



1720 Riverview Drive  
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www.ktwp.org

## Checklist for Reviewing Completeness of a Site Plan

Property Tax Number: \_\_\_ - \_\_\_ - \_\_\_ - \_\_\_ - \_\_\_ : Date \_\_\_\_\_

Address (if known) \_\_\_\_\_

Property description \_\_\_\_\_

Applicant/property owner \_\_\_\_\_

**Prior to the submission deadline, applicants should submit an electronic copy of the site plan to:**

Zoning Administrator: [planner@ktwp.org](mailto:planner@ktwp.org)  
Fire Marshal: [tckowalski@ktwp.org](mailto:tckowalski@ktwp.org)  
Building Official: [malwine@kaba-mi.org](mailto:malwine@kaba-mi.org)

Ten full size copies and one electronic copy of the site plan with the following information are required 30 days prior to any planning commission meeting (1<sup>st</sup> Thursday of each month) along with the completed application form (either site plan review or Special Use review), and the application fee plus, if applicable the escrow fee.

### Required Information on Site Plans

The following information shall be included on all site plans, where applicable:

1. Application Form

The application form shall contain the following information:

- a. Applicant's name and address.
- b. Name, address and signature of property owner, if different from applicant.
- c. Common description of property and complete legal description including the Tax Identification number.
- d. Dimensions of land and total acreage.
- e. Existing zoning of applicant's parcel and surrounding land.
- f. Existing use of the applicant's parcel.
- g. Proposed use of land and name of proposed development, if applicable.
- h. Proposed buildings to be constructed, including square feet of gross and usable floor area.
- i. Proof of property ownership.
- j. Number of permanent employees, if applicable.
- k. Names, addresses, and telephone numbers of engineers, attorneys, architects, and other professionals associated with the project.
- l. Review comments and/or approvals from County, State, and Federal agencies. Copies of letters or approval forms should be submitted with the site plan application.

2. Descriptive and Identification Data

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Site plans shall consist of an overall plan for the entire development, drawn to a scale of not less than 1 inch = 20 feet for property less than 1 acre, 1 inch = 30 feet for property larger than 1 acre but less than 3 acres, and 1 inch = 50 feet for property larger than 3 acres, unless another scale is approved by the Township Planner. Sheet size shall be at least 24 inches by 36 inches. The following descriptive and identification information shall be included on an site plans.

- a. Applicant's name and address, and telephone number.
- b. Title block indicating the name of the development.
- c. Scale.
- d. Northpoint.
- e. Dates of submission and revisions (month, day, year).
- f. Location map drawn to scale with northpoint.
- g. Legal and common description of property, including acreage.
- h. The dimensions of all lots and property lines, showing the relationship of the site to abutting properties. If the site is a part of a larger parcel the plan should indicate the boundaries of total land holding.
- i. A schedule for completing the project, including the phasing or timing of all proposed developments.
- j. Identification and seal of the architect, engineer, land surveyor, or landscape architect who prepared or supervised and approved the plan.
- k. Written description of proposed land use.
- l. Zoning classification of applicant's parcel and all abutting parcels.
- m. Proximity to driveways serving adjacent parcels.
- n. Proximity to section corner and major thoroughfares.
- o. Notation of any variances that have or must be secured.
- p. Net acreage (minus rights-of-way) and total acreage, to the nearest 1/10 acre.

### 3. Site Data

- a. Existing lot lines, building lines, structures, parking areas, and other improvements on the site and within 100 feet of the site.
- b. Front, side, and rear setback dimensions.
- c. Topography on the site and within 100 feet of the site at two foot contour intervals, referenced to a U.S.G.S. benchmark.
- d. Existing and proposed site features, including buildings, roadway widths and names, and parking areas.
- e. Existing structures within fifty (50) feet of the subject property.
- f. Dimensions and centerlines of existing and proposed roads and road rights-of-way, and acreage of proposed roads and road rights-of-way.
- g. Acceleration, deceleration, and passing lanes, where required.
- h. Proposed vehicular circulation system, including location of driveway entrances, roads, and on-site driveways.
- i. Typical cross-section of proposed roads and driveways.
- j. Location of existing drainage courses, floodplains, lakes and streams, with elevations, and acreage of bodies of water.
- k. Boundaries of all wetland areas, with sufficient dimensions between various points on the wetland boundary and buildings, property lines, or other features to allow accurate portrayal of the wetlands. The acreage shall be provided separately for

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all wetlands, and wetlands regulated by the State shall be identified. Wetlands staking and identification shall be done by a qualified wetlands expert. If deemed necessary because of site or soil conditions or because of the scope of the project, a detailed hydrology study may be required.

- I. Location of existing and proposed interior sidewalks and sidewalks in the road right-of-way.
  - m. Exterior lighting locations and method of shielding lights from shining off the site.
  - n. Trash and recycling receptacle locations and method of screening.
  - o. Transformer pad location and method of screening, if applicable.
  - p. Parking spaces, typical dimensions of spaces, indication of total number of spaces, drives, and method of surfacing.
  - q. Information needed to calculate required parking in accordance with Zoning Ordinance standards.
  - r. The location of lawns and landscaped areas, including required landscaped greenbelts.
  - s. Landscape plan, including location, size, type and quantity of proposed shrubs, trees and other live plant material.
  - t. Location, sizes, and types of existing trees five (5) inches or greater in diameter, measured at one (1) foot off the ground, before and after proposed development.
  - u. Cross-section of proposed berms.
  - v. Location and description of all easements for public rights-of-way, utilities, access, shared access, and drainage.
  - w. Designation of fire lanes.
  - x. Loading/unloading area.
  - y. The location of any outdoor storage of materials and the manner by which it will be screened.
  - z. Indicate locations of steep slopes.
4. Building and Structure Details
- a. Location, height, and outside dimensions of all proposed buildings or structures.
  - b. Indication of the number of stores and number of commercial or office units contained in the building, if applicable. If the site plan involves an existing non-residential building, then a list of all tenants shall be provided. No new tenants shall be allowed to occupy the building until the site plan is fully implemented.
  - c. Building floor plans.
  - d. Total floor area.
  - e. Location, size, height, and lighting of all proposed signs.
  - f. Proposed fences and walls, including typical cross-section and height above the ground on both sides.
  - g. Building facade elevations, drawn to a scale of one (1) inch equals four (4) feet, or another scale approved by the Township Planner and adequate to determine compliance with the requirements of this Ordinance. Elevations of proposed buildings shall indicate type and color of exterior building materials, roof design, projections, canopies, awnings and overhangs, screen walls and accessory buildings, and any outdoor or roof-located mechanical equipment, such as air conditioning units, heating units, and transformers.
5. Information Concerning Utilities, Drainage, and Related Issues
- a. Schematic layout and description of existing and proposed sanitary sewers, sewage treatment systems, and/or septic systems; water mains, well sites, and water service leads; hydrants that would be used by public safety personnel to service the site; storm sewers and drainage facilities, including the location of retention/detention facilities; and, the location of gas, electric, and telephone lines .
  - b. Layout and description of telecommunications infrastructure.
  - c. Indication of site grading and drainage patterns.

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- d. Types of soils and location of floodplains and wetlands, if applicable.
- e. Soil erosion and sedimentation control measures.
- f. Proposed finish grades on the site, including the finish grades of all buildings, driveways, walkways, and parking lots.
- g. Assessment of potential impacts from the use, processing, or movement of hazardous materials or chemicals, if applicable.
- h. Assessment of potential impact on groundwater, including but not limited to quality, quantity, and recharge.
- i. All utilities shall be located underground within the boundaries of a proposed development, including but not limited to gas, electric, telephone and cable television service leads.

6. Information Concerning Residential Development

- a. The number, type and location of each type of residential unit (one bedroom units, two bedroom units, etc.).
- b. Density calculations by type of residential unit (dwelling units per acre).
- c. Lot coverage calculations.
- d. Floor plans of typical buildings with square feet of floor area.
- e. Garage and carport locations and details, if proposed.
- f. Pedestrian circulation system.
- g. Location and names of roads and internal drives with an indication of how the proposed circulation system will connect with the existing adjacent roads.
- h. Community building locations, dimensions, floor plans, and facade elevations, if applicable.
- i. Swimming pool fencing detail, including height and type of fence, if applicable.
- j. Location and size of recreation open areas.
- k. Indication of type of recreation facilities proposed for recreation area.
- l. If common area or community buildings are proposed, then the site plan should indicate the responsibilities of the subdivision or condominium association, property owners, or other public entity, with regard to maintenance of the common areas or community property on a continuing basis.

7. Information Applicable to Mobile Home Parks

- a. Location and number of pads for mobile homes.
- b. Distance between mobile homes.
- c. Proposed placement of mobile home on each lot.
- d. Average and range of size of mobile home lots.
- e. Density calculations (dwelling units per acre).
- f. Lot coverage calculations.
- g. Garage and carport locations and details, if proposed.
- h. Pedestrian circulation system.
- i. Location and names of roads and internal drives.
- j. Community building location, dimensions, floor plans, and facade elevations, if applicable.
- k. Swimming pool fencing detail, including height and type of fence, if applicable.

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- l. Location and size of recreation open areas.
  - m. Indication of type of recreation facilities proposed for recreation area.
8. Additional Information
- a. **Information Related to Condominium Development.** The following information shall be provided with all site plans involving condominium development:
    - 1. Condominium documents, including the proposed Master Deed, condominium Bylaws, and Condominium Subdivision Plan (Exhibit B).
    - 2. Condominium subdivision plan requirements, as specified in the Condominium Rules promulgated by the Department of Licensing and Regulatory Affairs, Bureau of Commercial Services and Corporations, or successor agency. .
  - b. **Items Not Applicable.** If any of the items listed are not applicable to a particular site, the following information should be provided on the site plan, or accompanying the site plan:
    - 1. A list of each item considered not applicable.
    - 2. The reason(s) why each listed item is not considered applicable.
  - c. **Other Data That May Be Required.** Other data may be required if deemed necessary by the Township administrative officials or Planning Commission to determine compliance with the provisions in this Ordinance. Such information may include traffic studies, market analysis, environmental assessment and evaluation of the demand on public facilities and services.
  - d. **Other Review Agencies.** The applicant is required to obtain and an all reviews and or permits required from other agencies having jurisdiction. The list below is not conclusive but these agencies may include:
 

Road Commission of Kalamazoo County (269) 381-3170 ext. 273 and/or Michigan Department of Transportation (269) 998-4044

Kalamazoo County Drain Commissioner and/or Soil Erosion & Sedimentation Control administrator (269) 384-8117

Michigan Department of Environment, Great Lakes and Energy: Kalamazoo District Office  
 Floodplain engineer bayhaj@michigan.gov  
 Wetland specialist haroldsond@michigan.gov

**Planner & Zoning Administrator**  
**Charter Township of Kalamazoo**  
 1720 Riverview Dr.  
 Kalamazoo, MI 49004  
 (269) 381-8080  
 E-mail: planner@ktwp.org

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