



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](http://www.texastownship.org)

## WELCOME

On behalf of the Texas Township Board of Trustees, 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 and deadlines.

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.kalamazoocountyroads.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 Administrator: Julie Johnston, AICP | [planner@texastownship.org](mailto:planner@texastownship.org)

Planning Assistant: Jennie Miller | [jmiller@texastownship.org](mailto:jmiller@texastownship.org)

Phone: 269.375.1591

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

Welcome to Texas Township!

*Julie VanderWiere*

Julie VanderWiere  
Texas Township Superintendent

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## 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 Township staff to review the application filing procedures and consult on conceptual plans. The Planning/Zoning Administrator will coordinate with other Township staff that warrant involvement.

### 2. Application Requirements

For the initial review, applicant shall file the below items no less than five weeks prior to a scheduled Planning Commission Regular Meeting:

- One (1) original signed application form
- One (1) completed/signed site plan review (SPR) checklist
- An electronic PDF version of the signed application form
- An electronic PDF version of the signed SPR checklist
- The required application fee
- The escrow fee & signed escrow affidavit
- Five (5) sets of the site plan (all plans to be drawn on uniform sheets no greater than 24" x 36" at a scale not less than one inch (1") equals fifty feet (50')).
- An electronic PDF version of the site plan

### 3. Staff Review Process

- a) The Township Planner, Building Official, Township Engineer, and Fire Department shall begin the preliminary staff review of plan immediately following plan submittal.
- b) One week after submittal, a review meeting will be held to discuss and concerns or necessary changes to the site plan.
- c) Three days after the review meeting, a complete set of staff comments will be provided to the applicant.

### DEVELOPMENTS REQUIRING SITE PLAN REVIEW:

- Multiple-family residential
- Mobile home park
- Any nonresidential use in any zoning district
- Special exception use
- Planned unit development
- Public Road development (for purposes of land division)
- Change in use if more intense than the current use
- Expansion of or changes to an existing nonresidential building

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- d) A revised site plan will be required one week after receiving staff comments. Five (5) sets of the site plan and an electronic PDF version shall be provided.
- e) Staff will complete a second review and discuss with the applicant any final changes to the plan, if needed and time permitting.
- f) One week prior to the Planning Commission meeting, the staff report will be completed and provided to the Planning Commission and applicant.

## 4. Incomplete Applications

If a complete application is not submitted by the required deadline, the application may be moved to next review cycle and Planning Commission agenda. In addition, if extensive changes are required to the site plan which cannot reasonably be corrected and reviewed in the allotted time or if the requested changes are not completed, the application may be moved to the next review cycle and regular Planning Commission meeting.

## 5. Special Meetings

Applicants may request a special meeting with the Planning Commission no less than five weeks 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.

## 6. Preparing Meeting Packets

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

## 7. 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 site plan is submitted as part of a special exception use application, then a public hearing would be held, and a public notice would be circulated no later than 15 days prior to the meeting.

## 8. Planning Commission Meeting

Planning Commission to conduct a site plan review and may grant approval, grant approval with conditions, or deny approval stating their reasons for denial. The Planning Commission may also table the site plan application if additional information is needed.

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## APPLICATION FORM

I (we), the undersigned do hereby submit one packet that includes: completed and signed application, site plan and any other necessary drawings, supporting documentation, review fee, and escrow of the site plan for the purpose of obtaining site plan review from the Planning Commission. In making this application, I (we) acknowledge that the Township Planning Commission has discretion to impose reasonable terms and conditions as a provision of any considered approval.

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

### APPLICANT INFORMATION

Applicant 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): **Please attach.**

### 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: \_\_\_\_\_

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## DEVELOPMENT INFORMATION

**General Description of Proposed Development** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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 or delays.

### 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 rights-of-way with dimensions
- 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, bodies of water, floodplains, etc.
- County Drains, drainage easements, and drainage districts
- 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 percentage of site area
- Schedule of landscaping materials 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

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## 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 standpipe 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 (vehicular and pedestrian traffic)

- Existing, preserved, and proposed rights-of-way
- Driveways and streets, detailing dimensions related to the Access Management Ordinance
- Loading zones proposed; with hours of use and size
- Service lanes
- Parking spaces, barrier free spaces, with angles and dimensions
- Parking calculations, including the use group used to determine required parking
- Land banked parking areas
- Directional signage, wayfinding, and pavement markings
- Show connectivity to existing or planned Township trails (reference current 5-year Parks and Trails Plan)
- Sidewalks and trails with construction details, showing connections and future connections
- Provide Cross Access Agreements 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
- 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
- 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.

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## PHOTOMETRICS

- Plan showing lighting in foot candles
- Lighting fixture locations with lamp types and dimensioned pole/post/mount details for both freestanding and wall mounted lighting

## 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, as required.

## 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: \_\_\_\_\_

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# Charter Township of Texas

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## Planning/Zoning Fee Schedule Adopted: June 8, 2020

The Charter Township of Texas Board of Trustees has adopted the below fee schedule for processing planning, zoning, and development reviews. If you have any questions about this fee schedule, please do not hesitate to contact the Planning Department at 269.375.1591.

Planning Commission Fee Schedule		
Application Type	Application Fee	Escrow Fee
Site Plan Review:		
Nonresidential	\$600 for one structure plus \$50 for each additional structure	\$1,500
Multifamily Residential	\$600 plus \$25 for each residential structure	\$1,500
Site Plan Review Amendment (Planning Commission review)	\$350	\$500
Special Exception Use	\$400	\$500
Planned Unit Development Concept Plan	\$400 (\$800 if concurrent with Step 1 application)	\$500
Plats/Site Condominiums/ Condominium Development/Mixed Use Site Condominium	<ul style="list-style-type: none"> <li>▪ Step 1: \$600</li> <li>▪ Step 2: \$600</li> <li>▪ Step 1 &amp; 2 Concurrent: \$1,000</li> <li>▪ Step 3: \$600</li> </ul>	<ul style="list-style-type: none"> <li>▪ Step 1: \$1,500</li> <li>▪ Step 2: TBD*</li> <li>▪ Step 1 &amp; 2: \$1,500+TBD*</li> <li>▪ Step 3: \$500</li> </ul>
Zoning Ordinance Text Amendment	\$600	\$1,500
Master Plan Amendment	\$600	\$1,500
Rezoning/Zoning Map Amendment	\$600 (\$900 if concurrent with a Master Plan Amendment application)	\$1,500
Request for Special Meeting	\$900	N/A
<i>*Escrow for Plats/Site Condominiums Step 2: The Township Engineer will provide an estimate of construction inspection expenses with their Step 1 project review. The Zoning Administrator will review the estimate and the Planning Commission will condition Step 2 approval on providing the escrow deposit.</i>		

Zoning Board of Appeals Fee Schedule		
Application Type	Application Fee	Escrow Fee
Variance Request	\$900	N/A
Zoning Ordinance Interpretation Appeal	\$600	\$500
Request Special Meeting	\$900	N/A

Zoning Administrative Review Fee Schedule		
Application Type	Application Fee	Escrow Fee
Site Plan/Sketch Plan Amendment	\$200	\$500
Zoning Review	\$25	N/A
Temporary Use	\$75	N/A
Zoning Verification Letter	\$100	N/A
Sign Permit	\$75 + \$25 per sign	N/A
Temporary Sign Permit	No Charge	N/A
Cell Tower Co-Location	\$250	N/A
Land Division/Property Line Adjustment	\$260 (for a simple split; \$130 for each additional split)	N/A
Land Combination	\$130	N/A

### PLANNING/ZONING FEES

The table below outlines the various fees associated with Planning/Zoning projects, providing information related to both the application and escrow account fees. Please see the Township’s Escrow Affidavit for more information about escrow accounts.

Application Fee:	Escrow Account Fee:
<p>The fee for Planning/Zoning applications, reviews, and projects cover the following costs:</p> <ul style="list-style-type: none"> <li>Applicant’s appearance at regular Planning Commission, Zoning Board of Appeals, and/or Township Board meetings.</li> <li>First-class mailing of 300’ public notices as necessitated by the application.</li> <li>Involvement by Township staff (excluding outside contractors or professionals such as engineers, planners, architects, landscape architects, arborists, legal counsel, etc.).</li> <li><b>Please note that no part of the Application Fee shall be refundable.</b></li> </ul>	<p>The escrow account fee covers the following costs directly related to the Planning/Zoning application:</p> <ul style="list-style-type: none"> <li>Services of the Township Attorney (including the preparation of development agreements, or review of Master Deeds, if applicable).</li> <li>Services of consultants, which could include engineers, traffic planners/engineers, land use planners, etc.</li> <li>Services of other consulting professionals upon request of the Township, such as the Township Attorney.</li> <li>Publication of public notices in the Kalamazoo Gazette as necessitated by the application.</li> <li><b>Please note that any remaining escrow account fees shall be refunded within (90) ninety days of final action on an application.</b></li> </ul>

*Note: The ZBA Variance application is the only exception to the escrow account fee. All costs associated with the request, i.e. publication and Township Attorney costs, are incorporated into the application fee.*



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# 2020 Planning Commission Meeting Schedule

## Planning Commission Meetings

Workshop Meeting: 2<sup>nd</sup> Tuesday | 5:00 p.m.

Regular Meeting: 4<sup>th</sup> Tuesday | 6:00 p.m.

Meeting Type	Meeting Date	Application Deadline
PC Workshop	January 14	
PC Meeting	January 28	December 31
PC Workshop	February 11	
PC Meeting	February 25	January 28
PC Workshop	March 17*	
PC Meeting	March 31*	February 26
PC Workshop	April 14	
PC Meeting	April 28	March 31
PC Workshop	May 12	
PC Meeting	May 26	April 28
PC Workshop	June 09	
PC Meeting	June 23	May 27
PC Workshop	July 14	
PC Meeting	July 28	June 30
PC Workshop	August 11	
PC Meeting	August 25	July 29
PC Workshop	September 08	
PC Meeting	September 22	August 26
PC Workshop	October 13	
PC Meeting	October 27	September 30
PC Workshop	November 10	
PC Meeting	November 24	October 28
PC Workshop	December 08	
PC Meeting	December 22	November 25

\*Meeting adjusted from normal rotation

**Application Deadline:** 28 days prior to meeting