



# CITY OF BATTLE CREEK

## COMMUNITY SERVICES DEPARTMENT - PLANNING AND ZONING

### STEP BY STEP GUIDE

#### Site Plan Review

#### Ready to Apply?

Applications for Site Plan Review are submitted online through [BS&A Online](#). See below for a step-by-step walkthrough of how to complete the online application. If extra help is needed, there are computer stations available at City Hall, Room 117, where online applications can be submitted and paper documents scanned in.

1. On the [Applications & Petitions](#) page of the City of Battle Creek's website, download and complete the Site Plan Review Application Packet.

#### Site Plan Review Application

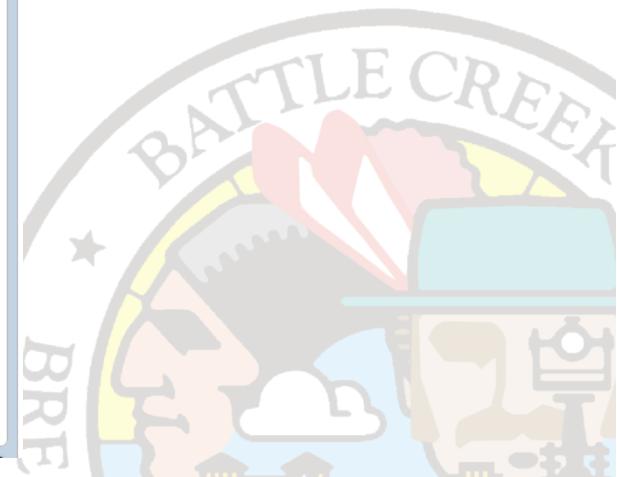
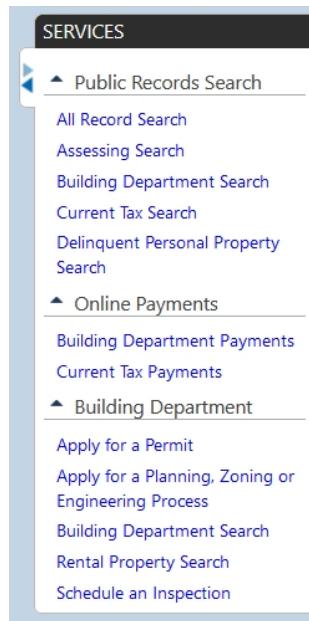
A Site Plan is a plan of a proposed development showing the relationship of the site features to one another and to the surrounding area, including buildings, streets, parking, landscaping and all other improved surfaces. It is required for all new development and expansion of existing development except single-family homes, 2-family housing units, agricultural uses, and uses with less than 4 off street parking spaces. Reviews may also be required for businesses which have been closed for one-year or more and are making site alterations.

The process, including items that are required as part of a site plan, can be found in Ch. 1281.04 of the zoning ordinance and in the site plan application packet. The City of Battle Creek encourages pre-application site plan review meetings with the interdisciplinary City team. This allows a comprehensive review of the project giving the applicant and their designers an opportunity to ask questions and receive responses from City staff reviewing the application. Please call Planning at (269) 966-3320 to schedule a time to meet with staff.

Site Plan review is done internally by staff and is not presented to the Planning Commission for action. All efforts are made to complete the review of a site plan within fifteen (15) working days of a complete ~~submittal~~, however larger projects may take additional time. If a site plan is incomplete, staff will contact the applicant with items needed and allow time for additional information to be submitted.

- o [Site Plan Review Application Packet](#)
- o [Online Site Plan Review Application Step-by-Step Guide](#)
- o [Online Application for Site Plan Review \(BS&A Online\)](#)
- o [Stormwater Technical Reference Manual](#)

2. In the left-hand side bar of [BS&A Online](#), select the “Apply for a Planning, Zoning, or Engineering Process” link.



3. If you already have a BS&A Online account, enter your username and password to sign in. If you do not, click on the link below the “Create a New Account” header. Follow the lettered instructions to create an account.

#### I Have an Account

If you have previously created an account through BS&A Online (or through our previous portal, Internet Services), please enter your user name and password.  
Please note that passwords are case-sensitive.

User Name:

Password:   Show Password

Keep me signed in.  
(Clear this check box if you're on a shared computer.)

#### Sign In Help

Forgot your User Name/Password? [Click here for help.](#)

Please note: These credentials grant access to the municipal searches on BS&A Online. As an additional convenience, BS&A and participating municipalities have provided a link to an online payment processor. These processors provide services independent from BS&A and may require additional credentials.

#### Create a New Account

Yes, I would like to create a new BS&A Online account. [Click Here to create an account.](#)

- a. Create a username and password. Enter an e-mail address that is checked regularly. Click the checkbox agreeing to the terms of use. Click the checkbox next to the statement “I’m not a robot”.
- b. Click the “Create Account” button at the bottom of the page.
- c. Check the e-mail that was entered for an email with a link to be clicked. Click this link.
- d. Click the “Activate Account” button.

4. Type in the number and street address of the project into the “Search For:” field. Click the “Search” button.

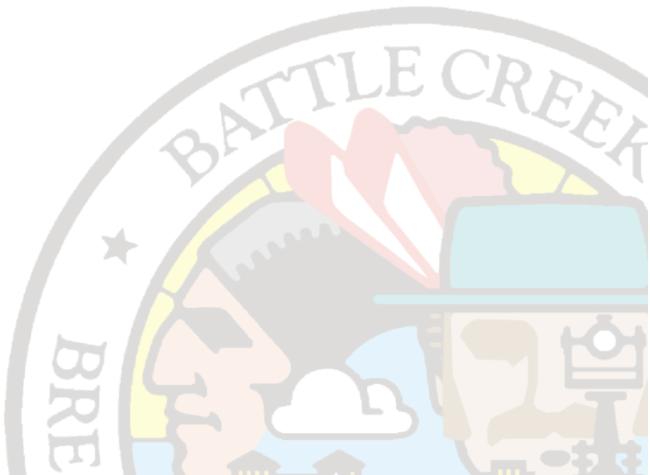
#### Step 1: Select a Property

Property Search

Search By:

Search For:

5. Select the correct address from the list that appears. Click “Next”.



**Step 1: Select a Property**[Click here if you are a contractor/design professional](#) [Property Search](#)Search By: Search For: 

Owner Name	Address	Parcel Number
REEVES,LESTER R	14 FONDA AVE, BATTLE CREEK, MI 490144210	9030-00-017-0

Displaying items 1 - 1 of 1

6. Under "Select the application for which you wish to apply:", select "Site Plan Review" from the drop-down list.

★ Select the application for which you wish to apply:

7. In the box below "Please describe the work to be done in detail", provide a brief description of the project and scope of work for which the site plan is being submitted. Click "Next".

★ Please describe the work to be done in detail:

8. Fill out the contact information of the property owner or authorized agent for the owner in the top section of the page.

★ Name:

★ Phone Number:

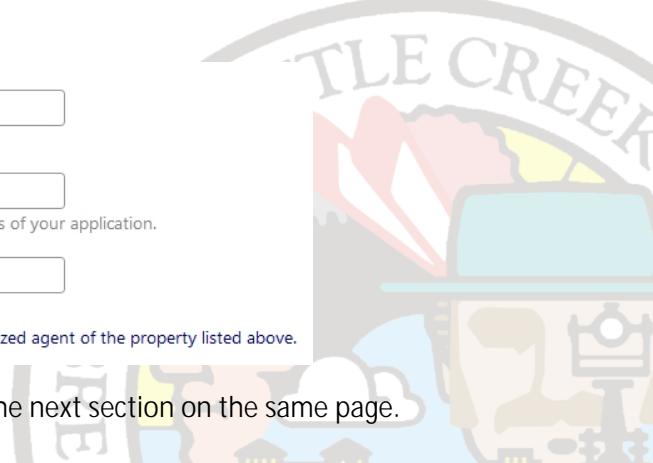
★ Email Address:

Used to send updates regarding the status of your application.

★ Confirm Email:

I certify that I am the owner or authorized agent of the property listed above.

9. Fill out the required information of the developer in the next section on the same page.



Full Name/Company:	<input type="text"/>	<input type="button" value=""/>	
Email:	<input type="text"/>		
<b>Address Information</b>			
Address:	<input type="text"/>		
Address 2:	<input type="text"/>		
City:	<input type="text"/>		
State:	<input type="text"/>	Zip Code:	<input type="text"/>
<b>Contact Information</b>			
Phone Number:	<input type="text"/>		
Fax Number:	<input type="text"/>		
Mobile Number:	<input type="text"/>		
Other Number:	<input type="text"/>		

10. For the rest of the sections, fill out the information for the parties associated with the project. This includes sections for an Architectural Firm, Architectural Firm Licensee, Engineering Firm, Engineering Firm Licensee, General Contractor, General Licensee, and Owner (if the developer is not the owner). Additional names that should be associated with the project can be added at the bottom of the page. When all information has been added, click "Next".
11. Add one instance of the Site Plan Review fee. In the pop-up box, input how many acres the subject property is. Click "OK". Click "Next".

**Site Plan Review**

Number of Acres on Property

**OK** **Cancel**

**Selected Fees**

Fee Description	Fee	Quantity	
Site Plan Review	\$400.00	20.00	<b>Remove</b>
No additional fees found.			
<b>Total Estimated Fees:</b>		<b>\$400.00</b>	

12. Attach the required site plan and site plan review application, as well as the optional owner authorization if necessary. Click "Next".

**Step 5: Attach Documents****□ Attach Documents**

Document Title	Status	Description	File Name		
Owner Authorization	Optional			✓	<a href="#">Attach File</a>
Site Plan	<b>REQUIRED</b>			⚠	<a href="#">Attach File</a>
Site Plan Review Application	<b>REQUIRED</b>			⚠	<a href="#">Attach File</a>

[Add Additional Document](#)

13. Review the information on the next page. Click the checkbox stating that the disclaimer has been read and type your name in the field after “Accepted by:”. Click “Submit”.
14. You will be unable to pay for the permit until the Administrative Assistant reviews your permit in BS&A.

