

## SITE PLAN REVIEW CHECKLIST

**YES NO N/A** Application Date: \_\_\_\_\_ Name: \_\_\_\_\_

- Complete Planning & Zoning Application submitted and Application Fee paid.
- Name and address of owner, including the names and addresses of any officers of a corporation, or partners of a partnership, including documentation of ownership.
- Legal description of the property.
- Area of the subject parcel stated in acres or, if less than one acre, in square feet.
- Present zoning classification of the property and general description of the proposed use.
- Environmental Permits Checklist.
- Hazardous Substance Reporting form.
- 3 Copies of the Initial Site Plan (or 2 if a set is also submitted electronically), addressing the following:**
- 1 – The site plan shall be of a scale of not less than one inch (1”) equals fifty feet (50’) and in sufficient detail that the reviewing body can readily interpret the site plan.
- 2 – Name and address of the preparer; signed and sealed by a professional engineer, architect or land surveyor licensed by the State of Michigan.
- 3 – Date prepared, including revisions.
- 4 – Vicinity map showing the location of the site and relation to the surrounding street system and indicating adjacent parcels with the existing use.
- 5 – Topography, both existing and proposed at two feet contour intervals, and its relationship to adjoining land. (Arrows should indicate direction of drainage.)
- 6 – Soil characteristics and natural features (such as woodlots, marshlands, streams, lakes, drain basins, and similar features). Indicate oak trees > 8” and sugar maple trees > 12”.
- 7 – Existing man-made features.
- 8 – Location and address of existing and proposed buildings or structures on the site, indicating the height, size, floor plan, and construction type of each.
- 9 – Building setback of front, side and rear yards and property line dimensions.
- 10 – Minimum spacing between buildings on the site.
- 11 – First floor elevation of buildings.
- 12 – Grade elevation at all property corners, building corners, and street center line.
- 13 – Percentage of land covered by buildings and percentage of land reserved for open space.
- 14 – Line demarcating limits of land clearing. Clearing limited to minimum necessary for buildings, parking and grading for site improvements.
- 15 – Dwelling unit density, typical front and side elevations and dimensioned floor plan for each dwelling unit type.

**YES NO N/A**

- 16 – Adjacent right of ways or easements including the location of existing drives on the frontage opposite the site to be developed; if corner site, both sides.
- 17 – Other public or private right of ways or easements existing or proposed.
- 18 – Proposed drive locations, width and approach type.
- 19 – Existing and proposed driving lanes and traffic patterns.
- 20 – Existing and proposed parking and loading areas (including size and number of parking spaces).
- 21 – Existing and proposed fire lanes and accessibility for fire-fighting equipment.
- 22 – Location of refuse and recycling containers and enclosure details.
- 23 – Location of HVAC, pedestrian walks, non-motorized facilities and recreation areas.
- 24 – Location of utility poles, guys, underground gas, electric and telephone lines.
- 25 – Location of water lines including proposed service, and hydrants and other appurtenances as required by the Fire Department.
- 26 – Location of sanitary sewer lines including the location and size of the proposed service.
- 27 – Location and type of on-site storm water drainage.
- 28 – Location of existing and proposed fencing, landscaping, screening or other buffers required. Required landscaping must be indicated on the site plan or on a separate landscaping plan.
- 29 – Fixture details, location and direction of all exterior on-site illumination.
- 30 – Location, size and height of all existing and proposed signs.
- 31 – Where applicable, location of existing and proposed ground water supply wells, septic systems and other waste water treatment systems.
- 32 – Interior and exterior areas to be used for storage, use, loading/unloading, recycling or disposal of hazardous substances.
- 33 – Underground and above ground storage tanks location, specifications and use.
- 34 – Points of discharge for all drains and pipes.
- 35 – Flood Plain Certification.

**Approvals from the following agencies:**

- Road Commission of Kalamazoo County (269) 381-3171.
- Michigan Department of Transportation – Kalamazoo TSC (269) 375-8622.
- Kalamazoo County Environmental Health Bureau (269) 373-5210.
- Kalamazoo County Drain Commissioner for Earth Change Permit (269) 384-8117.
- Michigan Department of Environmental Quality for work in a floodway (269) 567-3500.