

# 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](http://kalamazoocity.org/CPEDFeeSchedule)

#### Questions:

 [siteplan@kalamazoocity.org](mailto:siteplan@kalamazoocity.org)

 311 or (269) 337-8000

#### Accommodations:

 [311@kalamazoocity.org](mailto:311@kalamazoocity.org)

 311 or (269) 337-8000

#### Learn More:

More Site Plan information is at:

[kalamazoocity.org/SitePlanReview](http://kalamazoocity.org/SitePlanReview)

# Checklist Meeting Application

## Project Details

Community Planning & Economic Development

245 N Rose St, Suite 100  
Kalamazoo, MI 49007  
www.kalamazoocity.org



### 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

	<i>Applicant</i>	<i>Internal</i>
EXISTING CONDITIONS	AREAS OF FOCUS	SPRC Codes
<b>Vicinity Maps - Illustrating adjacent streets and existing structures (within 200'), zoning, land use, and 2025 Master Plan Land Development designation of adjacent parcels.</b>	<input type="checkbox"/>	
<b>Note Presence of Special District or Designation:</b>		
• Historic District	<input type="checkbox"/>	
• Brownfield Redevelopment Authority	<input type="checkbox"/>	
• State/Federal List for Soil/Groundwater Contamination – If yes, also contact MEGLE	<input type="checkbox"/>	
• Endangered / Rare species or Habitat area -if yes, also contact MDNR	<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"/>	
• Solid Waste Facility	<input type="checkbox"/>	
• Baseline Environmental Assessment (BEA), Environmental Site Assessments (ESA's), Due Care plans (DCP) or other environmental info / reports, as applicable	<input type="checkbox"/>	
• Tax capture or deferment area (such as CIA, TIF, NEZ, etc.)	<input type="checkbox"/>	
• Natural Features Protection – 2025 Master Plan	<input type="checkbox"/>	
• Wellhead Protection Area	<input type="checkbox"/>	
<b>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:</b>	<input type="checkbox"/>	
• Topography (2' contour lines labeled with USGS datum)	<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"/>	
<b>If Project Disturbs an Area Greater than 1 Acre within 500' of a Lake or Stream, EGLE Permit Required.</b>	<input type="checkbox"/>	
<b>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.</b>	<input type="checkbox"/>	



# Checklist Meeting Application

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

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



# Checklist Meeting Application

KDPS - FIRE MARSHAL	Applicant	Internal
	AREAS OF FOCUS	SPRC Codes
<b>Emergency Entry:</b>		
<ul style="list-style-type: none"> <li>A Knox key vault box 3200 series or larger is required by the building entrance. Multiple may be required</li> </ul>	<input type="checkbox"/>	
<ul style="list-style-type: none"> <li>Emergency egress cannot cross the roof and needs to be protected and illuminated</li> </ul>	<input type="checkbox"/>	
<ul style="list-style-type: none"> <li>A Knox elevator key box shall be installed adjacent to any elevator</li> </ul>	<input type="checkbox"/>	
<b>Fire Lane:</b>		
<ul style="list-style-type: none"> <li>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</li> </ul>	<input type="checkbox"/>	
<ul style="list-style-type: none"> <li>Turning radius of parking lots and fire access lanes shall be constructed to allow turning and full operation of fire apparatus during an emergency</li> </ul>	<input type="checkbox"/>	
<ul style="list-style-type: none"> <li>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</li> </ul>	<input type="checkbox"/>	
<ul style="list-style-type: none"> <li>Overhangs, sky walks, bridges or other similar structures shall be approved by the Fire Marshal's Office. Engineered specs shall be provided</li> </ul>	<input type="checkbox"/>	
<ul style="list-style-type: none"> <li>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</li> </ul>	<input type="checkbox"/>	
<ul style="list-style-type: none"> <li>Parking lots, driveways and service &amp; access drives shall be designed and constructed to allow the maneuverability and weight of fire service aerial devices</li> </ul>	<input type="checkbox"/>	
<b>Fire Hydrants:</b>		
<ul style="list-style-type: none"> <li>Hydrants not publicly owned cannot be considered for use for SPR</li> </ul>	<input type="checkbox"/>	
<ul style="list-style-type: none"> <li>Placement shall be approved by the Fire Marshal's Office</li> </ul>	<input type="checkbox"/>	
<ul style="list-style-type: none"> <li>Shall not be more than 300 feet from the site</li> </ul>	<input type="checkbox"/>	
<ul style="list-style-type: none"> <li>Fire hydrant spacing shall not exceed 300 feet from each hydrant</li> </ul>	<input type="checkbox"/>	
<b>Addressing:</b>		
<ul style="list-style-type: none"> <li>Building identification shall be placed in a position that is plainly legible and visible from any street or road fronting the property</li> </ul>	<input type="checkbox"/>	
<ul style="list-style-type: none"> <li>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</li> </ul>	<input type="checkbox"/>	
<ul style="list-style-type: none"> <li>The address numbers and street name shall contrast with their background</li> </ul>	<input type="checkbox"/>	
<ul style="list-style-type: none"> <li>Commercial structures shall have address numbers at least 12" to 24" high, as determined by the Fire Marshal</li> </ul>	<input type="checkbox"/>	
<ul style="list-style-type: none"> <li>Address letters indicating street names shall be 6" to 24", height to be approved by the Fire Marshal</li> </ul>	<input type="checkbox"/>	



# Checklist Meeting Application

KDPS - FIRE MARSHAL - continued	Applicant	Internal
	AREAS OF FOCUS	SPRC Codes
<b>Fire Department Connections (FDC):</b>		
<ul style="list-style-type: none"> <li>Immediate access to FDC shall be maintained in clear view without obstruction by parked vehicles, fences, bushes, trees, walls, dumpsters or any other object</li> </ul>	<input type="checkbox"/>	
<ul style="list-style-type: none"> <li>The FDC shall be located in a location approved by the Fire Marshal's Office</li> </ul>	<input type="checkbox"/>	
<ul style="list-style-type: none"> <li>The FDC shall be within 100' of a fire hydrant</li> </ul>	<input type="checkbox"/>	
<ul style="list-style-type: none"> <li>The Fire Department Connections (FDC) shall have Knox 5" Locking storz FDC Plugs Model 5002</li> </ul>	<input type="checkbox"/>	
<ul style="list-style-type: none"> <li>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</li> </ul>	<input type="checkbox"/>	
<ul style="list-style-type: none"> <li>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</li> </ul>	<input type="checkbox"/>	
<ul style="list-style-type: none"> <li>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</li> </ul>	<input type="checkbox"/>	
<b>FDC Placement:</b>		
<ul style="list-style-type: none"> <li>Fire department connections not remotely located shall be located on the street side of the building</li> </ul>	<input type="checkbox"/>	
<ul style="list-style-type: none"> <li>FDC's not remotely located shall be fully visible and recognizable from the street</li> </ul>	<input type="checkbox"/>	
<ul style="list-style-type: none"> <li>The FDC shall be identifiable to approaching fire apparatus</li> </ul>	<input type="checkbox"/>	
<b>FDC Signage:</b>		
<ul style="list-style-type: none"> <li>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</li> </ul>	<input type="checkbox"/>	
<ul style="list-style-type: none"> <li>FDC signage shall have the letters "FDC" at least 6 inches high. The letters shall be a Arabic or Helvetica style font</li> </ul>	<input type="checkbox"/>	
<ul style="list-style-type: none"> <li>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.</li> </ul>	<input type="checkbox"/>	
<ul style="list-style-type: none"> <li>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.</li> </ul>	<input type="checkbox"/>	



# Checklist Meeting Application

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

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

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



# Checklist Meeting Application

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

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



# Checklist Meeting Application

PUBLIC SERVICES - ENVIRONMENTAL / WELLHEAD PROTECTION	Applicant	Internal
	AREAS OF FOCUS	SPRC Codes
<b>Compliance with Wellhead Protection &amp; Stormwater Management Performance Standards. Include the Following Information on the Plan Set:</b>		
• Note whether de-watering is or is not anticipated.	<input type="checkbox"/>	
• Management of abandoned wells, cisterns, dry wells, generators and above or underground storage tanks, including information on installation, operation, capping, or removing.	<input type="checkbox"/>	
• Installation of new well (temporary, permanent or geothermal) with or without a Reduced Principle Backflow Prevention Assembly.	<input type="checkbox"/>	
• 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.	<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"/>	
• Detail all grade changes, cutting, and fill, including management of existing vegetation and soil erosion and/or sedimentation.	<input type="checkbox"/>	
• Note whether an existing snow melt system is present or whether one is proposed.	<input type="checkbox"/>	
<b>Submit Environmental Reports (ESA, BEA, DCP, or other). Refer to the Performance Standards on Infiltration.</b>	<input type="checkbox"/>	
<b>Provide Completed Chemical Inventory &amp; Storage (CSI) Forms 1 &amp; 2.</b> If no chemicals used/stored on site, write 'N/a' in all applicable boxes.	<input type="checkbox"/>	
<b>A Spill Containment Plan (SCP) is required if - Chemicals used/stored on-Site exceed the quantities stated on the CSI Form.</b>	<input type="checkbox"/>	

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

**[kalamazoocity.org/SitePlanResources](http://kalamazoocity.org/SitePlanResources)**

If you're completing this form in Adobe Acrobat you can click the button below to submit this form. You can also save a completed copy and email it to [siteplan@kalamazoocity.org](mailto:siteplan@kalamazoocity.org).