



# 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](http://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.

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Signature of Property Owner/Representative

Date