



SITE PLAN REVIEW REVIEW REQUIREMENTS CHECKLIST

Please complete this worksheet to verify that the site plan materials you submit meet the Planning Commission's expectations for a concise, tidy review. Our site plan review process provides opportunities for revisions, however, if we resolve missing information early then we can reduce handling time and unnecessary deliberations at the Township Board and the Planning Commission. The ordinance requires submissions 28 days before Planning Commission regular business meetings. The Township performs internal reviews after the plans are submitted and returns comments back to the applicant in 7 business days. The applicant is expected to address the changes then submit one copy of electronic drawings and 10 paper copies at half scale.

Document Preparation

Each sheet, in its title block, should have an appropriate scale, north arrow, preparation date, title, sheet #, and the entity responsible for preparation of the sheet. Revisions should be dated in the title block and 'bubbled' on each sheet in color. Details may be on separate sheets.

SUBJECT PROPERTY INFORMATION AND SURVEY:

- Location of subject property in relation to surrounding streets, including dimensions;
- The legal description of the subject property;
- Any Land Divisions proposed as part of the development;
- Existing elevation contours of the subject property and all land within 200' of the subject property;
- Dimensions on all lines, structures, and building setbacks;
- Angles of property lines;
- Existing and proposed right-of-ways with dimensions;
- The legal description of the subject property;
- Easements on and within 200' feet of the subject property;
- Structures and improvements (buildings, fences, walls, parking lots, culverts, sidewalks, etc.) on and within 200' of the subject property boundaries;
- Identify uses and zoning of all adjacent properties.

EXISTING ENVIRONMENTAL CONDITIONS: All natural features including but not limited to:

- Wooded areas and/or trees 8" or more in diameter;
- Wetlands;
- County Drains, drainage easements, and drainage districts; and
- Bodies of water (lakes, streams, etc.)
- Identify areas if within Wellhead Protection Zone and specify capture zone.

LANDSCAPING:

- Specify the location and use of open spaces on the plan;
- Proposed alteration of natural features / topography including existing and proposed grades;
- Calculation of landscaping and open space areas as a % of site area;
- Schedule of landscaping including seed mixtures and plant types;
- Location of landscaping (trees, shrubs, flowerbeds);
- Natural and manmade drainage channels.



UTILITIES (Existing and proposed):

- Roads and parking areas, including curb section, driveway, and pavement details within 200';
- Existing and proposed electrical, cable, and fiber lines with construction details;
- Existing and proposed water and sanitary sewer lines with construction details existing and proposed;
- Stormwater pipes, conveyances, structures and basins with construction details;
- Underground storage tanks.

GRADING and STORMWATER

- Impervious surfaces;
- Proposed graded elevation contours;
- Detention and Retention areas;
- Results of soils testing for drainage suitability;
- Stormwater calculations for a 3" dispersal over all surfaces;
- Drainage easements and districts.

FIRE AND EMERGENCY ACCESS

- Fire lanes;
- Fire department sprinkler and stand pipe connections including details;
- Fire hydrants existing and proposed with dimensioned radius to extent of all structures from the hydrant;
- Knox boxes and Knox Cap connections;
- Refer to Texas Township Fire Department documents for requirements;

PARKING AND CIRCULATION for vehicular and pedestrian traffic (fully dimensioned)

- Existing, preserved and proposed right-of-way;
- Driveways and Streets. Explain compliance with access management (Section 36.5.9);
- Loading zones proposed; with hours of use and size
- Service lanes;
- Service parking;
- Parking spaces, including the building use group and Michigan barrier free spaces, with angles and dimensions;
- Parking requirement calculations;
- Land banked parking areas;
- Directional Signage, wayfinding, and pavement markings
- Show connectivity to existing or planned Township trails. Reference current 5 year Recreation Plan
- Sidewalks and Trails with construction details. Show connections and future connections;
- Provide Cross Access Agreement for required proposed and future connections;
- Barrier free ramp/transition details with ADA required elements.

BUILDINGS AND ELEVATIONS (including all appropriate dimensions):

- Percentage of buildings and impervious surfaces coverage compared to the area of the subject parcel(s) lot coverage;
- Location of all proposed main and accessory buildings and structures;
- Existing and proposed main and accessory building heights;
- Proposed finished floor elevations;



- Floor plans with room designations by occupancy classification and dimensioned, including typical unit layout for multiple family residential;
- All proposed grade line elevations;
- Square footage of floor space of all proposed main and accessory buildings;
- Elevation views of front, sides and rear of proposed buildings, including proposed signage that is compliant with the Zoning Ordinance;
- Relation of all proposed buildings to all existing structures on site and within 200 feet of parcel boundaries;
- Occupancy classification (per the Michigan Building Code) for each proposed building and use by square footage
- Type of Construction (per the Michigan Building Code).
- Relation of one proposed building to another including measurements between those buildings, including all projections;

WASTE DISPOSAL

- Waste disposal enclosures including protection bollards and construction details with walk-in access;
- Indicate the types of containers to be in the enclosure i.e. recycling, grease collection, etc.

PHOTOMETRICS:

- Contour maps showing lighting in foot candles; and
- Lighting fixture locations with lamp types and dimensioned pole/post/mount details.

REQUIRED PERMITS

Applicant to provide evidence that the site plan has been submitted for review to the affected County, State and Federal agencies, including, but not limited to the Kalamazoo County Road Commission; the County Health Department(s); the County Drain Commission; Michigan Department of Transportation and the Michigan Department of Environmental Quality.

COMPLETE AND RETURN THIS CHECKLIST (DATED AND SIGNED) FOR PRELIMINARY STAFF SITE PLAN REVIEW TO THE TOWNSHIP CLERK, WITH A COMPLETED SITE PLAN REVIEW APPLICATION AND COPY OF A COMPLETE SITE PLAN.

IMPORTANT NOTE:

- STAFF WILL CONDUCT A CURSORY REVIEW AND IF ELEMENTS LISTED IN THIS CHECKLIST HAVE NOT BEEN ADDRESSED THE APPLICATION WILL NOT BE ACCEPTED FOR FURTHER REVIEW.**
- AN INCOMPLETE SITE PLAN WILL NOT BE ACCEPTED FOR REVIEW.**
- THERE ARE NO EXCEPTIONS TO DEADLINE REQUIREMENTS.**

Applicants Signature

Date