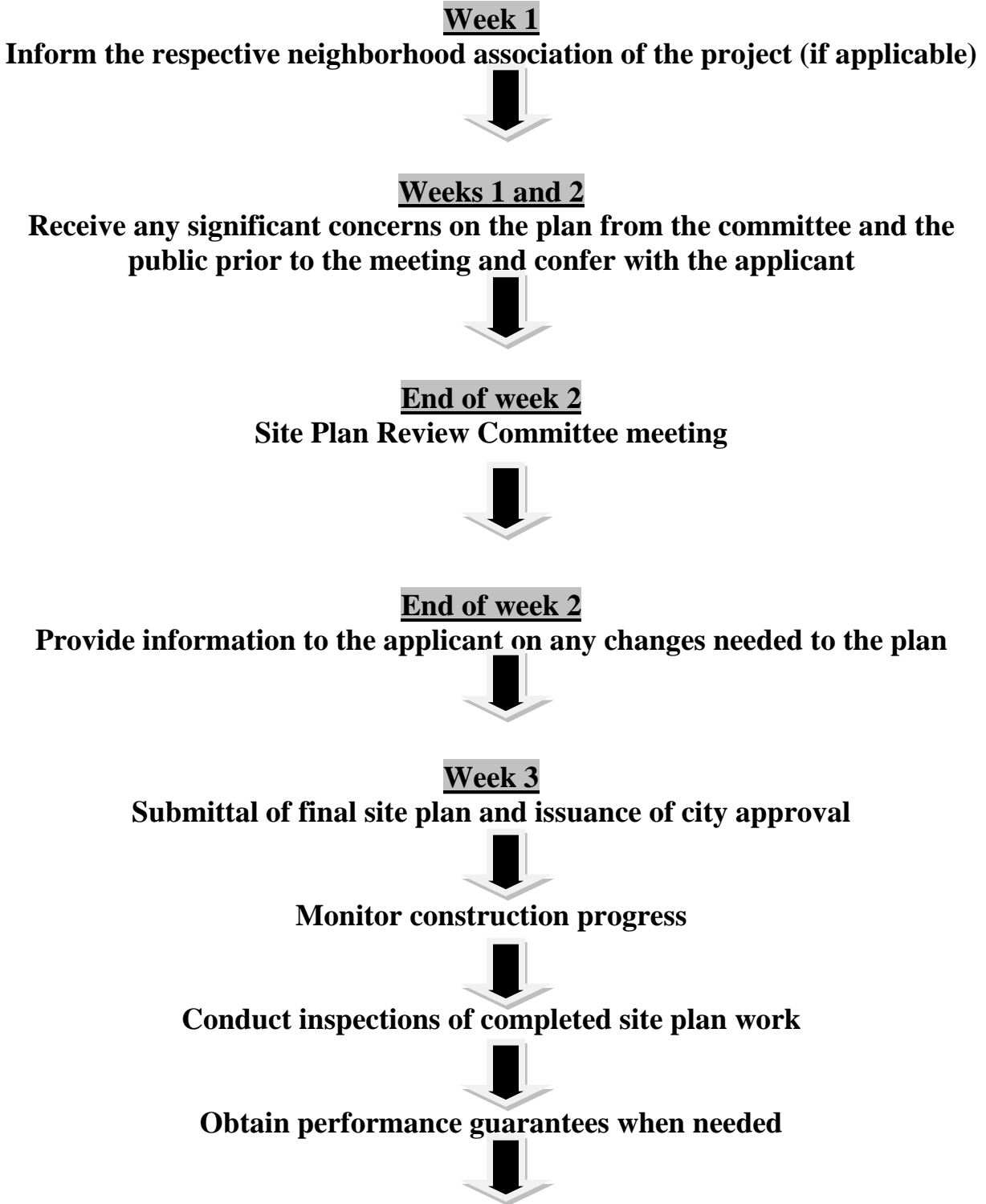


**COMMUNITY PLANNING & DEVELOPMENT DEPARTMENT**

**Planning Division**  
415 Stockbridge Avenue  
Kalamazoo, MI 49001  
(269) 337-8044  
(269) 337-8513 [fax]  
www.kalamazoo.org

**SITE PLAN REVIEW PROGRAM FLOW CHART**





**Completion of process**

**Coordinate with the Building Official on release of temporary and final certificates of occupancy**



**Close-out site plan project case**



**Provide monthly site plan project updates to the Planning Commission and maintain the city site plan web site**

**Note: Timing on the dissemination of site plans to the Site Plan Review Committee for review will depend on the adequacy of the plan. Missing information on the plan or application form may cause delays in the process.**

**Timing on the approval of site plans will depend on the provision to the city of a final site plan containing all required changes/additional information specified by the Committee.**



City of Kalamazoo Site Plan Review

**GENERAL INFORMATION/QUESTIONS  
AND ANSWERS**

1. **Q. What types of projects need site plan review and approval?** *A. In the city of Kalamazoo, the following projects are now required to have site plan review and approval:*

*A. Construction of new buildings and expansion of existing buildings (one- and two-family dwellings are exempt).*

*B. Parking lot construction and expansion.*

*C. Erection of communication towers and/or antennas.*

*D. Parks and recreational facilities.*

*E. Changes in use of land or buildings.*

*F. Architectural changes to a multiple-family residential building or non-residential building.*

*G. Grading, excavation, filling, or removal of soil within an area containing 1/2 acre or more.*

*H. Removal of trees within an area containing 1/2 acre or more.*

**Please review the attached “Required Plan Review by Project Type” document for a more detailed description of activities requiring site plan review and approval.**

2. **O. How do I begin the process?** A. The first step is to complete the site plan review application, which includes the groundwater and environmental protection questionnaire. Return the application form to the city Planning Division, City of Kalamazoo, 415 E. Stockbridge, Kalamazoo, MI, along with a check for the applicable fee (payable to the City of Kalamazoo) and seven (7) full-size copies of your sketch plan or site plan plus one 11-inch by 17-inch copy.
3. **O. Will the new process result in significant delays in implementing my development project in the city?** A. No. If all required information is included on the site plan at the time of application, the review process will be completed in approximately two weeks. Timely approval depends on the thoroughness of the site plan and compliance with city requirements.
4. **O. What is the difference between a sketch plan and a full site plan?** A. Sketch plans require less information about the proposed project than full site plans. For example, sketch plans do not typically include zoning and land use information for adjacent parcels, adjacent right-of-way information, or locations of existing utilities. Sketch plans are allowed for less intensive development projects such as smaller building or parking lot expansions, changes in use of land or a building, grading and excavation activities. There is no fee required for review of a sketch plan. See the attached “Required Plan Review by Project Type” document and the Full Site Plan and Sketch Site Plan Submittal Checklists included in this packet for more specific information on the requirements of the two types of plans.
5. **O. Can I submit my plan for review even though it may not be final?** A. Yes. Applicants have the option of submitting a preliminary site plan or a final site plan for review. Preliminary site plans are intended to convey overall concepts for a proposed project and are often utilized when the applicant has not determined the final design but desires initial review by the city. The plans are reviewed by staff but are not subjected to the formal site plan review process. Staff will respond to the applicant in writing with comments about the plan. No fee is required for this process. Using staff comments, the applicant can then create a final site plan (or sketch plan) and submit it for formal site plan review.
6. **O. What is the fee for site plan review?** A. There is a \$188 fee required for review of sketch plans, and no fee for preliminary site plans. The following fees are required for review of full site plans:

<b>Multiple-Family Residential</b>	<b>\$323 + \$6 per unit</b>
<b>Non-Residential</b>	<b>\$323 + \$6 per each 500 sq. ft. of gross floor area (exclusive of basement)</b>

*one-half of the original fee will be charged.*

7. **Q. Who reviews my site plan and how is it reviewed?** *A. The city's Site Plan Review Committee reviews sketch plans and full (final) site plans and meets on a weekly basis. When a plan is received, it is screened by the city Planning Office staff. If significant required information has not been included, is incomplete, or is unclear, the plan may be returned to the applicant. If the site plan is complete, it is distributed to city staff for review. The plan is then placed on the agenda of the staff committee meeting that occurs approximately two weeks after application submittal. At the meeting, the plan is either approved or sent back to the applicant with a list of required changes.*
8. **Q. How can I check on the review status of my site plan?** *A. Information on the status of site plans can be obtained by contacting the city Planning Division at (269) 337-8044.*
9. **Q. Can I attend the Site Plan Review Committee meeting at which my site plan is reviewed?** *A. Yes. As the applicant, your attendance, or that of your representative, is encouraged. You may provide some insight into your plan that will assist the committee, and committee members will be able to ask you questions if needed.*
10. **Q. What happens if my site plan is not approved?** *A. A plan will not be approved unless all required information has been included and it meets city standards. If it is not approved, a list of deficiencies in the plan will be provided to the applicant. The applicant can submit a revised plan to the city Planning Division for reconsideration. No additional fee is required.*
11. **Q. Can I obtain building permits and/or begin work on my project before the site plan has been approved?** *A. No. Building permits will not be issued and no construction work can begin until the site plan has been approved.*
12. **Q. What do I do if I need to change my site plan after it has been approved?** *A. If a change is needed on an approved plan, you should first contact the city Planning Office. Staff will discuss the change with you and determine if it constitutes a major or minor change. Major changes require an amendment to the plan and review by the staff committee. A fee equal to one-half the amount of the original fee is required to review major changes to plans. Minor changes to plans can be approved by the city planner and there is no fee requirement.*

**Call the city Planning Office at (269) 337-8044 with any further questions you may have.**



City of Kalamazoo Site Plan Review

**REQUIRED PLAN REVIEW BY PROJECT TYPE**  
**FULL SITE PLAN**  
**SKETCH SITE PLAN**  
**EXEMPT**

SITUATION/USE	REQUIRED REVIEW		
	Exempt <sup>1</sup>	Sketch Plan <sup>2</sup>	Full Site Plan <sup>2 &amp; 3</sup>
<b>NEW DEVELOPMENT - RESIDENTIAL</b>			
Construction, placement or expansion of any one-family or two-family dwelling unit on an individual lot in residentially zoned districts. <sup>4</sup>	✓		
Any residential development, except as described above.			✓
Placement of dwelling unit in an approved mobile home park.	✓		
Residential care facilities licensed by the state that are a permitted use.		✓	
Residential care facilities licensed by the state that require special land use approval.			✓
<b>NEW DEVELOPMENT - NON-RESIDENTIAL</b>			
Construction of a new building or structure on a site.			✓
Non-residential special land uses in all zoning districts.			✓
Erection of wireless communication antenna on an existing facility.		✓	
Erection of wireless communication structures or towers.			✓
Construction of essential public service buildings and storage areas.			✓
Public and private golf courses, outdoor recreational uses, and parks, including principal structures, and parking areas.			✓
<b>EXPANSIONS</b>			
An increase in the building floor area up to one thousand five hundred (1,500) square feet or ten percent (10%) of the existing floor area, whichever is less, based on the cumulative total of the proposed expansion and any expansion within the last five (5) years, as determined by the Economic Development and Planning Division.		✓	
An increase in the building floor area greater than that specified above.			✓
An increase in parking or loading area over ten percent (10%) or six thousand (6,000) square feet of pavement area, whichever is less. <sup>5</sup>		✓	



<b>CHANGES IN USE</b>			
Any change in the use of land or a building to a different class or type or to a more intensive use, that may involve significant changes to features such as building appearance, parking needs, traffic flow, traffic volumes, buffering needs, hours of operation, noise, effluent discharge, drainage, lighting, and similar impacts.		✓	
A change in use to a similar or less intensive use for a site that does not comply with current site design standards (such as landscaping, signs, lighting or drainage).		✓	
A change from a nonconforming use, building or site to a more conforming situation.		✓	
<b>OTHER TYPES OF PROJECTS</b>			
Accessory open air business.		✓	
Architectural changes to a multiple-family residential structure (three (3) or more units) or a non-residential structure (only an elevation plan describing changes and construction materials is required if no changes to the use of the site are proposed.)		✓	
Grading, excavation, filling, soil removal, creation of ponds or clearing of trees within an area of less than one-half (½) acre.	✓		
Grading, excavation, filling, soil removal, creation of ponds or clearing of trees of one-half (½) acre or more.		✓ <sub>6</sub>	
Home occupations in accordance with Zoning Ordinance.		✓	
Internal construction or change in the floor plan that does not increase gross floor area, increase the intensity of use or affect parking requirements on a site which meets all site design standards of the Ordinance.	✓		

Table 1 Footnotes:

- 1 A building permit is still required; new construction or remodeling in a local historic district is subject to review by the Local Historic District Commission.
- 2 Requires review and approval by the Site Plan Review Committee.
- 3 Requires review and approval by the Site Plan Review Committee and the Planning Commission.
- 4 A Plot Plan must be submitted to the Community Planning & Development Division prior to the issuance of building permits for new one- and two-family developments and shall include an accurate depiction of the following: property lines, building(s) footprint, setbacks, location of driveways and parking areas, location of sidewalks, fencing (type and height), and soil erosion control measures if applicable.
- 5 A "paving permit" is required for parking lot expansions of any size.
- 6 All grading areas of one (1) acre or more require a "Grade and Fill" permit issued by the Code Administration Division.



City of Kalamazoo Site Plan Review

**LIST OF APPLICABLE SITE DEVELOPMENT ORDINANCES**

**Engineering**

Curb cuts and driveways	Chapter 33, Article II of the Kalamazoo Code
Sidewalks	Chapter 33, Article II of the Kalamazoo Code
Stormwater	Chapter 28, Article II of the Kalamazoo Code

**Housing and Buildings**

Buildings	1997 Uniform Building Code
Buildings (residential rental)	City of Kalamazoo Housing Code
Mechanical	1997 Uniform Mechanical Code
Plumbing	1997 International Plumbing Code with Part 7
Electrical	1999 National Electrical Code, as amended
ADA	Michigan Barrier Free Design Rules
Soil erosion control	Chapter 30, Articles I and II of the Kalamazoo Code
Floodplain management	Chapter IA of Appendix A of the Kalamazoo Code

**Historic Preservation**

Design and preservation	Chapter 16, Article I of the Kalamazoo Code
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**Planning and Zoning**

Parking, setbacks, use, landscaping, open space, flood hazard reduction, etc.	Zoning Ordinance, Appendix A of Kalamazoo Code
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**Groundwater / Water**

Hazardous substances	Comprehensive Environmental Response, Compensation, and Liability Act of 1980, Public Law 96-520
Wellfield protection	Chapter 38, Article I of the Kalamazoo Code
Water	Chapter 38, Articles I and II of the Kalamazoo Code
Underground storage tanks	Part 211 and Part 213 of the Natural Resources and Environmental Protection Act, Act 451 of the Public

**List of Applicable Site Development Ordinances (continued)**

	Acts of 1994 as amended
Above ground storage tanks	Act 451 of the Public Acts of 1994 as amended, the Natural Resources and Environmental Protection Act
<b>Wastewater</b>	
Sanitary sewer discharge	Chapter 28, Article II of the Kalamazoo Code
Storm water management	Chapter 28, Article I of the Kalamazoo Code
<b>Public Safety</b>	
Building code	Uniform Building Code, 1997
Fire code	Uniform Fire Code, 1997
<b>Trees Within Rights-of-Way</b>	Tree Ordinance, Chapter 42 of the Kalamazoo Code

**Copies of most of the above ordinances are available from the city clerk's office (269) 337-8792 or from the city Planning Office (269) 337-8044.**



## **SITE PLAN REVIEW** **CONTACT LIST**

### **CITY OF KALAMAZOO**

<b><u>Division</u></b>	<b><u>Phone Number</u></b>
Engineering/Rights-of-Way	(269) 337-8601
Historic Preservation	(269) 337-8804
Code Administration	(269) 337-8026
Parks/Grounds	(269) 337-8606
Planning & Zoning	(269) 337-8044
Public Safety/Fire Marshall	(269) 337-8285
Wastewater	(269) 337-8601
Water	(269) 337-8601

### **KALAMAZOO COUNTY**

<b><u>Department</u></b>	<b><u>Phone Number</u></b>
Airport	(269) 388-3668
Drain Commission	(269) 384-8117
Environmental Health	(269) 373-5210
Planning	(269) 384-8112
Road Commission	(269) 381-3171

### **STATE CONTACTS**

- C For assistance with permits and approvals from the MDEQ or MDNR, contact the Permit Coordinator, Lansing District Office @ (517) 335-4235
- C For Superfund site data, contact MDEQ/ERD @ (517) 373-7367
- C For Part 201 of Public Act 451 (formerly Act 307) site data, contact MDEQ/ERD @ (269) 692-2120
- C For Leaking Underground Storage Tank (LUST) site data, contact MDEQ/STD Division @ (269) 692-2120
- C For construction within state rights-of-way, contact MDOT @ (269) 337-3900



## Full Site Plan Submittal Checklist

**The following information must be included on all Full Site Plans submitted for review:**

### Filing Requirements

- Site Plan Review application.
- Filing fee per fee schedule.
- Seven (7) sets of plan documents and one (1) 11" x 17" reproduction of the plan.

### Plan Preparation Requirements

- All plans to be drawn on uniform sheets no greater than 30" x 42".
- All plans to be drawn to an engineering scale not to exceed 1" = 50' or less than 1" = 20', with a north arrow oriented to the top of the sheet.
- All plans to be clear, legible and accurately scaled.
- If more than one plan per set, all required plans in each set to be stapled along the left margin.

### Plan Requirements

#### *General:*

- Name, address, and phone number of property owner and applicant.
- Professional seal, signature, address and telephone number of firms/professionals involved in preparation of the site plan.
- Legal description of property, including parcel area.
- Vicinity map showing closest major cross streets, zoning and existing land use of adjacent parcels.
- If the project or building is located in a local or other historic district, it must be noted on the first sheet of the plan.

#### *Locations of :*

- Property lines and lot dimensions.
- All recorded and unrecorded easements.
- Existing and proposed topography depicted in two-foot contour lines labeled with USGS datum.
- USGS first floor elevation of all buildings.

## Full Site Plan Submittal Checklist (continued)

- Location, dimensions, area and use of existing and proposed buildings on site, and location and use of all buildings on adjacent properties within 200 feet.
- Identification of any buildings or structures to be demolished on the site.
- Identification, age, and existing and proposed use of any buildings or structures 50 years old or older on the site.
- Building setbacks on front, side and rear and spacing between buildings on site.
- Location and type of natural features on site and on adjacent properties such as woods, wetlands, streams, rivers, lakes, drains, 100-year flood plain, etc.
- Soil erosion control/site grading measures.
- Access, both pedestrian and vehicular, showing approach type, dimensions, materials to be used, radii on curb returns and points of ingress and egress.
- Location and dimensions of proposed traffic control measures including acceleration, deceleration and passing lanes, traffic signals, etc.
- Location, alignment, type and width of any existing or proposed sidewalks, pedestrian pathways, or bike paths.
- Off-street parking and loading areas showing location, number and typical dimensions of standard and handicap spaces, and location and dimension of loading areas.
- Adjacent rights-of-way including private driveways, curb, gutter, sidewalks, median islands, streetlights, hydrants.
- Location of existing and proposed water main and/or water service, and fire hydrants.
- Location of existing and proposed sewer main and/or sewer lead.
- Location of existing and proposed storm water structures and systems.
- Location of private utilities including electric, gas, phone, cable, etc.
- Location of refuse disposal area and proposed screening.
- Location, height, type and wattage of existing and proposed lighting fixtures, structures or poles, including shielding to be used.
- Location, size and height of existing and proposed signs, including directional signs and regulatory signs (e.g., "No Parking - Fire Lane").
- Location and specifications for all fences, walls or other screening materials.

### ***Landscape Plan / Tree Protection / Groundwater Protection:***

- Greenbelt, buffer, parking lot, entranceway and interior landscaping.
- Height and length of any walls, walks or fences, including type of materials to be used.
- A plant schedule indicating the number, size at planting, and species of all proposed plant material.
- Location of existing and proposed street trees within public road right-of-way.
- Location of closest water supply for irrigation of planting areas.
- Details for berms including slope, height, and width.
- A tree inventory for woodland protection areas shown on the plan and identifying all trees 10" Diameter at Breast Height (d.b.h.) or more by size, common name, botanical name, and general condition within the area of construction and whether they are to remain, to be removed, or to be transplanted. Trees located in areas where construction will not occur do not need to be inventoried.

## **Full Site Plan Submittal Checklist (continued)**

- Details showing how trees designated to remain are to be protected.
- Ground water protection measures and hazardous materials storage and containment measures, if applicable.

### ***Calculations:***

- Gross area of site.
- Net area of open space exclusive of buildings, parking areas, drives and other developed areas.
- Net area of proposed off-street parking lots.
- Net area of interior parking lot landscaping.
- Area of any regulated wetlands.
- Number of parking spaces required per ordinance.
- Number of parking spaces provided.
- Number of residential units by type.
- Net useable floor area by type of use.
- Estimated number of vehicle trips per day generated by the proposed use (if greater than 1,000 trips per day, a Traffic Impact Analysis may be required by the city's traffic engineer).

**Contact the city Planning Office at (269) 337-8044 with any questions.**



# Sketch Site Plan

## Submittal Checklist

**The following information must be included on all Sketch Site Plans submitted for review:**

### Filing Requirements

- Site Plan Review application.
- Filing fee per fee schedule.
- Seven (7) sets of plan documents and one (1) 11" x 17" reproduction of the plan.

### Plan Preparation Requirements

- All plans to be drawn on uniform sheets no greater than 30" x 42".
- All plans to be drawn to an engineering scale not to exceed 1" = 50' or less than 1" = 20', with a north arrow oriented to the top of the sheet.
- All plans to be clear, legible and accurately scaled.
- If more than one plan per set, all required plans in each set to be stapled along the left margin.

### Plan Requirements

#### *General:*

- Name, address, and phone number of property owner and applicant.
- Professional seal, signature, address and telephone number of firms/professionals involved in preparation of the site plan.
- Legal description of property, including parcel area.
- If the project or building is located in a local or other historic district, it must be noted on the first sheet of the plan.

#### *Locations of :*

- Property lines and lot dimensions.
- All recorded and unrecorded easements.
- Existing and proposed topography depicted in two-foot contour lines labeled with USGS datum.
- Location, dimensions, area and use of existing and proposed buildings on site, and location and use of all buildings on adjacent properties within 200 feet.
- Identification of any buildings or structures to be demolished on the site.
- Identification, age, and existing and proposed use of any buildings or structures 50 years old or older on the site.
- Building setbacks on front, side and rear and spacing between buildings on site.
- Location and type of natural features such as woods, wetlands, streams, rivers, lakes, drains, 100-year flood plain, etc. within area of construction.



## Sketch Site Plan Submittal Checklist (continued)

- Soil erosion control/site grading measures.
- Access, both pedestrian and vehicular, showing approach type, dimensions, materials to be used, radii on curb returns and points of ingress and egress.
- Location and dimensions of proposed traffic control measures including acceleration, deceleration and passing lanes, traffic signals, etc.
- Location, alignment, type and width of any existing or proposed sidewalks, pedestrian pathways, or bike paths.
- Off-street parking and loading areas showing location, number and typical dimensions of standard and handicap spaces, and location and dimension of loading areas.
- Location of proposed water main and/or water service, and fire hydrants.
- Location of proposed sewer main and/or sewer lead.
- Location of proposed storm water structures and systems.
- Location of refuse disposal area and proposed screening.
- Location, height, type and wattage of proposed lighting fixtures, structures or poles, including shielding.
- Location, size and height of existing and proposed signs.
- Location and specifications for all fences, walls or other screening materials.

### ***Landscape Plan / Tree Protection / Groundwater Protection:***

- Greenbelt, buffer, parking lot, entranceway and interior landscaping.
- Height and length of any walls, walks or fences, including type of materials to be used.
- A plant schedule indicating the number, size at planting, and species of all proposed plant material.
- Location of existing and proposed street trees within public road right-of-way.
- Location of closest water supply for irrigation of planting areas.
- Details for berms including slope, height, and width.
- A tree inventory for woodland protection areas shown on the plan and identifying all trees 10" Diameter at Breast Height (d.b.h.) or more by size, common name, botanical name, and general condition within the area of construction and whether they are to remain, to be removed, or to be transplanted. Trees located in areas where construction will not occur do not need to be inventoried.
- Details showing how trees designated to remain are to be protected.
- Ground water protection measures and hazardous materials storage and containment measures, if applicable.

### ***Calculations:***

- Gross area of site.
- Net area of open space exclusive of buildings, parking areas, drives and other developed areas.
- Area of any regulated wetlands.
- Number of parking spaces required per ordinance.
- Number of parking spaces provided.
- Number of residential units by type.
- Net useable floor area by type of use.

-Questions can be directed to the Planning Office at (269) 337-8044



## City of Kalamazoo Site Plan Review

# LANDSCAPE REQUIREMENTS

The following landscape requirements apply to all land uses in the city of Kalamazoo requiring site plan review. Spacing and grouping of trees and shrubs on sites is at the discretion of the designer. At the time of planting, all deciduous trees must be a minimum of 2 ½ inches in diameter measured at 6 inches above ground level, evergreen trees must be at least 6 feet tall, deciduous or upright shrubs must be at least 18 inches in height, and spreading shrubs must have at least a 24-inch spread. Common names of trees and shrubs, and size information must be provided. Landscape plans should be incorporated into or accompany all site plans. Existing trees and shrubs in good condition should be noted on the plan and can be counted toward the landscaping requirement.

1. Front yard areas along streets that do not contain parking or pavement:

One tree is required for every 35 feet of linear street frontage plus one shrub for every 25 feet of linear street frontage.

2. Parking lot perimeters adjacent to streets: (All zoning districts except Zone 3)

- a. A minimum landscape width of 5 feet is required between the street right-of-way and the perimeter of the parking lot.
- b. One tree is required for every 35 feet of linear street frontage plus 3 shrubs for every 20 feet of linear street frontage.
- c. Walls, berms, or decorative fences having a minimum height of 3 feet can be substituted for the required shrubs.

3. Parking lot perimeters adjacent to streets: (Zone 3 only)

- a. A minimum landscape width of 5 feet is required between the street right-of-way and the perimeter of the parking lot.
- b. One tree is required for every 20 feet of linear street frontage plus 6 shrubs for every 20 feet of linear street frontage.

- c. The minimum landscape width and number of required plantings may be altered if a wall, berm, or decorative fence having a minimum height of 3 feet is substituted, or if the minimum required width does not make such planting possible.

4. Parking lots abutting residential property:

A parking lot or loading area directly adjacent to residential property shall have a minimum 4 foot high, continuous wall, berm, fence, or planting row between the common property border and the parking lot/loading area.

5. Interior parking lot landscaping: (Applies to parking lots with more than 30 spaces.)

- a. Five percent of each such parking lot must be dedicated for landscaping.
- b. One tree is required for every 300 square feet of the dedicated landscaping area(s).
- c. Interior, curbed landscape islands are required for new parking lots and are recommended for existing lots. Bump-out or corner areas will also be considered for existing parking lots.

6. Buffer area landscaping between certain land uses:

**Multiple-family residential abutting single-family residential:**

- 1. A 10-foot-wide landscape screening area is required along the entire shared border.
- 2. One tree is required for every 40 feet of shared border and 3 shrubs for every 20 feet.
- 3. As an option to b, an opaque wall, berm, decorative fence, or dense vegetative screen is allowed along the shared border having a height of at least 6 feet.

**Commercial uses abutting residential uses:**

- 1. A 10-foot-wide landscape screening area is required along the entire shared border.
- 2. One tree is required for every 35 feet of shared border and 3 shrubs for every 20 feet.
- 3. As an option to b, an opaque wall, berm, decorative fence, or dense vegetative screen is allowed along the shared border having a height of at least 6 feet.

**Industrial uses abutting residential uses:**

- 1. A 15-foot-wide landscape screening area is required along the entire shared border.

2. One tree is required for every 30 feet of shared border and 3 shrubs for every 20 feet.
3. As an option to b, an opaque wall, berm, decorative fence, or dense vegetative screen is allowed along the shared border having a height of at least 8 feet.

**Industrial uses abutting commercial uses:**

1. A 10-foot-wide landscape screening area is required along the entire shared border.
  2. One tree is required for every 40 feet of shared border and 3 shrubs for every 20 feet.
  3. As an option to b, an opaque wall, berm, decorative fence, or dense vegetative screen is allowed along the shared border having a height of at least 6 feet.
7. Landscape requirements for existing sites: (Expansions of existing buildings, parking lots, loading areas)

For every 1% expansion of the floor area of a building, a minimum of 4% of the landscaping is required that would normally be required for a totally new building on the site. (Example: a 10% expansion of the floor area of a building would require 40% of the landscaping to be completed for the entire site. A 25% expansion would require 100% of the landscaping.)

Such landscaping should be concentrated along street areas and in buffer areas between adjacent land uses as noted in #6 above.

Call the city Planning Division at (269) 337-8044 for more information on these requirements.

City of Kalamazoo Site Plan Review



For office use:	Project Name: _____
	Project Number: _____
	Date Received: _____

**CITY OF KALAMAZOO  
SITE PLAN REVIEW APPLICATION**

**(Return completed application and seven (7) full-size  
copies of the site plan plus one (1) 11" x 17" copy.)**

*APPLICANT*

Name: \_\_\_\_\_ Birth date: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Address: \_\_\_\_\_

*OWNER (if different than Applicant)*

Name: \_\_\_\_\_ Birth date: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Address: \_\_\_\_\_

*PROPERTY*

Address of Property: \_\_\_\_\_

Legal Description of Property (attach additional sheets if necessary): \_\_\_\_\_

\_\_\_\_\_

*REQUEST*

Briefly describe the request: \_\_\_\_\_



## WATER RESOURCES AND ENVIRONMENTAL PROTECTION QUESTIONNAIRE

To be completed and submitted with any application for Site Plan Review approval.

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**Project Name:** \_\_\_\_\_ **Applicant Name:** \_\_\_\_\_

**Project Address:** \_\_\_\_\_ **Applicant Address:** \_\_\_\_\_

**Current Property Use:** \_\_\_\_\_

**Proposed Property Use:** \_\_\_\_\_

**Please list name and phone number of any contractor(s) that you have retained to represent you regarding environmental issues for the proposed project.**

\_\_\_\_\_

**Project Description Summary:** State significant changes or additions to property (structures, percent of paved area, etc.) Attach additional pages, if needed. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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**In referring to your project in relationship to hazardous substances, please respond to the questions and statements in the Questionnaire based on the definitions below. The term “hazardous substance” means:**

1. A substance, mixture of substances, or article that is toxic, corrosive, an irritant, a strong sensitizer, flammable, or generates pressure through decomposition, heat or other means, if that substance, mixture of substances, or article may cause substantial personal injury or substantial illness during or as approximate result of a customary or reasonably foreseeable handling or use by the public, including reasonably foreseeable ingestion by children (Hazardous Substances Act, Act 188 of 1965).
2. Any substance that the Michigan Department of Natural Resources (MDNR) or Michigan Department of Environmental Quality (MDEQ) has demonstrated, on a case-by-case basis, poses an unacceptable risk to the public health, safety, or welfare, or the environment, having considered the fate of the material, dose response, toxicity, or adverse impact on natural resources.
3. Hazardous substance as defined in the Comprehensive Environmental Response, Compensation, and Liability Act of 1980, Public Law 96-510, 94 Stat, 2767.
4. Hazardous waste as defined in Part 111 of the Natural Resources and Environmental Protection Act, Act 451 of the Public Acts of 1994 as amended; MCL 324.11101Et. Seq.
5. Petroleum as described in Part 213 of the Natural Resources and Environmental Protection Act, Act 451 of the Public Acts of 1994 as amended; MCL 324.21301 Et. Seq.

**Circle “Y” for Yes or “N” for No and/or Check or Circle Appropriate Box(es) or Words**

- Y N** 1. Does the property have any out-of-service wells, abandoned wells, or cisterns or will the project involve the installation of a new water well(s) (temporary or permanent)? If yes, please list type and intended use of well. Proper well abandonment (plugging) and/or installation of an approved Reduced Pressure Principle Backflow Prevention Assembly (RP) may be required. *[Contact the Kalamazoo County Human Services Department and the City of Kalamazoo Water Division for further information].*
- Y N** 2. Does the property have any underground storage tanks (USTs) or aboveground storage tanks (AGSTs) or will the project involve the installation, operation, or removal of USTs, AGSTs, fueling dispensing equipment, piping, etc. associated with fuel filling operations or storage? If yes, list all that apply. *[Contact the MDEQ, Storage Tank Division, and the City of Kalamazoo Department of Public Safety for further information].*
- Y N** 3. Does the property/site have floor drains? If yes, to which type of connection system will they be connected to? Note: Floor drains ARE NOT allowed to be connected to a storm sewer/drain, dry well, leaching basin, or septic system. *[If yes, contact the City of Kalamazoo Water Reclamation Plant (KWRP) and MDEQ Waste Management Division and MDEQ Surface Water Division for further information].*
- Sanitary sewer
  - On-site holding tanks (pumping/disposal plan required)
  - Other (list)
- Y N** 4. Will the property be connected to sanitary sewer? *[If yes, contact the City of Kalamazoo Water Reclamation Plant (KWRP) if any hazardous and/or industrial chemicals materials, wastewater or waste of any quantity will be discharged to the KWRP. Pre-treatment may be required].*
5. How will stormwater be managed at the property? Will stormwater be transferred off site or retained on site? (Circle one or both). *[Contact the City of Kalamazoo Water Division and Engineering Division for further information. Pre-treatment may be required].* Check method(s) below:
- City of Kalamazoo’s storm sewer system?
  - Detention basin(s)
  - Retention basin(s)
  - Biofilters (swales/strips)
  - Filter strips
  - Wetlands
  - Media filtration
  - Sheet flow
  - Other (list)

- Y N 6. Will the proposed property use involve the direct or indirect discharge of any type of wastewater, stormwater, or groundwater into or toward a storm sewer, drain, wetland, pond, lagoon, or other surface water feature? If yes, list all that apply. *[Contact the MDEQ Surface Water Division, the City of Kalamazoo Water Division, and Engineering Division for further information. If a county drain is involved, contact the County Drain Commission].*
- Y N 7. Will the proposed property use involve the direct or indirect discharge of any type of waste effluent, wastewater, stormwater, cooling water, or any pollutants into/onto the ground? If yes, list all that apply. *[Contact the MDEQ Waste Management Division, and the City of Kalamazoo Water and Engineering Divisions for further information].*
- Y N 8. Will the project change the natural land topography or cover, including cutting and/or filling, which could contribute to soil erosion and/or sedimentation? If yes, describe proposed work, including the removal of existing vegetation. *[Contact the City of Kalamazoo Inspection Services Division and MDEQ, Land and Water Management Division for further information. If it affects a county road, contact the Kalamazoo County Road Commission. If it affects a county drain, contact the Kalamazoo County Drain Commission].*
- Y N 9. Will the project disturb an area of one acre or more, or occur within 500 feet of a lake or a stream? If yes, state which water body. *[Contact MDEQ, Land and Water Management Division and the City of Kalamazoo Inspection Services Division for further information. If it affects a county drain, contact the Kalamazoo County Drain Commission].*
- Y N 10. Will the project involve any work (dredging, filling, construction) in, across or under an inland lake, river, stream, wetland or ditch? If yes, describe proposed work. *[Contact MDEQ Land and Water Management Division and MDEQ Surface Water Division for further information. If it affects a county drain, contact the Kalamazoo County Drain Commission].*
- Y N 11. Will the proposed property use involve the burning, land filling, transfer or processing of any type of solid, non-hazardous wastes? If yes, describe proposed action. *[Contact the MDEQ Waste Management Division for further information].*
- Y N 12. Will the proposed property use involve the installation, construction, re-construction, relocation, operation, or alteration of any process equipment (including air pollution control equipment), which has the potential to emit air contaminants? If yes, describe proposed work or action. *[Contact MDEQ Air Quality Division for further information].*



- Y N 13. Is (or was) the project site on any State or Federal listing(s) of known or potential sources of contamination and/or involved in any compliance discussion with the Michigan Department of Environmental Quality (MDEQ), Michigan Department of Natural Resources (MDNR) or the Michigan Attorney General's Office? If yes, check the appropriate type below. *[Contact MDEQ Storage Tank Division, and/or MDEQ Environmental Response Division, Kalamazoo District Office, or U.S. EPA, Region V, Chicago, Illinois for further information].*
- Michigan State Priorities List, as identified by the State of Michigan for remediation under Part 201 of Act 451
  - Subject to corrective action under the Leaking Underground Storage Tank (LUST) regulations
  - Comprehensive Environmental Response, Compensation, and Liability Information System (CERCLIS), including active, archive or the National Priorities List (NPL) or "Superfund" sites
  - Other Compliance Issue (please describe)
- Y N 14. Is (or was) the site a facility which has (had) a reporting obligation under the Resource Conservation and Recovery Act (RCRA) regulated by the U.S. Environmental Protection Agency for hazardous waste handlers? If yes, check the appropriate type below. *[Contact U.S. EPA, Region V, Chicago, Illinois for further information].*
- Small Quantity Generator
  - Large Quantity Generator
  - Transporter
  - Treatment, Storage, Disposal, or Incinerator of Hazardous Waste (TSD site)
  - Notifier (former RCRA site)
  - Other (list)
- Y N 15. Is the site/property categorized as, or listed under any of the following types of sites or federal informational databases? If yes, check the appropriate type below. *[Contact U.S. EPA, Region V, Chicago, Illinois for further information].*
- Solid Waste Facility (SWF)
  - PCB Activity Database System (PADS)
  - Toxic Release Inventory (TRI)
  - Toxic Substances Control Act Inventory (TSCA)
  - Emergency Response Notification System (ERNS)
  - Civil Enforcement Docket (DOCKET)
  - Section Seven Tracking System (SSTS)
  - RCRA Administrative Action Tracking System (RAATS)
  - Resource Conservation and Recovery Information System (CORRACTS)
  - Hazardous Materials Information System Database (HIMIRS)
  - Baseline Environmental Assessment (BEA)
  - Other (list)

- Y N** 16. Please list hazardous substances (see definition), hazardous waste, industrial waste, oil, or salt products expected to be used, stored, generated, or recycled on site, or transported to/from site. Quantities should reflect maximum volumes on site at any one time. Attach Material Storage Data Sheets for each chemical or provide on computer disc. Attach additional pages if necessary.

	<b>Chemical Common or Trade Name</b>	<b>Chemical Components</b>	<b>Form*</b>	<b>Maximum Quantity</b>	<b>Storage**</b>
<b>1</b>					
<b>2</b>					
<b>3</b>					
<b>4</b>					
<b>5</b>					
<b>6</b>					

\*Form: L = Liquid; PL = Pressurized Liquid; PG = Pressurized Gas; S = Solid

\*\*Storage: AST = Above-ground Storage Tank; UST = Underground Storage Tank; PT = Portable Tank  
D = Drum; WC = Wooden Container; O = Other (specify)

- Y N** 17. Is the project located in an area identified by the State of Michigan as possibly containing rare or endangered species habitat? *[Contact the City of Kalamazoo Environmental Services Division (269 337-8365) for further information. Additional study of the site may be required.]*

## REQUIRED PERMITS AND CITY DISCLAIMER

All applicants who are required to complete the Site Plan Review Application must also complete the Water Resources and Environmental Protection Questionnaire. **The applicant is responsible for obtaining all necessary information, approvals, and permits from the appropriate federal, state, county, and local agencies. Below, please list any permits required for the proposed project and their current status.**

<u>Required Permits and Approvals</u>	<u>Obtained? (Yes or No)</u>	<u>Date Obtained?</u>
1.		
2.		
3.		
4.		
5.		

You may request from the city an additional guide that will assist you to determine if one or more permits, licenses, or approvals are necessary. You are also encouraged to consult with other governmental agencies to determine if other permits, licenses, or other approvals are necessary for your project.

### SIGNATURE

*I (We) the undersigned do hereby submit this Water Resources and Environmental Protection Questionnaire to the City of Kalamazoo for the purpose of obtaining necessary approval for the Site Plan Review of my project.*

*I (We) further acknowledge that the submission of an incomplete or inaccurate Water Resources and Environmental Protection Questionnaire may result in a delay in the Site Plan Review process or a denial of the Site Plan Application.*

*I (We) further understand that I (We) cannot commence construction prior to obtaining final Site Plan approval.*

Name of Property Owner (Print or Type): \_\_\_\_\_

Name of Applicant for Site Plan Approval (Print or Type): \_\_\_\_\_

Signature of Applicant  
for Site Plan Approval: \_\_\_\_\_ Title: \_\_\_\_\_

Date: \_\_\_\_\_