

ALAMO TOWNSHIP
7901 North 6th Street
Kalamazoo, MI 49009

APPLICATION
SITE PLAN

(Ordinance 46 – Section 8.10)

ATTENTION: Alamo Township Clerk

DATE: _____

FEE: \$500.00

Instructions: Please file 10 full sets of the completed application and all necessary addenda. Township staff is not responsible for photocopying and packaging materials. If additional space is needed for any of the questions please note “see attached” on the application and clearly label each supplemental response with the numeric and narrative category for which the response is being continued.

Alamo Township Ordinance (Ordinance 46: Section 8.10 - Site Plans)

- (1) No special exception use shall be approved until a site plan has been submitted, reviewed, and approved by the Township Zoning Board.
- (2) No building permit shall be issued for any permitted use in a Commercial District or Industrial District unless a site plan complying with the requirements of this section has been first approved by the Township Zoning Board.
- (3) A site plan shall contain, at minimum, the following information:
 - (a) A legal description of the property under consideration.
 - (b) A map indicating the gross land area of the development, the present zoning classification thereof, and the zoning classification and land use of the area surrounding the proposed development, including the location of structures and other improvements.
 - (c) Drawings or sketches of the exterior and elevations, and/or perspective drawings of the building or structures under consideration.
 - (d) Date, north point, and scale.
 - (e) The dimensions of all lot and property lines, showing the relationship of the subject property to abutting properties.
 - (f) The siting of all structures on the subject property and abutting properties if deemed pertinent.
 - (g) The location of each proposed structure in the development area.
 - (h) The number of proposed units (for multiple family developments).
 - (i) Such further information as may be required by the [Planning Commission].
- (4) No site plan shall be approved unless it evidences a use which is in compliance with this Ordinance, all other applicable Ordinances, and is consistent with the intent and purpose of this Ordinance. The Zoning Board will establish and follow procedures best designed to achieve the compliance and consistence required.
- (5) All site plans, within 15 days of submission to the Township Clerk, shall be first reviewed by a Site Plan Review Committee, the composition of which shall be established by the Township Board. The Site Plan Review Committee's findings and recommendations shall be submitted to the Township Zoning Board for consideration at its next regular monthly meeting.
- (6) All condominium projects shall comply with the requirements of and are governed by Article Eight, Section 8.14.

SECTION I: GENERAL

1. List the complete name, address and telephone number for all applicants.

Name	Street Address	City, State, Zip Code	Telephone
Name	Street Address	City, State, Zip Code	Telephone
Name	Street Address	City, State, Zip Code	Telephone

1.a. Identify the primary contact person: _____
Name e-mail address

2. List all parcel identification numbers and complete addresses for all property included in the application.

Parcel number	Street Address	City	Zip Code
Parcel number	Street Address	City	Zip Code
Parcel number	Street Address	City	Zip Code

3. List the complete name, address and telephone number of the property owners, if different than the applicants'. If different, an Affidavit from the property owners indicating they agree and consent to the use must be attached and labeled as Requirement I.3.

Name	Street Address	City, State, Zip Code	Telephone
Name	Street Address	City, State, Zip Code	Telephone
Name	Street Address	City, State, Zip Code	Telephone

4. Provide the full legal description of the property. (Attach as Requirement I.4)

SECTION II: Addenda

The following items must be included with the application along with the complete check list. In the event any category is non-applicable, please note same.

A. VICINITY MAP (show):

- Location of subject property in relation to surrounding streets
- Identify uses and zoning of all adjacent properties

B. SITE PLAN DRAWING:

- Scale not greater than 1 inch = 20 feet; nor less than 1 inch = 200 feet
- Must be of a size and accuracy that can be easily read and understood

C. Descriptive Legend (show):

- North Arrow
- Scale used (1" equals _____)
- Date of preparation
- Name of owner/developer/designer/architect

D. Contours (grade intervals shall be no greater than 2 feet):

- Existing
- Proposed

E. Subject Parcel (identify lot lines and location; must correlate with legal description):

- Mark all dimensions of property lines
- Mark all angles (degrees) and size of property lines
- Mark zoning classification(s)

F. Note all natural features including but not limited to:

- Wooded lots
- Wetlands
- Drains
- Rivers
- Streams
- Lakes
- Location of open spaces
- Use of open spaces
- Proposed alteration to natural features/topography
- Location of landscaping (trees/shrubs)
- Natural drainage channels

G. Show existing man made features on and within 100 feet of the site, including but not limited to:

- Building /structures
- Parking areas
- Fences
- Walls
- Signs

H. Show existing man made features on and within 100 feet of the site including but not limited to:

- Excavations
- Streets
- Bridges
- Curbs
- Easements
- Driveways
- Culverts
- Sidewalks
- Fire Hydrants
- Drains
- Pipe Lines
- High Tension Wires
- Exterior Lighting
- Underground Storage Tanks
- Existing Utility (including power, water, sewer)

I. Show proposed:

- Streets
- Driveways
- Sidewalks
- Artificial lighting (location and wattage)
- Photometric plan
- Plan and calculations for disposal of 3 inches of storm water over all impervious surfaces (requires engineers calculations)
- Loading and unloading areas
- Service lanes
- Service parking
- Fire hydrants (per Fire Chief)
- Fire Department sprinkler and stand pipe connections
- Fire Lanes
- Fire lane signage

J. Buildings and View (show):

- Percentage of building coverage to lot area
- Location of all proposed main and accessory buildings
- All proposed finish floor elevations
- Floor plans with room designations and dimensioned
- 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
- Height of existing buildings
- Relation of one proposed building to another (the dimension as measured from the farthest projection of one or more buildings to the farthest projection of the other building(s)).
- Relation of all proposed buildings to all existing structures on site
- Occupancy classification (Per Michigan Building Code). For mixed occupancies, plans should indicate square footage devoted to each use.
- Type of construction (per the Michigan Building Code)

K. Setbacks, as measured from the farthest projection of the building or structure to the property lines or road right of ways:

- Front
- Sides
- Rear

L. Parking (show):

- Location of all off street parking areas
- Method used to calculate parking space size and number
 - Number of parking spaces
 - Number of handicap parking spaces (Michigan Barrier Free Design Code)
- Size of each parking space

M. Site Plan to multiple Family Residential Developments shall include

- Density schedule showing number of dwelling units per acre
- Type of each unit
- Number of each type of unit

N. Required Permits

Applicant to provide evidence that the site plan has been submitted for review to the impacted County, State and Federal agencies, including, but not limited to the Kalamazoo County Road Commission, Kalamazoo County Environmental Health, Soil Erosion, the County Drain Commissioner, Michigan Department of Transportation and the Michigan Department of Environmental Quality.

O. Other

Due to characteristics unique to each project, the Site Plan Committee/ Planning Commission reserve the right to request further information as may be required to dis/approve the proposed site plan.

REVIEW COMMITTEE NOTES

See Site Plan Review Committee Addenda (if checked).

Applicants are required to submit 10 full sets of documents addressing any deficiencies noted from the site plan review. All deficiencies noted will be provided to the applicant in writing. Resubmissions are submitted to the Site Plan Committee. Plans not approved by the Site Plan Committee prior to 14 days in advance of the next regularly scheduled Planning Commission meeting will be held to the next regularly scheduled meeting.