



City of Battle Creek

Site Plan Review Checklist of Required Items

Last Modified 06/09/2021

General

- The name of the property owner, proprietor or project director
- The name of the project
- Location of the project (street name and the address)
- Professional seal of the architect, engineer or designer
 - Additionally, include their name, address, phone number, and email address- if available.

Plan Specs

- The date drawn and subsequent revision dates
- The scale of the drawing, the north directional arrow, vicinity map showing location of project
- Property line dimensions, including:
 - All easements and rights-of-way, existing and proposed
 - Building setback lines
 - Gross and net acreage
 - Zoning classification of the site and adjacent properties
- Location of:
 - Adjacent property lines
 - Buildings and structures
 - Sidewalks
 - Parking lots
 - Rights-of-ways
 - Abutting streets
 - Curb cuts
 - Access easements within **100 feet** of the subject property

Site Features

- Existing man-made or natural features such as wetlands, waterways, woodlands, and areas with slopes greater than **10%**, with an indication of which features will be retained or removed.
- The topography, existing and proposed, including contours with a maximum of **two-foot** contours, or spot elevations sufficient to determine the topography of the site, so as to clearly indicate required cutting, filling, and grading.
- Arrows indicating direction of drainage and stormwater calculations.
- Location and dimension of existing and proposed buildings or structures, including:
 - Intended uses
 - Floor area
 - Number of floors
 - Width, length, height
 - Number of types of dwelling units (where applicable)
 - Setback distances

Pedestrian & Traffic Features

- The location of:
 - Sidewalks
 - Rights-of-ways
 - Abutting streets
 - Curb cuts
 - Access easements, ingress and egress drives, both existing and proposed, to thoroughfares, showing traffic patterns into the site from the same, including ultimate pavement width, deceleration lanes and the like.
 - The location of private and public pedestrian walkways
- On-site traffic circulation and parking areas, including:
 - Number and size of parking bays
 - Width of maneuvering aisles
 - Designation of fire lanes
 - The location and size of handicapped parking
 - Surface materials
 - Striping of the parking lot surface to delineate parking bays and individual spaces
- The location of loading berths, truck docks, truck wells, service drives and exterior parking lot lighting, including photometric plan.

Public Utility & Landscape

- The location and size of all existing and proposed public and private utilities above and below ground proposed to service the project.
- The location of any public or private utility easements, to include water, gas, electric, cable, stormwater, stormsewer, catch basins, and fire hydrants.
- The spatial relationship of buildings on the site, including:
 - Pedestrian walkways
 - Protective or retaining walls
 - Fences
 - Landscaped buffers, either existing or proposed
 - The materials to be utilized (if required)
- The location of signs, either existing or proposed, and an indication of their size, height and design pursuant to City sign regulations.
- A landscaping plan of the site, including greenbelts or buffers (if required), and the identification of all plant and landscape material to be utilized as to type, size and location.
- The location and proposed method of screening trash refuse receptacles.

On-Site Storage/Other

- Location of outdoor storage/display areas including a description of the items to be located outdoors, as well as the location and description of required screening.
- Storage and containment areas if the use of hazardous substances is involved.
- Any additional information as may be required of the applicant to properly evaluate the proposed development.