

# CITY OF BATTLE CREEK

## COMMUNITY SERVICES DEPARTMENT - PLANNING AND ZONING

### ONE PAGER PLUS

#### Commercial Paving

##### How to Apply for Commercial Paving

1. Read through this document to identify the requirements and restrictions for commercial paving relevant to the subject project.
2. Contact the Planning and Zoning Division at 269-966-3320 with any questions regarding the scope of work for the planned project. This conversation will clarify if a Site Plan Review application is necessary for the project.
3. On the [Applications and Petitions](#) page of the City of Battle Creek's website, download and complete the Commercial Paving Permit Application Form.
4. Click the "[Online Application for a Commercial Paving Permit](#)" link to navigate to the online commercial paving permit application.
5. Search for the address of the project by number and street name.
6. Click the correct line for the address of the project.
7. Follow the prompts, then submit when done. If you need more assistance, please see the section at the end of this document titled, "Ready to Apply?"
8. A link will be sent to the email entered during the application process when the web request is processed by City staff.

##### What is Needed to Apply for Commercial Paving

- Site plan detailing the proposed paving, including details of any curbs, curb cuts, pavement types, and handicap parking signs.
- Signed affidavit indicating that the applicant may act on behalf of the property owner.
- An approval letter from the Historic District Commission if the property is located in a local Historic District.

**Note:** If the commercial paving project is going to interact with a right-of-way, a right-of-way permit from the Department of Public Works. The permit is available at the following link: [Public Works Permits and Forms](#).

**Note:** You may contact the Planning and Zoning Division to obtain an aerial view of the subject lot to assist in showing the location of the proposed paving.

##### General Information

Paving for commercial projects has different requirements depending on exactly what is included in the scope of work. The two outcomes are either Administrative Site Plan Review or Review of Zoning Permits.

##### Review of Zoning Permits

The following scopes of work do not require Administrative Site Plan Review, only review of the appropriate Zoning Permit Application.

- Projects where less than a 10% increase or reduction in parking will occur shall adhere to review requirements as outlined in the Stormwater Management Program Technical Reference Manual.
- Re-paving of an off-street parking lot (overlay only), provided there are no grading changes and no changes to the configuration of the parking lot layout.
- Driveway or curb cut relocation where the new driveway will be relocated within 25' of the existing driveway location or where a driveway or curb cut is being totally eliminated.

### Administrative Site Plan Review

The following scopes of work require Administrative Site Plan Review per the requirements in Chapter 1281.04 of the Zoning Ordinance. City staff review and approve site plans. They will also require the submission of a commercial paving permit.

- Any proposed new parking area where an alteration, addition, or expansion of existing developments constitute an increase or reduction to the parking area of more than 10%.
- Parking lot mill and repave projects where an approved site plan is not on file.
- Site improvements that include landscaping, lighting, site access, and parking lot grading, layout, and new off-street parking.
- A parking area with a capacity of four or more vehicles is built.

### Required Permits

Paving for a commercial project requires the submission of a commercial paving permit and a building permit detailing the scope of work. If it meets the criteria listed above for Administrative Site Plan Review, the submission of a site plan review application is also required.

If the property where the paving will be completed is in a Historic District, a [Certificate of Appropriateness](#) will also be required. This application goes through the [Historic District Commission](#) and is needed to ensure that any work being done will be compatible with the existing neighborhood, that any existing historical feature is preserved to the best of the applicant's ability, and that any work being done during the project will not damage existing historic features on the property. To find out if a property is located in a historic district, please contact the Planning and Zoning Division.

### Questions?

For the complete list of requirements for paving commercial parking areas, please read Section 1261.01 "Parking Requirements" of the zoning ordinance. For other questions, please contact the Planning and Zoning Division directly at 269-966-3320.

### Ready to Apply?

Permits for commercial paving are submitted online through BS&A. Follow this link to begin the permitting process: [Commercial Paving Permit](#). See below for a step-by-step walkthrough of how to complete the application.

1. On the [Applications & Petitions](#) page of the City of Battle Creek's website, download and complete the Commercial Paving Permit Application Form.

## Commercial Paving Permits

- [Commercial Paving One Pager Plus](#)
- [Commercial Paving Permit Application Form](#)
- [Online Application for a Commercial Paving Permit \(BS&A Online\)](#)

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

### Property Search

Search By:

Search For:

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

Owner Name	Address	Parcel Number
REEVES, LESTER R	14 FONDA AVE, BATTLE CREEK, MI 49014-4210	9030-00-017-0

Displaying items 1 - 1 of 1

Next

4. Under “What type of permit are you applying for?”, select “Zoning” from the drop-down list.

★ What type of permit are you applying for?

5. Under “Is this Project Residential or Commercial?”, select “Multifamily Industrial Commercial” from the drop-down list.

★ Is this Project Residential or Commercial?

6. Under “Choose Best Option”, select “Paving”.

★ Choose Best Option

Paving

7. Under “Enter the permit type for which you wish to apply:”, select “Paving”. Fill out the box with a detailed description of the work that is being proposed.

**Paving** Permit Type selected. [Click Here](#) to select a different Permit Type.

★ Please describe the work to be done in detail:

Expansion of the parking lot at Restaurant, resulting in 25 extra spaces to accommodate increased seating inside.

8. In the drop-down box labelled “Basic Usage:”, select the best category for the project. Click “Next”.

★ Basic Usage: Commercial

9. Fill out the applicant’s contact information. Be sure to enter a working phone number and email that will be checked regularly. When finished, click “Next”.

☐ Owner Information on File

If the information below is incorrect, please contact the municipality to resolve the issue.

Name: REEVES,LESTER R

Address: No Data to Display

★ ☒ I certify that I am the owner of the property listed above.

☐ Contact Information

★ Name: REEVES,LESTER R

★ Phone Number: (269) 966-3382

★ Email Address: adsulak@battlecreekmi.gov

★ Confirm Email: adsulak@battlecreekmi.gov

Homeowner Phone  
Number:

Homeowner Email:

10. There are no fees associated with this permit. When the “Estimate Permit Fees” screen loads, click “Next”.

Available Fees




Fee Description	Category
No online fees are configured.	

Selected Fees

Fee Description	Fee	Quantity
No fee items found.		
No additional fees found.		
<b>Total Estimated Fees:</b>		<b>\$0.00</b>

11. Attach the required documents. If the project is located in a historic district, attach the approval letter from the Historic District Commission. If not, attach a document stating that historic district commission approval was not required for this project.

 Attach Documents

Document Title	Status	Description	File Name		
Site Plan	REQUIRED				<input type="button" value="Attach File"/>
Owner Affidavit	REQUIRED				<input type="button" value="Attach File"/>
Historic District Approval	REQUIRED				<input type="button" value="Attach File"/>

12. Review the entered information before confirming that the disclaimers have been read and submitting the application.

