



7227 West Q Ave  
Kalamazoo, MI 49009  
P: 269-375-1591  
F: 269-375-0791  
[www.texastownship.org](http://www.texastownship.org)

## RESIDENTIAL DEVELOPMENT APPLICATION – STEP 3 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



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**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 Township Board's expectations for a concise and complete Step 3 review of as-built 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
- ☐ Existing elevation contours of the subject property and all land within 200' of the subject property
- ☐ Existing rights-of-way with dimensions
- ☐ Easements on and within 200' feet of the subject property

#### STEP 2 APPROVAL

- ☐ Evidence that all conditions from Step 2 approval have been incorporated into the plans

#### LANDSCAPING

- ☐ Specify the location and use of open spaces on the plan
- ☐ Proposed alteration of natural features
- ☐ Finished grades
- ☐ Location of required right-of-way trees

#### UTILITIES / INFRASTRUCTURE

- ☐ Electrical, cable, and fiber lines with construction details
- ☐ Water and sanitary sewer lines with construction details

#### MASTER DEED

- ☐ Copy of final Master Deed documents

#### FIRE and EMERGENCY ACCESS

- ☐ Location of fire hydrants
- ☐ Refer to Texas Township Fire Department documents for requirements

#### GRADING and STORMWATER

- ☐ Proposed graded elevation contours
- ☐ Detention and retention areas
- ☐ Stormwater calculations for a 3" dispersal over all surfaces
- ☐ Drainage easements and districts

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### CIRCULATION (vehicular and pedestrian traffic)

- ☐ Rights-of-way with road construction details
- ☐ Identification sign, directional signage, wayfinding, and pavement markings
- ☐ Sidewalks and trails with construction details, showing connections and future connections
- ☐ That sidewalks/trails have been constructed within the common areas of the development
- ☐ 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
- ☐ Proof that monuments have been set

### PHOTOMETRICS

- ☐ Lighting fixture locations with construction details

### AGENCY APPROVALS

Documentation of required government agency approvals of constructed infrastructure **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

### SURETY

- ☐ For landscaping and sidewalks that have not been constructed

### 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 plan set will not be accepted for review.
- There are no exceptions to deadline requirements.

Signature of Applicant or Representative: \_\_\_\_\_

Date: \_\_\_\_\_

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