



City of Battle Creek

Site Plan Review Process

Last Modified 06/09/2021

Site Plan Review (SPR) is required for any building addition or new construction of any use with the exception of single or two-family residential use. Site Plan Review is also necessary for any parking lot additions or new parking lots over 4 parking spaces.

INTAKE

Actor(s)	Action
Applicant	<p>Submit the following to the Planning Department in Room 117 of City Hall</p> <ul style="list-style-type: none"> • 3 copies of the Site Plan • 3 copies of the completed Application • Check for the correct Fee amount <p>Categorization of fees:</p> <ul style="list-style-type: none"> • Properties <u>under</u> 5 acres: \$150 • Properties <u>over</u> 5 acres: \$250 <p>*Note: The Site Plan Review (SPR) is a separate process from the Building Plan Review/Permit Application process- meaning that SPR requires a separate submittal. These processes can occur simultaneously with the understanding by the applicant that the required changes to the Site Plan may result in changes to the building plan, necessitating additional submittals. In the instance where a Building Plan is submitted and includes Site Plan information for approval, the applicant will be required to separate the plans for independent submittal or submit additional Site Plans for SPR review/approval.</p>
Planner	<p>In the instance that a Building Plan/Permit application is forwarded to the Planning Department and the project requires a SPR, the <i>Senior Planner</i> will make contact with the applicant, informing them that a SPR process is required. The Building Plan/Permit Application will be held by the Planning Department until the SPR is submitted/approved.</p>
Planning Admin	<p>Once a Site Plan is submitted, the <i>Planning Admin</i> will proceed with the following:</p> <ul style="list-style-type: none"> • Transmit a copy of the Site Plan and Application via inter-office mail to the Planning Department, Building Department, and Department of Public Works (DPW). • Send an email alerting the following individuals that a Site Plan has been received: Eric Feldt, Carl Fedders, Tad McCrumb, Duane Davis, Greg Rickmar, Randy Pufpaff, Don Wilkinson, Richard Bolek,

	<p>Quincy Jones, Sarah Newton-Peacock, Duncan McDonald, Chris Rabbit, Kurt Tribbett, and Eric Campbell.</p> <ul style="list-style-type: none"> - This email will include a .pdf of the application, project address, project name, and basic information summarizing the nature of this development • Enter the Site Plan onto the Site Plan Tracker located on the shared drive • Create a SPR Permit in BS&A with a “Site Plan Review” inspection scheduled for 10 days for the Planner. The application will be attached under the permit.
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REVIEW

Actor(s)	Action
Planning Department Department of Public Works (DPW) Inspections/Fire Inspector	<p>Site Plan Review (SPR) is performed by the following:</p> <ul style="list-style-type: none"> • <i>Planning Department</i>- Zoning Coordinator • <i>DPW</i>- Utilities, Traffic, Stormwater, Legal Description • <i>Inspections/Fire</i>- Fire Suppression needs, Hydrant location, Barrier-free access. <p>Departments have up to 7 days to provide comments to the Senior Planner. These comments will indicate if the Site Plan is Approved, Approved with Conditions, or Denied. Any indication of necessary revisions will be include in these comments as well.</p> <p><i>*Note: Revised Plans will be submitted and reviews using the same SPR process as the original plans.</i></p>

DECISION

Actor(s)	Action
Senior Planner	<p>The official response will be drafted by the <i>Senior Planner</i> and sent to the applicant.</p> <p>The following will be transmitted to BS&A under “Site Plan Review”:</p> <ul style="list-style-type: none"> • Official response letter • Response Letter from Department of Public Works (DPW) • Approval/Denial of inspection <p>The permit will remain open until the project is complete.</p>

INSPECTION

Actor(s)	Action
Inspections/ Planning Admin	<u>Request for Footing</u> : In the case that a footing inspection is requested, the Planning Admin will schedule a “Compliance Inspection” under the SPR permit for the Senior Planner. For parking lot projects, the Senior Planner will schedule their own “Compliance Inspection”.
Senior Planner	<p><u>Zoning Inspection</u>: A compliance inspection will be scheduled and performed by the Senior Planner- taking place on a monthly basis throughout the duration of construction to ensure the property is being constructed as indicated by the approved Site Plan. The inspection record will be documented in <i>BS&A</i> and the project status listed on the <i>SPR Tracker</i>.</p> <p>If the Site Plan is being developed contrary to the approved plan, the Senior Planner will take photos of the violations, contact the developer, and upload photos, comments, and any written correspondence into <i>BS&A</i>.</p>
Inspections/ Planning Admin	<u>Certificate of Occupancy (C of O)</u> : In the instance that a project is requesting a Certificate of Occupancy, the CSR will schedule a “Final Inspection” for the Senior Planner for SPR compliance. A C of O shall not be issued until the SPR Permit has been closed out.
Senior Planner	<u>SPR Permit Close-Out</u> : The Senior Planner will ensure that a digital copy of the approved site plan has been received and entered into <i>BS&A</i> under the permit. The permit shall be closed out when all final action on a specific Site Plan is taken.