



City of Battle Creek

Community Services - Planning and Zoning Division

City Hall • 10 N. Division Street, Ste. 117 • Battle Creek, Michigan 49014

Ph (269) 966-3320 • Fax (269) 966-3555 • www.battlecreekmi.gov

Date Received: _____

Date Transmitted: _____

Pmt Received: \$ _____

Transmitted to: _____

_____ DPW

_____ Planning

_____ Building

SITE PLAN REVIEW

Application

Date: _____

Name of Company to Occupy Site: _____

Address of Site: _____

PROPERTY OWNER/DEVELOPER: _____ check if primary contact for this	
Name:	
Firm:	
Address:	
City/State/Zip:	
Phone:	Fax:
Email:	

ARCHITECT/ENGINEER: _____ check if primary contact for this	
Name:	
Firm:	
Address:	
City/State/Zip:	
Phone:	Fax:
Email:	

CONTRACTOR: _____ check if primary contact for this	
Name:	
Firm:	
Address:	
City/State/Zip:	
Phone:	Fax:
Email:	

PROJECT DESCRIPTION

Briefly describe the general character of the proposed development:

Are there any past or present zoning variances, easements, or deed restrictions on this property? If so, please explain the nature of the variance or restriction. _____

What is the total size (square feet/acreage) of this property? _____

How much of the property is currently developed by impervious surface (in square feet and percentage)? _____

At the end of the project, how much of the property will be developed with impervious surface (in square feet and percentage)? _____

List the existing structures on this property, their square footage, existing use and proposed use.

List the structures proposed for this property, their square footage, and proposed use. If this is a residential project, how many units are being proposed and what is the net density being proposed? _____

What is the size (in square feet) of the existing parking area? _____

How many existing parking spaces exist on the site? What improvements are proposed for the existing parking – removal, reconstruction, seal/stripe? _____

What size (in square feet), if any, of parking area will be added? How many parking spaces will be added? _____

Are there any changes proposed in the rights-of-way? Is new water service or a new sewer service required? _____

What is the estimated cost of construction? _____

How many people are currently employed on this site, and how many will be added as a result of the project? _____

Is this in a flood plain? If yes, what zone? _____

A conceptual site plan review meeting can be organized prior to submittal of this application by contacting the Planning and Zoning Division. By signing this application, the applicant confirms that all information required for submission of a site plan review has been provided:

- **THREE copies of sealed site plan and THREE copies of completed application**
- **Fee Payment (\$150 for properties under 5 acres; \$250 for properties over 5 acres)**
- **Digital copy of site plan (to be submitted upon approval)**

Furthermore, the applicant has thoroughly read Ch. 1294 of the codified ordinances for the City of Battle Creek and agrees to comply with all requirements and procedures for site plan review. The applicant understands that the approved site plan is a legally binding document and any modifications from this approved site plan must be authorized by the Planning Department prior to their implementation.

Signature of Property Owner/Representative

Date