



## PRELIMINARY/CONCEPTUAL SITE PLAN REVIEW APPLICATION PLANNING COMMISSION

### 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 and firmly believe that Texas Township is the premier location for both commercial and residential projects. We are dedicated to 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. An application form to be completed and signed by the applicant and legal property owner.
2. A detailed overview of the site plan review procedures.
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.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:

Zoning Administrator: Kelly McIntyre | [planner@texastownship.org](mailto:planner@texastownship.org)

Phone: 269.548.4305

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



# PRELIMINARY/CONCEPT PLAN SITE PLAN REVIEW

7227 West Q Ave  
Kalamazoo, MI 49009  
P: 269.375.1591  
F: 269.375.0791  
[www.texastownship.org](http://www.texastownship.org)

## APPLICATION FORM

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

### PROPERTY AND DEVELOPMENT INFORMATION

Project Name: \_\_\_\_\_

Subject Parcel Street Address: \_\_\_\_\_

Subject Parcel Number: 3909- \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Area of Subject Property: Acres: \_\_\_\_\_ - OR - Square Feet: \_\_\_\_\_

Current Zoning Classification: \_\_\_\_\_

Current Use of Property: \_\_\_\_\_

Proposed Use of Property: \_\_\_\_\_

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

General Description of Proposed Development

### APPLICANT INFORMATION (Identify the person or organization requesting the site plan review.)

Applicant Name: \_\_\_\_\_

Organization: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Applicant Interest: \_\_\_\_\_ Property Owner \_\_\_\_\_ Purchaser by Option of Purchase Agreement  
\_\_\_\_\_ Lessee/Tenant \_\_\_\_\_ 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, site plan and any other necessary drawings, supporting documentation, review fee, and escrow 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.

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 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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## APPLICATION 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 Planner/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 four 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 four 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

The Planning Commission will 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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## 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 and complete 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
- ☐ 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
- ☐ Calculation of landscaping and open space areas as a percentage of site area
- ☐ 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
- ☐ Location of existing and proposed water and sanitary sewer lines

### GRADING and STORMWATER

- ☐ Impervious surfaces
- ☐ Detention and retention areas

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## SITE PLAN REVIEW APPLICATION

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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 or Representative: \_\_\_\_\_

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

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## PLANNING / ZONING FEES AND ESCROW AFFIDAVIT

The Charter Township of Texas Board of Trustees is authorized by state statute and the Texas Township Zoning Ordinance to establish fees for the processing of planning, zoning, and development reviews. The Board believes it is reasonable and appropriate to place the cost of processing these applications (or applications involving unusual costs to the Township) onto the applicants involved rather than on the taxpayers of the Township, and as such, has by resolution adopted the following application and escrow fee schedule. The Board intends that planning, zoning, and development review fees and escrow amounts be reasonably proportionate to the costs incurred by the Township for the particular action requested, and that such fees and escrow amounts be used to defray the costs of administering the Charter Township of Texas Code of Ordinances under Michigan law.

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>
Accessory Dwelling Unit Sketch & Solar Panels	\$350	\$500
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 (Only Application Types Requiring Escrow Fee)		
Application Type	Application Fee	Escrow Fee
Zoning Variance Application	\$400	\$500

Zoning Administrative Review Fee Schedule (Only Application Types Requiring Escrow Fee)		
Application Type	Application Fee	Escrow Fee
Site Plan/Sketch Plan Amendment	\$200	\$500

The Application Fees noted above shall be designated to cover the following costs associated with review of an application:

- Applicant's appearance at regular Planning Commission, Zoning Board of Appeals, and/or Township Board meetings
- First-class mailing of 300' public notices as necessitated by the application
- Involvement by Township officers and employees (excluding outside contractors or professionals such as engineers, planners, architects, landscape architects, arborists, legal counsel, etc.)
- **Please note that no part of the Application Fee shall be refundable.**

In addition to the Application Fee set forth above, all other costs incurred by the Township that are directly associated with reviewing and processing an application for certain uses shall be paid (or reimbursed to the Township) from the funds in an Escrow Account established by the applicant as provided herein.

The Escrow Account for uses specified herein are to be established per the fee schedule above, commencing with an initial deposit to the Township Planner at the time of application. No application shall be processed prior to the Application Fee and the initial deposit for the Escrow Account, as set forth above, being deposited with the Township Planner.

At no time prior to the Township's completion of review and processing of the application shall the Escrow Account balance be allowed to drop below \$250.00. If the Escrow Account balance does drop below \$250.00, the Township Planner or their designee will so notify the applicant. The applicant must then deposit an additional amount of at least \$1000.00 or such amount as determined by the Planner or his or her designee to be reasonably necessary to cover anticipated remaining or future expenses, or both.

No further review and processing of the application shall occur until the Escrow Account has been re-established to the appropriate level as determined by the Planner or his or her designee. The Township Planning Commission may stop processing the application if the applicant is more than thirty (30) days in arrears.

The Township may draw funds from the applicant's Escrow Account to reimburse the Township for out-of-pocket expenses directly related to review and processing of the application. Expenses eligible for payment via the applicant's Escrow Account include, but are not limited to, the following:

- *Services of the Township Attorney directly related to the application (including the preparation of development agreements, or review of Master Deeds, if applicable)*
- *Services of consulting civil engineers directly related to the application*
- *Services of consulting traffic engineers and planners directly related to the application*

- *Services of consulting land use planners directly related to the application*
- *Services of other consulting professionals upon request of the Township directly related to the application*
- *Publication of public notices in the Kalamazoo Gazette as necessitated by the application*

The Township Clerk shall maintain records regarding Escrow Accounts and the Township Planner shall authorize the disbursement of Escrow Account funds in writing. Such Escrow Account funds shall be accounted for separately and maintained in a separate bank account or bank account category.

If an applicant objects to the reasonableness or amount of the Escrow Amount funds it must deposit with the Township or how the funds have been applied, the applicant can appeal to the Texas Township Board. All such appeals shall be in writing and shall be made not later than thirty (30) days after receipt of the disputed Escrow Account billing or the decision of the Planner or his or her designee.

Within ninety (90) days after final Township action on the application or withdrawal of the application by the applicant, the Township shall refund to the applicant any excess escrow funds. No interest shall be paid on refunded Escrow Account money.

No final approval, building permit, certificate of use/occupancy permit, or other similar approvals shall be issued, or final Township zoning approval be deemed granted until the escrow funds are paid in full.

Should the applicant withdraw its application or otherwise fail to complete all actions necessary for the Township to issue a final building permit or final zoning approval, the Township may seek reimbursement for its costs incurred in responding to the application. The Township shall be permitted to take any legal action to collect such costs and shall be permitted to assess all costs and legal fees incurred in the collection process.

.....

*(Authorization on Next Page)*

*I have read the Texas Township Planning & Zoning Application and Fees Policy and agree to abide by the same. I understand that the payment of the prescribed application and escrow fees is intended to cover the Township's cost associated with the processing and/or review of my planning or zoning application and should not in any manner be construed as suggesting any particular outcome for the application. I agree that I shall be obligated to pay the fees prescribed under the policy regardless of whether my application is approved, denied, modified, or withdrawn.*

Name: \_\_\_\_\_  
Please Print

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

Signature: \_\_\_\_\_

**Entity Responsible for Account (Billing Purposes)**

Name: \_\_\_\_\_  
Please Print

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_



# TEXAS TOWNSHIP FIRE DEPARTMENT

John Stubbs, Fire Marshal

7110 West 'Q' Avenue  
Kalamazoo, Michigan, 49009  
[info@texastownship.org](mailto:info@texastownship.org)

Phone: (269) 375-4610  
Fax: (269) 375-0791  
[www.texastownship.org/fire](http://www.texastownship.org/fire)

## FIRE CODE REQUIREMENTS APPLICABLE TO NEW CONSTRUCTION

Charter Township of Texas - Ordinance 279 of 3/14/2012, NFPA 1 FIRE CODE 2009 as amended

The Charter Township of Texas has adopted the NFPA 1 Fire Code 2009 edition (as amended), also referred to as the "Fire Code," for the regulation of fire, rescue, and the life safety of its citizens. The Fire Code prescribes regulations consistent with nationally recognized practices for the safeguarding, to a reasonable degree, of life and property from the hazardous conditions to life or property in the use or occupancy of buildings or premises.

This document serves as a guide and **is not inclusive of all requirements** for specific occupancies or premises. The Fire Code should be reviewed in all cases to ensure complete compliance. The Fire Marshal may be consulted at any time during the planning and construction phase for information concerning fire code requirements.

The Chief, Fire Marshal or Inspectors determination with respect to the fire code requirements, may be appealed to the *Building Board of Appeals* as prescribed in the fire code, section 1.10 with amendments in Texas Township Ordinance 279, section V.

Before an occupancy permit is issued for a new building (other than one and two-family residential), a final inspection must be completed by a Fire Inspector. In order to coordinate this effort, you need to schedule your inspection at least seventy-two (72) hours in advance and have all work items completed.

Should you allow occupancy prior to the required inspection you could be liable for a code compliance citation, so please be aware of this condition. The plan review process will address all of these aspects as well as life safety items.

### **ALL OCCUPANCIES ARE REQUIRED TO HAVE A CERTIFICATE OF OCCUPANCY!**

If assistance is needed at any time during the planning or building phase, please email [jstubbs@texasfire.org](mailto:jstubbs@texasfire.org).

### **FIRE APPARATUS ACCESS ROADS**

The Fire Department will review all site plans to ensure access is suitable for large fire apparatus. These vehicles are heavy, long, and tall and require suitable roadways that can be driven and turned around. In

addition, firefighting water supply adequacy will be reviewed for the building. This includes public fire hydrants as well as private water supplies and tanker supplied water from the Fire Department apparatus.

1. All buildings that have an exterior wall located over **150 feet** from the roadway edge of a **dedicated public street** shall be provided with fire department access ways, which shall remain totally unobstructed, including the parking of motor vehicles. Where the access roadway cannot be provided, an approved fire protection system or systems shall be provided as required and approved by the Fire Marshal. Plans for fire department access roads shall be submitted to the fire department for review and approval prior to construction.
  - a. The 150-foot measurement is taken around the building perimeter from the most distant portion of the exterior wall to the nearest fire department access road. If topographical conditions exist that would make it impossible for fire hose lines to be advanced to a certain portion of the building from a required access way, an additional access way will be required to accommodate access to that particular portion of the building.
  - b. A fire department access road shall extend to within 50 feet of at least one exterior door that can be opened from the outside and that provides access to the interior of the building.
  - c. When the buildings are protected throughout with an approved automatic sprinkler system the distance shall be increased to 450 feet as measured around the perimeter of the building to the fire department access road.
2. Every building constructed shall be accessible to fire apparatus by way of access roadways with all-weather driving surfaces of not less than **24 feet of unobstructed width**, with adequate roadway turning radius capable of supporting the imposed load of fire apparatus and having a minimum of **13 feet 6 inches of vertical clearance which is posted above the clearance**. Dead-end fire department access roads in excess of 150 feet shall be provided with provisions for the turning around of the fire department apparatus.
  - a. The Texas Township Fire Department requires all-weather roadways to be constructed to support a minimum imposed axle load of 20,000 pounds and maintained in an accessible condition at all times.
  - b. The Texas Township Fire Department requires an increase a 48 foot outside and 28 foot inside radius on all turns.
  - c. The Fire Marshal shall have the authority to require an increase in the minimum access widths where such width is not adequate for fire or rescue operations due to site design.
  - d. When a bridge is required to be used as part of a fire apparatus access road, it shall be designed, constructed, and maintained to support a minimum imposed gross vehicle weight of 73,000 pounds minimum live load.
3. Vertical clearance shall be permitted to be reduced, provided such reduction does not impair access by fire department apparatus, and approved signs are installed and maintained indicating the established vertical clearance when approved.
4. Vertical clearances or widths shall be increased when vertical clearances or widths are not adequate to accommodate the fire apparatus.

- a. It is a Texas Township standard that required fire department access roadways shall be kept a minimum of 24 feet in width in the immediate vicinity of any building **over 35 feet in height above natural grade**. At least one required fire department access roadway shall not be located within 15 feet of the building, that it shall be **no more than** 26 feet away from the building and shall be positioned parallel to one entire side of the building. Requests for deviations shall be made to and approved by the Fire Marshal.
5. Maximum grades for access roadways shall be 15 percent for concrete and 12 percent for all other roadway surfaces. The angle of approach and departure shall not exceed 5 percent or 1 foot over 20 feet.
6. If access roadways that are longer than 150 feet are not looped, then the provided dead-end access roadways shall be provided with approved provisions for the fire apparatus to turn around.
7. The required width of access roadways shall not be obstructed in any manner, including the parking of vehicles. No parking signs or other appropriate notices, or both, prohibiting obstructions may be required and shall be maintained.
8. When fire protection facilities (such as hydrants) are to be installed by the developer, such facilities including all surface access roads shall be installed and made serviceable prior to and during the time of construction.
9. Fire department access roads adjacent to fire hydrants will be a minimum of 26 feet wide for a minimum distance of 30 feet (15 feet to either side of the hydrant). Request for deviations shall be made to and approved by the Fire Marshal.
10. Public and Private roads shall be identified by signage. The signage shall meet the requirements of the Road Commission of Kalamazoo County. The signage shall be hi-Intensive reflective.
11. Private roads which are equipped with a locking mechanism shall be equipped to be opened by a Knox access system.

### **FIRE LANES**

1. Fire lanes are designated areas that are necessary in order to bring fire and rescue apparatus close enough to a structure to support firefighting, rescue, and emergency medical services. Fire lanes can include but are not limited to fire apparatus access roads, immediate areas surrounding a structure, and similar locations. Fire lane areas shall be totally unobstructed, including the parking of motor vehicles. Fire lanes and fire department access roads shall have an unobstructed width of not less than 24 feet and shall have an unobstructed vertical clearance of not less than 13 feet 6 inches.
2. The Fire Marshal may require the owner of a property to designate and mark areas as fire lanes to provide fire department access. The owner or manager of the property may also request that a fire lane be established on the property.
  - a. Marking of Fire Lanes: Signs must be installed on posts stating **"FIRE LANE - NO STOPPING, STANDING, OR LOADING."** Signs must be placed at 60-foot intervals

- throughout the entire length of the fire lane. Signs must be visible to the flow of traffic along the fire lane area. Fire lane signs must have a white background with red letters. Signs shall be installed at 6 foot 8 inches measuring from the bottom of the sign to the ground if mounted on a post, or if mounted on a wall they shall be installed 5 feet from the ground. Tow away zone signs may be added at the owner's discretion.
- b. A map of the property shall have red lines indicating where the fire lanes are located and should be included in the site plan. This map will remain on file in the fire department and be used for parking enforcement. Any alterations to the fire lane must be approved by the Fire Marshal.

### **BUILDING ADDRESS**

1. All buildings and construction sites shall have address numbers posted in such a position as to be plainly visible and legible from the street or road fronting the property. A minimum of 12 to 24-inch numbers shall be placed on commercial, industrial, and multi-family dwellings and apartments. The height of the number to be based on present and predictable obstructions and distance from the road. Numbers shall be block style and abruptly contrast with their background.
  - a. Buildings facing more than one road frontage shall be addressed by both the address number and street name of the building. The street name shall be a minimum of 6 inches in height. The street name shall be block style and abruptly contrast with their background.
  - b. Address numbers and street names to be placed 10 feet above grade or as approved by the Fire Department.
  - c. Temporary numbers for projects under construction may be painted on plyboard and clearly displayed on a public street frontage on which the project is addressed. Permanent numbers are required on buildings and must be approved by the inspection department prior to a certificate of occupancy being issued.

### **WATER SUPPLY**

1. An approved water supply capable of supporting the required firefighting water flow (fire flow) for fire protection shall be provided to all premises upon which the building or portions of buildings are constructed. Firefighting water flow requirements may be found in the Fire Code, section 18.4. Fire flow requirements may be reduced when the building is provided with an approved automatic sprinkler system. For one and two-family dwellings, 1000 gallons per minute for a 1-hour duration is recommended. This may be possible with fire department tanker supplied water, depending on the distance from the structure to a tanker refilling point. The Fire Chief should be contacted for consultation on this option.
2. Fire hydrant spacing shall be 300 to 500 feet apart based on use, suppression systems, and lot frontage dimension.
3. Buildings equipped with a water-based fire protection system shall have a hydrant placed no farther than 100 feet from the fire department connection (FDC). The hydrant shall be placed in such a location that the hydrant connected to a fire engine which then connects a hose line to the building will not block or obstruct further arriving fire apparatus.

4. The typical maximum distance from any point on the street or road frontage to a hydrant is **250 feet** (although maximum distance could be as little as 120 feet depending on required fire flow of the building/buildings as prescribed in the above paragraph). When any portion of a property is used (other than one and two-family residential) at a distance greater than what is allowed by the Fire Code, Annex I, additional fire hydrants will be required. In areas where hydrant water distribution systems are not available on-site water supplies or sprinkler systems may be required as determined by the Fire Marshal. Water supplies may consist of water mains, reservoirs, pressure tanks, elevated tanks, or other approved systems capable of supplying the required fire flow in all weather conditions.
5. The location, number, and type of fire hydrants connected to a water supply capable of delivering the required fire/water flow shall be provided on the public or on the site of the premises to be protected as required and approved by the Fire Marshal. Guidance on fire hydrant quantity and locations may be found in the Fire Code, Annex I. All hydrants shall be accessible to the fire department apparatus by roadways meeting the requirements of section I of this document and be no further than 30 feet from the pavement edge of said roadway. Hydrants must be installed so that no obstruction is allowed within 3 feet of any hydrant and the large discharge port must be totally unobstructed from the street.
6. All fire hydrants shall be identified by approved markers. Post mounted markers shall be installed a minimum of 24 inches and a maximum of 36 inches behind the main pumper outlet of the hydrant. Hydrant mounted markers are to be spring-loaded 36-inch reflective rods and mounted to the barrel of the hydrant. Hydrant markers shall be visible upon approach from either direction on the adjoining or connecting roadway.
7. Fire hydrants shall be painted with high durability paint. The barrels are to be painted in chrome yellow, the top operating nut and each outlet cap painted to conform to the color-coding established in the *National Fire Protection Association #291, Recommended Practice for Fire Flow Testing and Marking of Hydrants*.
8. All fire hydrants shall utilize National Standard Thread (NST) on the 2.5-inch steamer ports and the large steamer port shall be a Stortz connection.

### **FIRE PROTECTION SYSTEMS**

The Fire Department is responsible for the review and approval of plans for fire protection systems and equipment required by the Uniform Fire Code. These fire protection systems include sprinkler systems, standpipe systems, fire alarm systems, cooking appliances, hood and duct extinguishing systems, and other special fire extinguishing systems such as Halon systems used for electronics. ***Fire protection system plans shall be submitted for plan review prior to any work being started.***

1. Texas Township shall have the authority to require that construction documents for all fire protection systems be submitted for review and approval and a permit be issued prior to the installation, rehabilitation, or modification of such systems. Further, the Township shall have the authority to require that full acceptance tests of the systems to be performed in the Township



Inspector's presence prior to final system certification. ***Plans and specifications shall be submitted to the fire department for review and approval prior to construction.***

2. Sprinkler and standpipe connections, fire hydrants, water distribution lines, water tanks, cisterns, and other fire protection systems pertinent to building sites shall be indicated on site plans for determination of fire access and water supply locations.
3. Fire Department Connections (FDC) shall be signed/marked so as to be easily identified at the time of an emergency. Signage shall be white on red reflective, and letters shall be at least 6 inches in height and installed 10 feet above grade or as approved by the Fire Marshal.
4. An external strobe and horn to indicate a water flow or general fire alarm shall be installed 10 feet above grade and where the FDC is located. The strobe and horn remain active until the fire alarm is reset.
5. The FDC shall have locking caps. The caps shall be the Knox Storz Lock model number 5002. The locking caps protect the fire sprinkler system from being maliciously compromised.

#### **MEANS OF EGRESS**

1. A "means of egress" is a continuous and unobstructed way of travel from any point in a building or structure to a public way consisting of three separate and distinct parts: (1) the exit access, (2) the exit, and (3) the exit discharge.
2. "Exit discharge" is the portion of the means of egress between the termination of an exit and the public way. Texas Fire Department requires that the exit discharge of all means of egress from buildings (other than one and two-family dwellings) be continuous by means of a concrete or bituminous sidewalk until a paved public way is reached. These continuous exit discharges shall be indicated on all site plans for department review.
3. Means of egress (consisting of exit access, exits, and exit discharges) shall be continuously maintained free of all obstructions or impediments to full and instant use in case of fire or other emergencies. THIS INCLUDES SNOW AND ICE REMOVAL.

#### **KEY ACCESS LOCK BOXES**

1. The fire department participates in a key lock box system utilizing the Knox vault system. The Fire Department carries a secured master key on its apparatus to access "key vaults" attached to the exterior of the structure. These key vaults must have enclosed any type of lock opening device utilized in the structure, including keys, key cards, combinations for locks, etc. This enables quick access to the building in the event of an emergency. This prevents damage to the door if entry is required especially for emergency medical calls and fire alarms.
2. The fire department will require a key vault installed on all commercial occupancies. Larger commercial structures may require additional vaults.

3. Gates limiting access around a structure, roof access, utilities or other components of infrastructure shall be accessed by a Knox product.
4. The 3200 series vault is the minimum size approved. Some occupancies may require a larger vault however the Fire Department will advise of this. To order a key vault or obtain further information go to [www.knoxbox.com](http://www.knoxbox.com) for additional information.

### **BUILDING REQUIREMENTS**

1. Buildings with elevators will be required to install a Knox Elevator Key Vault adjacent to the elevator. This vault will provide a safe location for the elevator emergency control keys and special instructions.
2. Buildings upon final inspection shall allow the emergency responder radio communication system to function from any point within the structure. Design professionals shall ensure that both the VHF and 800 radio systems will function.
3. External service/utility doors shall be labeled as to their use.
4. Gas meters & valves, ground-mounted HVAC units, electrical transformers/meters, overhead door openings, propane tanks & cages, fuel storage, entry & egress points, and other infrastructure which are determined to be predictable for vehicle impact shall be protected by bollards.
5. The Fire Code requires that fire extinguishers be located in all buildings and hazardous areas. The type, number, and location of extinguishers are dependent upon the occupancy of the building. Contact the Fire Department for information on the specific requirements.

### **SAFEGUARDS DURING CONSTRUCTION, ALTERATION, DEMOLITION**

1. Structures undergoing construction, alteration, or demolition including those in underground locations shall comply with NFPA 241, *Standard for Safeguarding Construction, Alteration, and Demolition Operations*, chapter 16 of NFPA-1, 2009, *Uniform Fire Code* as amended, this document, and other Township ordinances as applicable.

### **FREQUENTLY USED REQUIREMENTS**

1. The minimum lane width throughout shall not be less than 24 feet in width and shall be measured curb face to curb face and obstructions shall not be permitted at any time.
2. 13 feet 6 inches of vertical clearance is required throughout and shall include all vegetation.
3. All turns shall be 28 feet inside and 48-foot outside radius and shall be shown as such on the site plan.
4. The access road shall be 24 feet minimum in width, maintained year-round and shall support the load of fire apparatus.

5. A clearly visible address is required on completed structures as well as construction sites.
6. All dumpsters and compactors shall be a minimum of 5 feet away from the building and roof eave overhang and from any combustible materials.
7. Advise on the height at the roof peak and construction type of the building and if any canopies are proposed.
8. Any egress points from the building shall terminate at a paved surface and be connected by continuous means of concrete or bituminous surface.
9. Fire extinguishers shall be required, in place, and inspected by the Fire Inspector prior to any occupancy.
10. Indicate on blueprints all fire alarm systems, fire suppression systems, HVAC systems, and fire department hose connections.
11. Please advise on storage areas and if any rack storage systems will be used. Also, advise on storage heights as sprinkler requirements may change.
12. Fire lane signs shall be posted and shall read **"FIRE LANE - NO STOPPING, STANDING, OR LOADING"** and shall be in place prior to ANY occupancy.
13. Approved access routes shall be required prior to and during construction at the site.
14. Please note all utility lines locations on blueprints.
15. On-site fire hydrant or hydrants shall be required and must be serviceable prior to any structural construction or occupancy of the building.
16. The fire department connection, FDC shall be equipped with a single five (5) inch Storz connection and shall have a 30-degree downward deflection. The Storz connection shall connect to the pipe outlet from building using National Standard Threads. The FDC Storz connection shall be mounted flush to the building and 36" to the center of the connection above finish grade.
17. The FDC shall be arranged to face a paved roadway, sidewalk or other approved area and shall be installed so that it will not interfere with access to the building.
18. Standpipes inside the structure may also be required. Standpipe connections, both internal and external, will be equipped with protective caps utilizing an approved fire department locking mechanism.
19. All sprinkler and standpipe plans shall be submitted to the fire department for approval as well as any alarm plans, prior to work commencing on those systems. A Fire Inspector or the Fire Marshal must be on-site for all acceptance and hydrostatic tests of the systems.

20. An approved floor plan layout shall be required for this project with proper aisle spacing shown and maintained.
21. All doors shall NOT be of the deadbolt lock style for egress. The approved locking mechanism by the fire department shall be utilized.
22. Provide desired building/ buildings keying plan to Fire Marshal prior to ordering any Knox Box to determine size, model number, and number Knox Boxes required.
23. Please advise on the location of any roof access areas.

***This list shall not be considered all-inclusive as other requirements may be necessary when more information becomes available.***

Applicant\_\_\_\_\_

Project Name\_\_\_\_\_

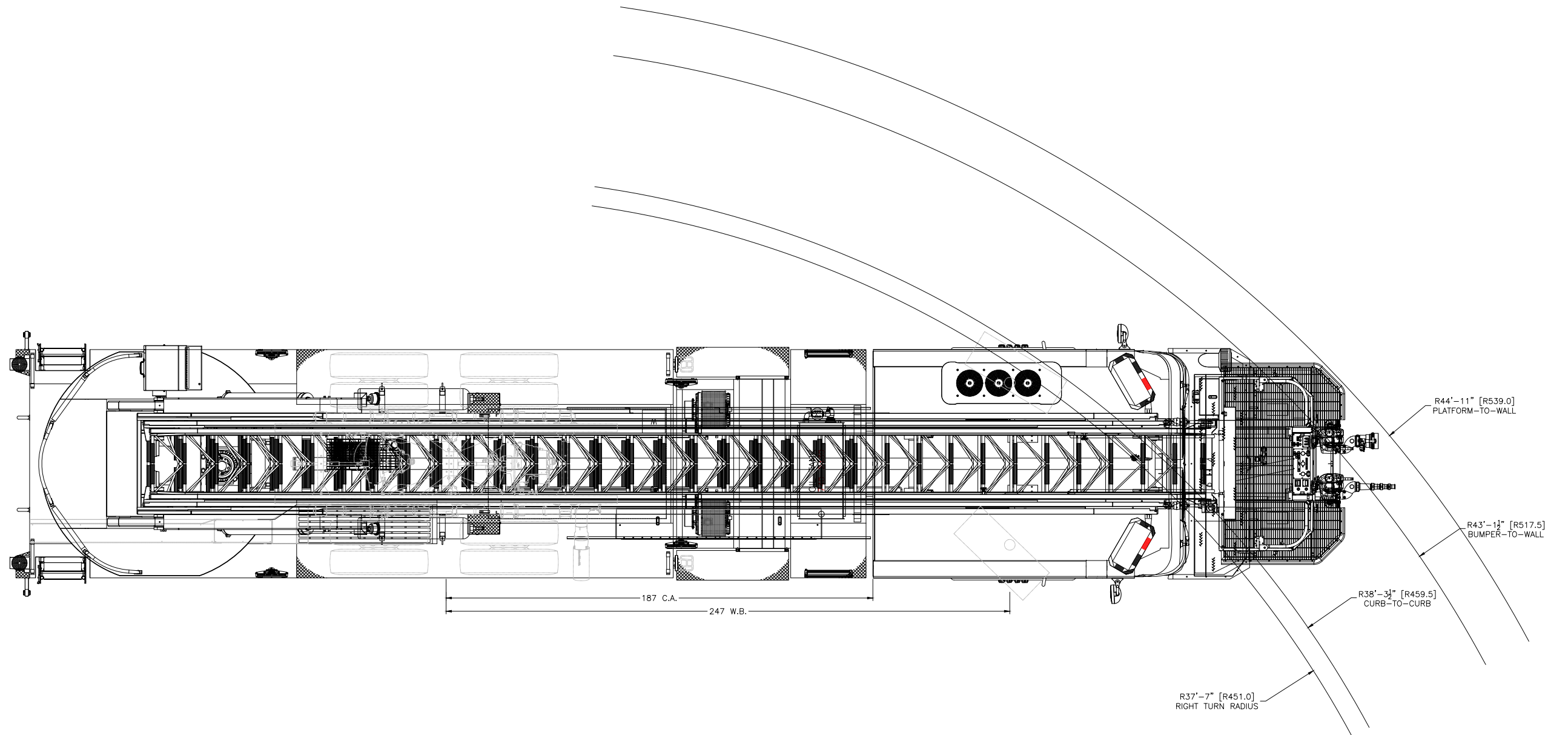
Date\_\_\_\_\_

Site Plan Date\_\_\_\_\_









TURN RADIUS ANALYSIS (APPROXIMATE)  
 SO 5290 (KALAMAZOO, MI - 100' RMP)  
 CORY L. 4/12/23