



Office of Planning & Development

Site Plan Review Procedures

Section 1: Site Plan Review Procedures

Section 2: Application Form

Section 3: Review Requirements Checklist

Planning/Zoning Escrow Affidavit & Fee Schedule

Planning/Zoning Meeting Calendar



TEXAS TOWNSHIP SITE PLAN REVIEW

7110 West Q Ave
Kalamazoo, MI 49009
P: 269.375.1591
F: 269.375.0791
www.texastownship.org

WELCOME

On behalf of the Texas Township Board of Trustees, I'd like to thank you for selecting Texas Township for your next development project. We are proud of the growth our township has experienced in recent years and firmly believe that Texas Township is the premier location for both commercial and residential projects. We are dedicated to providing exceptional service to our residents, businesses, and developers, and look forward to partnering with you during this process!

In this application packet, you will find five sections of information:

1. [A detailed overview of the Site Plan Review procedures](#)
2. [An application form to be completed by the applicant and legal property owner](#)
3. [A checklist of requirements for the review process](#)
4. An escrow affidavit form to be completed by the applicant (includes Planning/Zoning fee schedule)
5. The Planning Commission Meeting Calendar

Additionally, we encourage each applicant to review our [ClearZoning Ordinances](#) prior to submission. Here are a few resources that may assist you with the application process:

- Texas Township Ordinances: <http://www.texastownship.org/ordinances/>
- Road Commission of Kalamazoo County: <https://www.kalamazooountyroads.com/>
- Kalamazoo County Drain Commissioner: <https://www.kalcounty.com/drain/>

Our Planning Department is available to assist you through this process and their contact information is below. If you have any questions or concerns, please do not hesitate to reach out.

PLANNING DEPARTMENT CONTACT INFO

Planning, Zoning and Development Administrator: Steve Deisler | sdeisler@texastownship.org

Administrative Assistant: Jennie Miller | jmiller@texastownship.org

Phone: 269.375.1591

Web: <http://www.texastownship.org/planningzoningdevelopment/>

Welcome to Texas Township!

Julie VanderWiere

Julie VanderWiere
Texas Township Superintendent

Please review the [Texas Township ClearZoning Ordinances](#) prior to submission of your application.

APPLICATION AND REVIEW PROCEDURES

The intent of this process is to provide for consultation and cooperation between the developer and the Texas Township Planning Commission, in order that the developer may accomplish their objectives in the utilization of their land within the regulations of the township zoning ordinance.

1. Napkin Meeting

Prior to starting the application process, the applicant is **strongly encouraged** to meet with the Township Planning, Zoning and Development Administrator, Building Official and Fire Chief to review the application filing procedures and consult on conceptual plans.

2. Application Requirements

For preliminary review, applicant shall file the below items no less than 28 days prior to a scheduled Planning Commission Regular Meeting:

- (1) One original signed application form
- (1) One completed/signed site plan review (SPR) checklist
- (1) Electronic PDF version of the signed application form
- (1) Electronic PDF version of the signed SPR checklist
- (1) Application fee
- (1) Escrow fee & signed escrow affidavit
- (5) Five sets of preliminary plans at half-scale
- (1) One 11" x 17" print of preliminary plans
- (1) One electronic PDF version of preliminary plans

3. Preliminary Staff Review

The Township Planner, Building Official, Township Engineer, and Fire Department shall complete the preliminary staff review no less than 21 days prior to the meeting date; whereby they shall without delay report in writing to the applicant any deficiencies to the minimum submittal standards set by the Planning Commission. They may also note to the applicant any obvious Zoning Ordinance violations or any other issues relating to the Fire or Building Codes that may apply to this review level.

DEVELOPMENTS REQUIRING SITE PLAN REVIEW:

- Multiple-family residential development
- Mobile home park development
- Office development
- Commercial development or uses
 - *Examples: Schools, stores, colleges, banks, restaurants, churches, etc.*
- Industrial development or use
- All special exception uses and development of property for any special exception use;
- Any change in any of the developments or uses of land in subsections (a)(1)-(a)(6) of this section which:
 - *Changes the existing use of any part or all of a parcel or site;*
 - *Changes the area or location of any building, structure or use;*
 - *Changes any building height or the height of any structure;*
 - *Changes the area of the parcel or site;*
 - *Changes any driveway, sidewalk, parking area, or other vehicular or pedestrian circulation feature;*
 - *Changes any use, structure, building, grade or other feature shown (or required by section 36-123(3) to be shown) on an approved site plan;*
- Any structure or use other than single-family or two-family dwellings in the A district;
- Education and business technology district development or use.
- Public Road development (for purposes of land division).

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4. Notice to Applicant

The applicant shall be noticed in writing, 21 days prior to the meeting date, to revise, correct, modify or amend their submittals per the written preliminary staff review. Failure to provide all data requested by preliminary staff review will cause the application to be rescheduled to a future meeting date. Any substantial changes made by the applicant following preliminary staff review could cause the application to be rescheduled to a future meeting date.

5. Revised Plan Submission

The applicant shall submit the following items (revised per preliminary staff review) with corresponding data to be clipped to each copy of the plan no later than 14 days prior to the meeting date.

- (5) Five sets of final plans at half-scale (plans to be folded to approx. 8.5" x 11")
- (1) One 11" x 17" print of final plans
- (1) One electronic PDF version of final plans
- Equal number of paper & electronic copies of any corresponding documentation required for review (clipped to each plan)

6. Placement on Planning Commission Agenda

The Planning Commission Chairperson shall set the project on the next meeting agenda, provided the fees, application and plans were submitted at least 28 calendar days prior (Section 7.113. D), and all preliminary review findings were submitted 14 days prior to the scheduled meeting date.

7. Special Meetings

Applicants may request a special meeting with the Planning Commission no less than 28 calendar days in advance of the proposed special meeting date, provided that the above procedures are met, a special meeting fee has been paid, and a quorum of the Planning Commission can be assembled.

8. Preparing Meeting Packets

The office shall prepare packets for all Planning Commission members, which shall include all project documentation and revised plans. Packets and agendas will be prepared and posted the Thursday prior to the meeting date.

9. Public Notice Requirements

A site plan review application does not require a public hearing, and as such, there are no public noticing requirements. However, if a special exception use application is submitted, then a public hearing would be held and a public notice would be circulated no later than 15 days prior to the meeting.

10. Planning Commission Meeting

Planning Commission to conduct a site plan review and grant approval or deny approval; stating conditions.

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APPLICATION FORM

I (we), the undersigned do hereby submit one packet that includes: completed and signed application, drawings, and supporting documentation, review fee, and escrow of the site plan for the purpose of obtaining Site Plan Review and approval 28 days prior to the regularly scheduled meeting. In making this application, I (we) acknowledge that the Township Planning Commission has discretion to impose reasonable terms and conditions as a condition of issuance of such permit.

Please review the [Texas Township ClearZoning Ordinances](#) that pertain to your project prior to submission of your application.

APPLICANT INFORMATION

Developer Name: _____

Point of Contact Name: _____

Email: _____ Phone: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

PARCEL INFORMATION

Subject Parcel Number: 3909- _____ - _____ - _____

Subject Parcel Street Address: _____

Current Zoning Classification: _____

Area of Subject Property: Acres: _____ - OR - Square Feet: _____

Legal Description (per deed of record Kal. Co. Register of Deeds) _____

LEGAL OWNER INFORMATION

Legal Owner of Parcel: _____

Legal Owner's Address: _____

City: _____ State: _____ Zip: _____

Email: _____ Phone: _____

Above legal owner has consented to this application? Yes: _____ No: _____

DEVELOPMENT INFORMATION

General Description of Proposed Development _____

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BRIEF OVERVIEW OF APPLICATION REQUIREMENTS & PROCESS

APPLICATION REVIEW PROCESS

- **28 Days Prior to Meeting - Application Deadline**
- **21 Days Prior to Meeting - Preliminary Review Deadline**
 - Memos from Planner, Building Department, Fire Department & Engineer submitted to applicant with recommended plan changes
- **14 Days Prior to Meeting - Final Review Deadline**
 - Applicant submits final plans for review by Planning Commission

APPLICATION REQUIREMENTS

Application & Preliminary Review

- (1) One original signed application form
- (1) One completed/signed site plan review (SPR) checklist
- (1) Electronic PDF version of the signed application form
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- (1) Application fee
- (1) Escrow fee & signed escrow affidavit
- (5) Five sets of preliminary plans at half-scale
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- (1) One electronic PDF version of preliminary plans

Final Review

- (5) Five sets of final plans at half-scale (plans to be folded to approx. 8.5" x 11")
- (1) One 11" x 17" print of final plans
- (1) One electronic PDF version of final plans
- Equal number of paper & electronic copies of any corresponding documentation required for review (clipped to each plan)

In making this application, I (we) acknowledge that the Planning Commission will review this site plan at a public meeting, that I (we) or a representative on my (our) behalf will be expected to attend the public meeting in order to provide information and answer questions, and that the meeting will be open to all interested persons who desire to attend. I (we) also grant permission to any Texas Township official or representative to enter and inspect the subject property for purposes related to this application.

Signature of Deed Holder: _____ **Date:** _____

Signature of Applicant: _____ **Date:** _____

Office Use Only

Date Received: _____ **Time:** _____ **Received By:** _____

App Fee Paid: \$ _____ **Check #:** _____ **Escrow Fee Paid:** \$ _____ **Check #:** _____

Planning Commission Meeting Date: _____

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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.

Document Preparation

Each sheet, in its title block, should have an appropriate scale, north arrow, preparation date, title, sheet number, 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;

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- 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;

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- 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.

IMPORTANT NOTES

- 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.

Signature of Applicant: _____ Date: _____

Please review the [Texas Township ClearZoning Ordinances](#) prior to submission of your application.



2019 Planning Comm. Meeting Schedule

Planning Commission Meetings

Workshop: 2nd Tuesday | 5pm

Meeting: 4th Tuesday | 6pm

Meeting Type	MTG Date	Deadline
PC Workshop	Jan 8	-
PC Meeting	Jan 22	Dec 26*
PC Workshop	Feb 12	-
PC Meeting	Feb 26	Jan 29
PC Workshop	Mar 12	-
PC Meeting	Mar 26	Feb 26
PC Workshop	Apr 9	-
PC Meeting	Apr 23	Mar 26
PC Workshop	May 14	-
PC Meeting	May 28	Apr 30
PC Workshop	Jun 11	-
PC Meeting	Jun 25	May 28
PC Workshop	Jul 9	-
PC Meeting	Jul 23	Jun 25
PC Workshop	Aug 13	-
PC Meeting	Aug 27	Jul 30
PC Workshop	Sep 10	-
PC Meeting	Sep 24	Aug 27
PC Workshop	Oct 8	-
PC Meeting	Oct 22	Sep 24
PC Workshop	Nov 12	-
PC Meeting	Nov 26	Oct 29
PC Workshop	Dec 10	-
PC Meeting	Dec 17*	Nov 19

****Meeting date adjusted from normal rotation***

Application Deadline: 28 days prior to meeting