

Site Plan Review

Site Plan Review is the commercial development process, but this does not include all non-single family and duplex projects. Projects that do not need site plan review include small additions, interior construction (that does not increase the intensity of use) and small parking lot surface additions of less than 6,000 square feet.

The Ordinance Lists of What Does Not Require Site Plan Review:

- **One- or Two-Family Dwelling:** The development or expansion of a one-family or two-family dwelling unit.
- **Dwelling Unit in Mobile Home Park:** Placement of a dwelling unit in an approved mobile home park.
- **Internal Construction Not Increasing Intensity or Parking Requirement:** The internal construction or change in the floor area of a structure that does not increase gross floor area, increase the intensity of use or affect parking requirements on a site that meets all development and site design standards of this Ordinance.
- **Site Clearing Within Area Less Than 1/2 Acre:** Grading, excavation, filling, soil removal, creation of ponds or clearing of trees within an area of less than 1/2 acre in size.
- **Temporary Uses**
- **Minor Development or Expansion:** Expansion or new structures up to and including 250 square feet in area.

*[Zoning Ordinance](#) 8.2.H.3 Exceptions (page 204)

Examples of Projects that Require Site Plan Review

1. Three or more dwelling units in one building.
2. Multi-family/commercial building additions greater than 250 square feet.
3. Increase in intensity or requirement for additional parking by use.
4. Parking lot additions greater than 6,00 square feet or increase over 10% of parking area.

5. Adding fire suppression to an existing structure.
6. New commercial, industrial or manufacturing building.

Process:

ALL Site Plans Follow the Same process:

1. Pre-Site Plan Review

This step is an introduction to the project and an opportunity to ask questions about your project, process and verify if a review is necessary from by City Boards & Commissions. After this meeting, an applicant will prepare and finish the full site plan.

2. Site Plan Review

After preparation of a full site plan, site plan application, required forms and documents a full site plan meeting is scheduled in about three weeks.

3. Revise Site Plan (If Not Approved after Full Site Plan Meeting)

If there are additional items that need to be clarified or corrected a revision to the site plan is prepared for the Committee to confirm outstanding concerns. This does not involve an additional meeting. It is possible to have more than 1 revision occur.

4. Receive Site Plan Approval

You may apply for any necessary permits and start construction.

5. Inspect Site

Contact City Staff when project is complete to inspect improvements.

Who is Involved in Site Plan Review?

Site Plan Review Committee is composed of City staff that review the project for compliance with utility standards (water, sanitary, stormwater), environmental regulations, zoning standards, Public Safety review, Building Code and traffic safety. The Committee may require outside jurisdictions, utility agencies and other City staff when needed (examples: MDOT on a State Highway) The Site Plan Review Committee is delegated the responsibility to review development that requires Site Plan Review annually by the Kalamazoo Planning Commission.