**Site Plan Application**



1720 Riverview Drive

Kalamazoo, MI 49004

P. (269) 381-8080

F. (269) 381-3550

ktwp.org

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| **APPLICANT** |
| Contact Person |
| Business Name *(if applicable)* | Email |
| Address | Phone | Cell Phone |
| City | State | Zip Code |
| **PROPERTY OWNER** |
| *Check here if same as above* |
| Name | Email |
| Address | Phone | Cell Phone |
| City | State | Zip Code |
| **PROPERTY INFORMATION** |
| Street Address | Suite/Apt. # |
| Zoning District | Master Plan Designation |
| Gross Acreage | Parcel Dimensions |
| **PROJECT INFORMATION** |
| Project Name |
| **Site Plan**: New or Amendment PC Review or Admin Review **Other**:  |
| Do the proposed uses require special land use approval? Yes No | Wireless Communication Facility & Co-Locations: Yes No |
| Project Description |

*I (we), the undersigned, do hereby indicate that all information contained in this application, accompanying plans and attachments are complete and accurate to the best of my (our) knowledge.*

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| --- | --- | --- | --- | --- |
| Date |  | Signature of Applicant |  | Print Applicant Name |
| Date |  | Signature of Property Owner |  | Print Property Owner Name |

# GENERAL INFORMATION

The site plan review process will commence with the filing of this application, payment of all applicable fees, and submittal of the full site plan package to the Township. Please review Article 26.00 of the Township Zoning Ordinance before submitting this application to assure compliance with Township regulations.

1. Applications must be submitted on the attached completed application with all information typed or printed in ink along with the following:
	1. **Seven *folded* copies and a PDF of the plans** that comply with the Site Plan Information Checklist on the following page.
	2. Any other information which the applicant feels will aid the Township in reaching its decision.

# FEES:

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| **SITE PLANS**  |
| Pre-Application Conference with the Township Planner, Zoning Administrator, and Fire Marshal *during* Planner’s office hours. Note: Any extra consultation or review outside of this meeting may require additional fees and escrow payment (per Article 26 Section 26.02.C.1.) | $100 per hour |
| Pre-Application Conference with the Township Planner, Zoning Administrator, and Fire Marshal *outside* of Planner’s office hours. Note: Any extra consultation or review outside of this meeting may require additional fees and escrow payment (per Article 26 Section 26.02.C.1.) | $300 per hour |
| Special Meeting – Planning Commission | $600 + $1,000 escrow |
| Site Plan - Major | $600 + $3600 escrow |
| Site Plan Amendment - Minor | $300 + $1800 escrow |
| Preliminary Site Sketch Plan/Concept Plan - Not Mandatory | $500 escrow |
| Cell Towers | $1000\* |
| **RESDIENTIAL DEVELOPMENT**  |
| <6 Dwelling Units or <1,500 s.f. | $600 + $3600 escrow |
| 6-99 Dwelling Units or 1,501 s.f. to 50,000 s.f. | $720 + $3600 escrow |
| 100 Dwelling Units or >50,001 s.f. | $840 + $3600 escrow |
| Plat/Condominiums | $1080 + $2000 escrow |

\*Per FCC regulations, the charge for wireless communications facilities permits shall not exceed $1,000 or actual costs, whichever is less.

1. Township staff and consultants will review the plans to ensure compliance with Township ordinances. If it is determined that one or more applicable item(s) are not included or need to be modified, the applicant will be contacted. Incomplete site plans will not be placed on a Planning Commission agenda until all necessary information is submitted and reviewed.
2. When it is determined that the plan review is complete and any necessary revisions have been made, the applicant shall submit an updated PDF of the plans a minimum of 10 days prior to the scheduled Planning Commission meeting. The Planning & Development Services Department will not accept revisions once the plans are complete and a meeting date is set. Planning Commission meetings are generally held the first Thursday of every month at 7:00 P.M.

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| **REQUIRED INFORMATION ON SITE PLANS – CHECKLIST** |
| NOTE: 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. |
| DESCRIPTIVE AND IDENTIFICATION DATA |  |
| Applicant's name and address, and telephone number |  |
| Title block indicating the name of the development |  |
| Scale |  |
| North point  |  |
| Dates of submission and revisions (month, day, year) |  |
| Location map drawn to scale with north point |  |
| Legal and common description of property, including acreage |  |
| 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 |  |
| A schedule for completing the project, including the phasing or timing of all proposed developments |  |
| Identification and seal of the architect, engineer, land surveyor, or landscape architect who prepared or supervised and approved the plan. |  |
| Written description of proposed land use |  |
| Zoning classification of applicant's parcel and all abutting parcels |  |
| Proximity to driveways serving adjacent parcels |  |
| Proximity to section corner and major thoroughfares |  |
| Notation of any variances that have or must be secured |  |
| Net acreage (minus rights-of-way) and total acreage, to the nearest 1/10 acre |  |
| SITE DATA |  |
| Existing lot lines, building lines, structures, parking areas, and other improvements on the site and within 100 feet of the site |  |
| Front, side, and rear setback dimensions |  |
| Topography on the site and within 100 feet of the site at two-foot contour intervals, referenced to a U.S.G.S. benchmark |  |
| Existing and proposed site features, including buildings, roadway widths and names, and parking areas |  |
| Existing structures within fifty (50) feet of the subject property |  |
| Dimensions and centerlines of existing and proposed roads and road rights-of-way, and acreage of proposed roads and road rights-of-way |  |
| Acceleration, deceleration, and passing lanes, where required |  |
| Proposed vehicular circulation system, including location of driveway entrances, roads, and on-site driveways |  |
| Typical cross-section of proposed roads and driveways |  |
| Location of existing drainage courses, floodplains, lakes and streams, with elevations, and acreage of bodies of water |  |
| 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 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 |  |
| Location of existing and proposed interior sidewalks and sidewalks in the road right-of-way |  |
| Exterior lighting locations and method of shielding lights from shining off the site |  |
| Trash and recycling receptacle locations and method of screening |  |
| Transformer pad location and method of screening, if applicable |  |
| Parking spaces, typical dimensions of spaces, indication of total number of spaces, drives, and method of surfacing |  |
| Information needed to calculate required parking in accordance with Zoning Ordinance standards |  |
| The location of lawns and landscaped areas, including required landscaped greenbelts |  |
| Landscape plan, including location, size, type and quantity of proposed shrubs, trees and other live plant material |  |
| 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. |  |
| Cross-section of proposed berms |  |
| Location and description of all easements for public rights-of-way, utilities, access, shared access, anddrainage |  |
| Designation of fire lanes |  |
| Loading/unloading area |  |
| The location of any outdoor storage of materials and the manner by which it will be screened |  |
| Indicate locations of steep slopes |  |
| BUILDING AND STRUCTURE DETAILS |  |
| Location, height, and outside dimensions of all proposed buildings or structures |  |
| 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 |  |
| Building floor plans |  |
| Total floor area |  |
| Location, size, height, and lighting of all proposed signs |  |
| Proposed fences and walls, including typical cross-section and height above the ground on both sides |  |
| 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 |  |
| Carport locations & details (including architectural elevations) |  |
|  INFORMATION CONCERNING UTILITIES, DRAINAGE, AND RELTATED ISSUES |
| 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 |  |
| Layout and description of telecommunications infrastructure |  |
| Indication of site grading and drainage patterns |  |
| Types of soils and location of floodplains and wetlands, if applicable |  |
| Soil erosion and sedimentation control measures |  |
| Proposed finish grades on the site, including the finish grades of all buildings, driveways, walkways, andparking lots |  |
| Assessment of potential impacts from the use, processing, or movement of hazardous materials or chemicals,if applicable |  |
| Assessment of potential impact on groundwater, including but not limited to quality, quantity, and recharge |  |
| All utilities shall be located underground within the boundaries of a proposed development, including but notlimited to gas, electric, telephone and cable television service leads |  |

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| INFORMATION CONCERNING RESIDENTIAL DEVELOPMENT |  |
| The number, type and location of each type of residential unit (one bedroom units, two bedroom units, etc.) |  |
| Density calculations by type of residential unit (dwelling units per acre) |  |
| Lot coverage calculations |  |
| Floor plans of typical buildings with square feet of floor area |  |
| Garage and carport locations and details, if proposed |  |
| Pedestrian circulation system |  |
| Location and names of roads and internal drives with an indication of how the proposed circulation system will connect with the existing adjacent roads |  |
| Community building locations, dimensions, floor plans, and facade elevations, if applicable |  |
| Swimming pool fencing detail, including height and type of fence, if applicable |  |
| Location and size of recreation open areas |  |
| Indication of type of recreation facilities proposed for recreation area |  |
| 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 |  |
| INFORMATION APPLICABLE TO MOBILE HOME PARKS |  |
| Location and number of pads for mobile homes |  |
| Distance between mobile homes |  |
| Proposed placement of mobile home on each lot |  |
| Average and range of size of mobile home lots |  |
| Density calculations (dwelling units per acre) |  |
| Lot coverage calculations |  |
| Garage and carport locations and details, if proposed |  |
| Pedestrian circulation system |  |
| Location and names of roads and internal drives |  |
| Community building location, dimensions, floor plans, and facade elevations, if applicable |  |
| Swimming pool fencing detail, including height and type of fence, if applicable |  |
| Location and size of recreation open areas |  |
| Indication of type of recreation facilities proposed for recreation area |  |
| ADDITIONAL INFORMATION |
| Information Related to Condominium Development. The following information shall be provided with all siteplans involving condominium development: Condominium documents, including the proposed Master Deed, condominium Bylaws, and Condominium Subdivision Plan AND 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 |  |
| STANDARDS FOR FIRE DEPARTMENT SITE PLAN REVIEW |
| Knox Boxes are required and shall meet and be installed in accordance with: * A Knox Box of size “3200” series or larger shall be provided on the exterior of the building. The Knox Box vault shall be mounted, unobstructed and visible approximately five feet from ground level near a main access door
* A Knox elevator key box shall be installed adjacent to any elevator
* Externally-mounted Knox power shut off switches may be required by the Fire Marshal upon review
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| Storage of Chemicals and Hazardous Materials. An applicant wishing to store chemicals or hazardous materials on site shall designate the proposed location for the same and must establish adherence to the following standards:* The storage and use of chemicals on site shall have all SDS information visible and the

applicant shall submit a “Right to Know” survey* An Architect or Engineer shall review and identify the hazard class of the site and/or the structure
* The Maximum Allowable Quantities of regulated material shall be submitted as well as a detailed plan indicating how the requirements for each control area are intended to be met. A maximum of four control areas are allowed
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| Fire Hydrants:* Fire Hydrant placement shall be approved by the Fire Marshal. Fire Hydrants shall be installed in the approved location only
* Fire Hydrants which are not publicly owned will not be considered for use during site plan review
* Public/Private Fire Hydrants shall be identified by signage approved by the City of Kalamazoo (water service provider)
* Public and Private fire hydrants shall be supplied by a water main of not less than six inches in diameter
* Fire hydrants shall be located not more than 300 feet from the site
* Fire hydrant spacing shall not exceed 300 feet from each hydrant
* Water mains serving fire suppression systems shall not be less than six inches in diameter. The water main size may be reduced upon submittal of engineered/architectural stamped and sealed fire suppression plans in detail including calculations to the Fire Marshal and water service provider. Plans shall be approved the city of Kalamazoo Water Department (water service provider)
* After landscaping, the discharge ports for fire hydrants shall be 24” from the ground measured from the bottom of the lowest port to the ground.
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| Fire Department Connections (FDC):* The Fire Department connections (FDC) shall have Knox 2.5” Locking FDC Plugs with swivel guard or 5” locking cap, whichever is applicable
* The FDC shall be located within 100 feet of a fire hydrant
* The FDC may be remotely located away from the building
* The FDC location shall be identified and approved by the Fire Marshal during fire department site plan review
* Immediate access to the FDC shall be maintained in clear view without obstructions by fences, bushes, trees, walls, dumpsters or any other object
* The FDC shall be so located so that fire apparatus and hydrant lines connect to supply the system will not obstruct access to the buildings for other fire apparatus
* FDC shall not be obstructed by parking spaces; marked or unmarked
* FDCs not remotely located shall be fully visible and recognizable from the street
* The FDC shall be identifiable to all approaching fire apparatus
* The FDCs shall be indicated by an approved sign mounted on the street, front, side of the building or adjacent to a remotely located FDC
* FDC signage shall contain the letters “FDC” of at least 6 inches in height
* FDC Signage shall be reflective with white letters on a red background. All such signs shall be subject to approval by the fire marshal
* FDC shall have an exterior rated strobe and horn device above the FDC, approximately eight to ten feet in height. The device shall be located in clear view to approaching fire apparatus.
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| Protective Bollards. Protective bollards shall be provided in the locations in this section and shallmeet the standards of this section:* Protective Bollards shall be required to protect egress doors or pathways where vehicles or other devices (dumpsters, shopping carts, outside displays etc.) can be parked or placed which could impede the pathway or door motion from a required egress door
* Protective Bollards shall be installed protecting any exposed electric or gas device, connection, piping, meter, FDC, fire hydrant, fire stand pipe connection, LP Storage tank, LP transfer point, LP point of sale
* Protective bollards shall also be erected at any point where a vehicle will be driving alongside or up to the building such as that of a drive-through sales window
* Protective bollards shall be placed regardless of whether a sidewalk is placed between the device and the area for parking. Bollards shall be constructed to the minimum standard detailed in the current Kalamazoo Township Fire Code
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| Building Identification:* Building Identification shall be placed in a position that is plainly legible and visible from any street or road fronting the property
* Those properties fronting more than one street or road shall contain address identification consisting of both number and street name
* The address number and street names shall contrast with the background color of the identification sign
* Address numbers on commercial and industrial building identification signs shall be at least 10 inches in height
* Addresses letters indicating street names shall be 10” to 24”, height of lettering to be approved during fire department site plan review
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| Fire Access Lanes, Parking Lots, and Access Roads: * Parking lots, driveways, and service and access drives shall be designed and constructed to allow turning and full operation of full-sized fire apparatus during an emergency
* 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
* Overhangs or other portions of the structure intended to be driven under shall be approved by the fire marshal’s office. Engineering specifications and design shall be provided by the applicant
* Security gates restricting access shall be approved pursuant to the requirements of the current Kalamazoo Charter Township Fire Code. Approved fences, gates or other barriers shall be accessed through Knox padlocks, Knox access switches and siren activation
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**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.

**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.

The Planning and Zoning Department can be reached at (269) 381-8080.