



City of Kalamazoo - Site Plan Review Project 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 the Senior Development Planner at 269-337-8076 or bauckhamr@kalamazoocity.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 application with staff,

All Site Plans must be developed using this checklist, which will also serve as the review and approval coversheet during the process. 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 the Senior Development Planner at any point during the process.

General Site Plan Review Plan 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" x 17" format.
- Application is not complete until the application form and fee are submitted

Applicable Codes, Policies, & Plans. When preparing your site plan, please refer to these applicable plans and codes for information and requirements.

Zoning Ordinance

<https://kalamazoopublicsafety.org/fire/marshal/>

2025 Master Plan

Maker of Acceptable Knox Box (www.knoxbox.com)

2015 Michigan Building Code

USEPA Safe Drinking Water Act, 42 U.S.C. § 300f

2015 Michigan Residential Code

2015 Michigan Mechanical Code

2015 Michigan Plumbing Code

MDEQ, Michigan Safe Drinking water Act 1976 PA 399, as Amended

ADA - ICC A117.1-2009

Recommended Standards for Water Works, Current Addition (10 States Standards)

Chapter 28, Kalamazoo Code of Ordinances, as Amended, as Amended

City of Kalamazoo's Standard Specifications for Water Main and Service Installation, Current Edition

Soil Erosion and Sedimentation Control - Chapter 30, Kalamazoo Ordinances, as Amended

www.protectyourwater.net

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

Date Received: _____



City of Kalamazoo - Site Plan Review Site Plan Checklist

Please include this completed checklist with your Site Plan Review application and subsequent plan revisions. Application and questions can be directed to the Senior Development Planner, Rob Bauckham at 269-337-8076 or bauckhamr@kalamazoocity.org.

Applicant & Owner Information:

Applicant Name, address, email, and phone number:

Property Address and Parcel Identification Number (PIN) :

Property Owner Name, Address, email, and phone number

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.

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 (BRA)

State/Federal List for Soil/Groundwater Contamination - If yes, also contacted MDEQ.

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

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, note on plan and call MDEQ.

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

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Vicinity Maps illustrating adjacent streets and existing structures (within 200'), zoning, land use, and 2025 Master Plan Land Development designation of adjacent parcels.	_____	<input type="checkbox"/>	_____	<input type="checkbox"/>	_____	<input type="checkbox"/>
Note presence of special district or designation such as:						
Historic District	_____	<input type="checkbox"/>	_____	<input type="checkbox"/>	_____	<input type="checkbox"/>
Brownfield Redevelopment Authority (BRA)	_____	<input type="checkbox"/>	_____	<input type="checkbox"/>	_____	<input type="checkbox"/>
State/Federal List for Soil/Groundwater Contamination - If yes, also contacted MDEQ.	_____	<input type="checkbox"/>	_____	<input type="checkbox"/>	_____	<input type="checkbox"/>
Endangered/rare species/habitat area - if yes, also contact MDNR.	_____	<input type="checkbox"/>	_____	<input type="checkbox"/>	_____	<input type="checkbox"/>
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)	_____	<input type="checkbox"/>	_____	<input type="checkbox"/>	_____	<input type="checkbox"/>
Solid Waste Facility	_____	<input type="checkbox"/>	_____	<input type="checkbox"/>	_____	<input type="checkbox"/>
Baseline Environmental Assessment (BEA)	_____	<input type="checkbox"/>	_____	<input type="checkbox"/>	_____	<input type="checkbox"/>
Tax capture or deferment area (such as CIA, TIF, NEZ, etc)	_____	<input type="checkbox"/>	_____	<input type="checkbox"/>	_____	<input type="checkbox"/>
Natural Features Protection - 2025 Master Plan	_____	<input type="checkbox"/>	_____	<input type="checkbox"/>	_____	<input type="checkbox"/>
Wellhead Protection Area	_____	<input type="checkbox"/>	_____	<input type="checkbox"/>	_____	<input type="checkbox"/>
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)	_____	<input type="checkbox"/>	_____	<input type="checkbox"/>	_____	<input type="checkbox"/>
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)	_____	<input type="checkbox"/>	_____	<input type="checkbox"/>	_____	<input type="checkbox"/>
If project disturbs an area greater than 1 acre within 500' of a lake or steam, note on plan and call MDEQ.	_____	<input type="checkbox"/>	_____	<input type="checkbox"/>	_____	<input type="checkbox"/>
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	_____	<input type="checkbox"/>	_____	<input type="checkbox"/>	_____	<input type="checkbox"/>

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.

Site Plan:
Found on Page _____

SPRC: Revision
Required

Revision Made:
See Page _____

SPRC: 2nd
Revision Required

2nd Revision Made:
See Page _____

Approved

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 and Zoning

Alignment with 2025 Master Plan	_____	<input type="checkbox"/>	_____	<input type="checkbox"/>	_____	<input type="checkbox"/>
Building Location, including distance from property lines	_____	<input type="checkbox"/>	_____	<input type="checkbox"/>	_____	<input type="checkbox"/>
Building elevations, including number of stories and locating doors windows, facade materials, signage, and lighting	_____	<input type="checkbox"/>	_____	<input type="checkbox"/>	_____	<input type="checkbox"/>
Off-street parking (vehicle and bicycle) & loading, including location, barrier free, quantity, dimensions, signage	_____	<input type="checkbox"/>	_____	<input type="checkbox"/>	_____	<input type="checkbox"/>
All on-site lighting, including location, height, type, wattage	_____	<input type="checkbox"/>	_____	<input type="checkbox"/>	_____	<input type="checkbox"/>
Signage - type, location, and size	_____	<input type="checkbox"/>	_____	<input type="checkbox"/>	_____	<input type="checkbox"/>
Site Access for All Modes (vehicle, pedestrian, bicycle, transit) including location, dimension, radii, materials, signage	_____	<input type="checkbox"/>	_____	<input type="checkbox"/>	_____	<input type="checkbox"/>
Refuse location & screening	_____	<input type="checkbox"/>	_____	<input type="checkbox"/>	_____	<input type="checkbox"/>
Landscape Plan, including fences, walls, plant schedule (number, size, species), and incorporate of existing trees and vegetation	_____	<input type="checkbox"/>	_____	<input type="checkbox"/>	_____	<input type="checkbox"/>

Notes: _____

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Building & Trades						
Soil erosion control measures	_____	<input type="checkbox"/>	_____	<input type="checkbox"/>	_____	<input type="checkbox"/>
Final site grading/topography (2' contour lines labeled with USGS datum)	_____	<input type="checkbox"/>	_____	<input type="checkbox"/>	_____	<input type="checkbox"/>
USGS first floor elevation of buildings	_____	<input type="checkbox"/>	_____	<input type="checkbox"/>	_____	<input type="checkbox"/>
Locations, dimensions, area, use and construction type of all buildings	_____	<input type="checkbox"/>	_____	<input type="checkbox"/>	_____	<input type="checkbox"/>
ADA accessible routes	_____	<input type="checkbox"/>	_____	<input type="checkbox"/>	_____	<input type="checkbox"/>
Occupant egress path from all structures	_____	<input type="checkbox"/>	_____	<input type="checkbox"/>	_____	<input type="checkbox"/>

Notes: _____

KDPS - Fire Marshall (Full List of Requirements can be found here)

Installation of Knox Box	_____	<input type="checkbox"/>	_____	<input type="checkbox"/>	_____	<input type="checkbox"/>
Proper location & sizing of:						
Fire Department Connection (FDC)	_____	<input type="checkbox"/>	_____	<input type="checkbox"/>	_____	<input type="checkbox"/>
FDC Signage	_____	<input type="checkbox"/>	_____	<input type="checkbox"/>	_____	<input type="checkbox"/>
Hydrants	_____	<input type="checkbox"/>	_____	<input type="checkbox"/>	_____	<input type="checkbox"/>
Water mains serving fire protection systems	_____	<input type="checkbox"/>	_____	<input type="checkbox"/>	_____	<input type="checkbox"/>
Building identification (street number & name)	_____	<input type="checkbox"/>	_____	<input type="checkbox"/>	_____	<input type="checkbox"/>
Protective bollards	_____	<input type="checkbox"/>	_____	<input type="checkbox"/>	_____	<input type="checkbox"/>
Vehicular access & circulation	_____	<input type="checkbox"/>	_____	<input type="checkbox"/>	_____	<input type="checkbox"/>
On-site Storage or Use of Hazardous Chemicals. *Permit from Fire Marshall maybe required*						
SDS information	_____	<input type="checkbox"/>	_____	<input type="checkbox"/>	_____	<input type="checkbox"/>
Right to Know Survey/Chemical Inventory Storage Form Part 1	_____	<input type="checkbox"/>	_____	<input type="checkbox"/>	_____	<input type="checkbox"/>
Wellhead Protection/Chemical Inventory Storage Form Part 2	_____	<input type="checkbox"/>	_____	<input type="checkbox"/>	_____	<input type="checkbox"/>
Classify hazard class of site and/or structure(s)	_____	<input type="checkbox"/>	_____	<input type="checkbox"/>	_____	<input type="checkbox"/>

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2nd Revision Made:
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Public Services - Transportation & Utilities

Location and dimensions of new rights-of-way	_____	<input type="checkbox"/>	_____	<input type="checkbox"/>	_____	<input type="checkbox"/>
Site access for all modes (vehicle, pedestrian, bicycle, transit) including location, approach type, dimension, radii, materials, signage	_____	<input type="checkbox"/>	_____	<input type="checkbox"/>	_____	<input type="checkbox"/>
Access & circulation of site or proposed street network	_____	<input type="checkbox"/>	_____	<input type="checkbox"/>	_____	<input type="checkbox"/>
Improvements to existing off-site rights-of-way for all modes (vehicle, pedestrian, bicycle, transit)	_____	<input type="checkbox"/>	_____	<input type="checkbox"/>	_____	<input type="checkbox"/>
Location and dimension of proposed traffic control measures, including acceleration, deceleration, and passing lanes, traffic signals or signs, etc	_____	<input type="checkbox"/>	_____	<input type="checkbox"/>	_____	<input type="checkbox"/>
Location and dimension of utilities & easements for gas, electric, phone, cable, etc	_____	<input type="checkbox"/>	_____	<input type="checkbox"/>	_____	<input type="checkbox"/>

Notes: _____

Public Services - Environmental/Wellhead Protection

Wellhead Protection Area (WHPA)						
Stormwater Compliance with Performance Standards	_____	<input type="checkbox"/>	_____	<input type="checkbox"/>	_____	<input type="checkbox"/>
Groundwater Infiltration Compliance	_____	<input type="checkbox"/>	_____	<input type="checkbox"/>	_____	<input type="checkbox"/>
Manufactured Treatment Device Worksheet	_____	<input type="checkbox"/>	_____	<input type="checkbox"/>	_____	<input type="checkbox"/>
Hazardous Material Storage present? If yes, complete Hazard Material Storage Forms 1 & 2	_____	<input type="checkbox"/>	_____	<input type="checkbox"/>	_____	<input type="checkbox"/>
Management of abandoned wells, cisterns, and above or underground storage tanks, including information on installation, operation, capping, or removing	_____	<input type="checkbox"/>	_____	<input type="checkbox"/>	_____	<input type="checkbox"/>
Installation of new well (temporary or permanent) with or without a Reduced Principle Backflow Prevention Assembly.	_____	<input type="checkbox"/>	_____	<input type="checkbox"/>	_____	<input type="checkbox"/>

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Soil contamination present? If yes, MDEQ approval required for proposed stormwater infiltration.	_____	<input type="checkbox"/>	_____	<input type="checkbox"/>	_____	<input type="checkbox"/>
Property/site drains present? Detail connection to sanitary or storm sewer, on-site holding tank with pumping/disposal plan, or other.	_____	<input type="checkbox"/>	_____	<input type="checkbox"/>	_____	<input type="checkbox"/>
Detail direct or indirect discharge into or toward a storm sewer, drain, wetland, pond, lagoon, or other surface water feature?	_____	<input type="checkbox"/>	_____	<input type="checkbox"/>	_____	<input type="checkbox"/>
Detail all grade changes, cutting, and fill, including management of existing vegetation and soil erosion and/or sedimentation.	_____	<input type="checkbox"/>	_____	<input type="checkbox"/>	_____	<input type="checkbox"/>

Notes: _____

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)	_____	<input type="checkbox"/>	_____	<input type="checkbox"/>	_____	<input type="checkbox"/>
If there is any change (increase or decrease), complete:						
Uniform Standard 1: Water Quality Treatment Volume Work sheet	_____	<input type="checkbox"/>	_____	<input type="checkbox"/>	_____	<input type="checkbox"/>
Uniform Standard 2: Channel Protection Volume Worksheet	_____	<input type="checkbox"/>	_____	<input type="checkbox"/>	_____	<input type="checkbox"/>
Site Discharge Calculation Worksheet	_____	<input type="checkbox"/>	_____	<input type="checkbox"/>	_____	<input type="checkbox"/>
Properly buffer water features on adjacent properties	_____	<input type="checkbox"/>	_____	<input type="checkbox"/>	_____	<input type="checkbox"/>
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.	_____	<input type="checkbox"/>	_____	<input type="checkbox"/>	_____	<input type="checkbox"/>

Public Services - Water

Location & capacity of water main, water service, and hydrants.	_____	<input type="checkbox"/>	_____	<input type="checkbox"/>	_____	<input type="checkbox"/>
For new water service also detail:	_____	<input type="checkbox"/>	_____	<input type="checkbox"/>	_____	<input type="checkbox"/>
Size of line required	_____	<input type="checkbox"/>	_____	<input type="checkbox"/>	_____	<input type="checkbox"/>
Use for fire service	_____	<input type="checkbox"/>	_____	<input type="checkbox"/>	_____	<input type="checkbox"/>
Domestic meter size required	_____	<input type="checkbox"/>	_____	<input type="checkbox"/>	_____	<input type="checkbox"/>
Irrigation meter size required	_____	<input type="checkbox"/>	_____	<input type="checkbox"/>	_____	<input type="checkbox"/>
For new public water mains:	_____	<input type="checkbox"/>	_____	<input type="checkbox"/>	_____	<input type="checkbox"/>
Located in public right-of-way -or-	_____	<input type="checkbox"/>	_____	<input type="checkbox"/>	_____	<input type="checkbox"/>
Located in easement dedicated to COK	_____	<input type="checkbox"/>	_____	<input type="checkbox"/>	_____	<input type="checkbox"/>
MDEQ PA399 Permit Application	_____	<input type="checkbox"/>	_____	<input type="checkbox"/>	_____	<input type="checkbox"/>

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Quantity of new hydrants _____	_____	<input type="checkbox"/>	_____	<input type="checkbox"/>	_____	<input type="checkbox"/>
Fire Service (note: existing systems may require inspection & up-grade)	_____	<input type="checkbox"/>	_____	<input type="checkbox"/>	_____	<input type="checkbox"/>
Locate cross-connections	_____	<input type="checkbox"/>	_____	<input type="checkbox"/>	_____	<input type="checkbox"/>
Backflow prevention devices	_____	<input type="checkbox"/>	_____	<input type="checkbox"/>	_____	<input type="checkbox"/>

Notes: _____

Public Services - Sanitary Sewer

Sanitary sewer service lateral location and sizing						
All existing & proposed new, including identification & depth of underground utility crossings	_____	<input type="checkbox"/>	_____	<input type="checkbox"/>	_____	<input type="checkbox"/>
Clean-out at ROW/easement	_____	<input type="checkbox"/>	_____	<input type="checkbox"/>	_____	<input type="checkbox"/>
Invert elevation of existing lateral at ROW/easement lines which will continue to be active.	_____	<input type="checkbox"/>	_____	<input type="checkbox"/>	_____	<input type="checkbox"/>
Invert Elevation of proposed new lateral at ROW/easement line.	_____	<input type="checkbox"/>	_____	<input type="checkbox"/>	_____	<input type="checkbox"/>
Sanitary main U.S. invert elevation.	_____	<input type="checkbox"/>	_____	<input type="checkbox"/>	_____	<input type="checkbox"/>
Sanitary main D.S. invert elevation.	_____	<input type="checkbox"/>	_____	<input type="checkbox"/>	_____	<input type="checkbox"/>
Compliance with Chapter 28 of the City of Kalamazoo Ordinances & Engineering Best Practices	_____	<input type="checkbox"/>	_____	<input type="checkbox"/>	_____	<input type="checkbox"/>
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)	_____	<input type="checkbox"/>	_____	<input type="checkbox"/>	_____	<input type="checkbox"/>
Total REU's with justification/calculation	_____	<input type="checkbox"/>	_____	<input type="checkbox"/>	_____	<input type="checkbox"/>
Average Flow Rate(gpm)	_____	<input type="checkbox"/>	_____	<input type="checkbox"/>	_____	<input type="checkbox"/>
Peaking Factor with justification/calculation	_____	<input type="checkbox"/>	_____	<input type="checkbox"/>	_____	<input type="checkbox"/>
Peak Flow Rate(gpm)	_____	<input type="checkbox"/>	_____	<input type="checkbox"/>	_____	<input type="checkbox"/>
If a new connection is proposed, a Sanitary Sewer Connection Application Form is required	_____	<input type="checkbox"/>	_____	<input type="checkbox"/>	_____	<input type="checkbox"/>

Summary of Site Calculations

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

Additional Notes: