



RESIDENTIAL DEVELOPMENT APPLICATION – STEP 2 PLANNING COMMISSION

APPLICATION FORM

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

PROPERTY AND DEVELOPMENT INFORMATION

Please Select Development Type:

_____ Site Condominium _____ Plat _____ PUD (Requires SEU Application)

Proposed Community Name: _____

Subject Parcel Street Address: _____

Subject Parcel Number: 3909-_____ - _____ - _____

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

Current Zoning District: _____ **Current Use of Property:** _____

Legal Description (per deed of record Kal. Co. Register of Deeds): **Please attach.**

General Description of Proposed Development:

Total Number of Units Proposed: _____

APPLICANT INFORMATION (Identify the person or organization requesting the Step 1 review.)

Applicant Name: _____

Organization: _____

Email: _____ **Phone:** _____

Mailing Address: _____

City: _____ **State:** _____ **Zip:** _____

Applicant Interest: _____ Property Owner _____ Purchaser by Option of Purchase Agreement

_____ Owner Agent _____ Purchaser by Land Contract



RESIDENTIAL DEVELOPMENT STEP 2 APPLICATION

7227 West Q Ave
Kalamazoo, MI 49009
P: 269.375.1591
F: 269.375.0791
www.texastownship.org

LEGAL OWNER INFORMATION _____ Check here if the applicant is also the property owner.

Legal Owner of Parcel: _____

Legal Owner's Address: _____

City: _____ **State:** _____ **Zip:** _____

Email: _____ **Phone:** _____

REPRESENTATIVE INFORMATION

Representative Name: _____

Organization: _____

Email: _____ **Phone:** _____

Mailing Address: _____

City: _____ **State:** _____ **Zip:** _____

I (we), the undersigned do hereby submit one packet that includes: completed and signed application, plat or condominium plan and any other necessary drawings, supporting documentation, review fee, and escrow for the purpose of obtaining 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.

In making this application, I (we) acknowledge that the Planning Commission will review this application at a public meeting, that I (we) or a representative on my (our) behalf will be expected to attend the public meeting 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 Legal Property Owner: _____ **Date:** _____

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

Office Use Only:

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

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

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REVIEW REQUIREMENTS CHECKLIST

Please complete this worksheet to verify that the residential development plan materials you submit meet the Planning Commission's expectations for a concise and complete Step 2 review of engineered constructions drawings. Our 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 of 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 on and within 200' of the subject property boundaries
- ☐ Identify uses and zoning of all adjacent properties

STEP 1 APPROVAL

- ☐ Evidence that all conditions from Step 1 approval have been incorporated into the plans

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
- ☐ Location of required right-of-way trees

UTILITIES (existing and proposed)

- ☐ 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

MASTER DEED

- ☐ Draft copy of the Master Deed documents

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FIRE and EMERGENCY ACCESS

- ☐ Fire hydrants existing and proposed
- ☐ Refer to Texas Township Fire Department documents for requirements

GRADING and STORMWATER

- ☐ 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

CIRCULATION (vehicular and pedestrian traffic)

- ☐ Existing and proposed rights-of-way, detailing dimensions related to the Access Management Ordinance
- ☐ Development identification sign, 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, if required
- ☐ Barrier free ramp/transition details with ADA required elements

LOT/BUILDING SITE INFORMATION (including all appropriate dimensions)

- ☐ Dimensions of all lots/building sites
- ☐ Setback information showing buildable area for each lot/building site
- ☐ How corner lots access internal roads

PHOTOMETRICS

- ☐ Lighting fixture locations with lamp types and dimensioned pole/post/mount details

AGENCY APPROVALS

Documentation of required government agency approvals **MUST** be provided, which may include:

- ☐ Road Commission of Kalamazoo County
- ☐ City of Kalamazoo for water and sewer
- ☐ City of Portage for sewer
- ☐ Kalamazoo County Drain Commission
- ☐ Kalamazoo County Environmental Health Department for onsite septic systems
- ☐ Department of Environment, Great Lakes, and Energy

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 or Representative: _____

Date: _____

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