



# CITY OF BATTLE CREEK

## COMMUNITY SERVICES DEPARTMENT – PLANNING AND ZONING

### Site Plan Review Application

#### Information and Procedures

#### PRE-APPLICATION RECOMMENDATIONS

Prior to submitting a site plan application, the City of Battle Creek recommends that an applicant consult with the Planning and Zoning Division staff to discuss the proposed use and application requirements and to schedule a pre-application meeting with the interdisciplinary city team. This will allow the applicant and their technical team the opportunity to meet with city staff responsible for reviewing the site plan application and subsequent building permits, if required. Additionally, it is recommended that you contact your local Neighborhood Planning Council (NPC) as well as adjacent property owners to discuss your request prior to submitting a site plan application. The following link [Neighborhood Planning Councils | Battle Creek, MI \(battlecreekmi.gov\)](#) will take you to contact information and meeting schedules for each of the NPC's.

#### SUBMITTAL REQUIREMENTS

Site Plan Applications must be submitted online at [Apply for a Permit | City of Battle Creek | BS&A Online \(bsaonline.com\)](#). Questions concerning the online application submission can be directed to Melody Carlson by e-mail at [mfcarsen@battlecreekmi.gov](mailto:mfcarsen@battlecreekmi.gov) or by phone at 269-966-3355 ex: 1516.

*Please be advised that incomplete applications will extend the review timeframe.*

#### COMPLETE APPLICATION

A complete application includes the following:

- Signed application form with required information
- Signed site plan and landscape checklist indicating that the site plan set has the required information
- Signed affidavit of ownership if the applicant is not the owner
- Application fee

#### REVIEW PROCESS

Site plan review is an administrative process completed by staff. It does not require Planning Commission action. All efforts are made to complete the site plan review within fifteen (15) business days; however, larger projects may take additional time. If the site plan submittal is incomplete, staff will contact the applicant to request additional information.

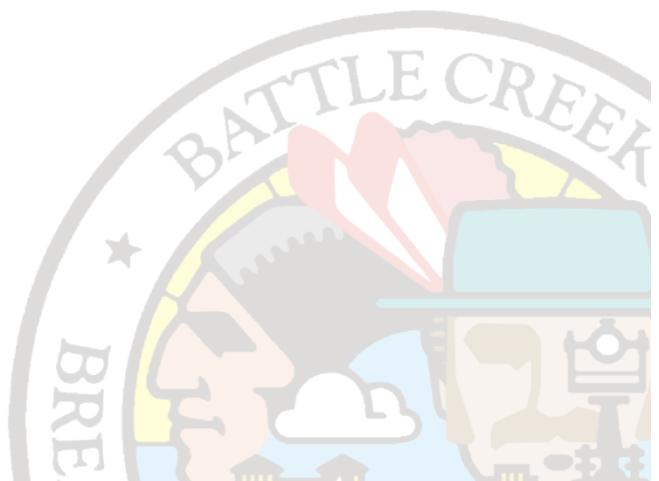
## **ADDITIONAL CONSIDERATIONS**

All necessary approvals and any required permits shall be obtained from the appropriate agencies, including but not limited to the State of Michigan, Department of Public Works, and Inspection Department prior to issuance of a certificate of occupancy.

Pursuant to Section 1281.04(f)(4) an approved site plan shall be valid for one-year. If construction has not commenced within this time -period or if construction has ceased for more than one-year, the site plan shall become null and void. Thirty days prior to the expiration of an approved final site plan, an applicant may apply for a six-month extension. The extension shall be granted if the Planning and Zoning Administrator finds good cause for the extension and that zoning regulations and site conditions of the subject property and adjacent properties have not changed since the approval.

## **QUESTIONS**

Please contact the Planning and Zoning Division at (269) 966-3320 if you have any questions.





# CITY OF BATTLE CREEK

## COMMUNITY SERVICES DEPARTMENT - PLANNING AND ZONING

### Site Plan Review Application

Date: \_\_\_\_\_

Name of Business to Occupy Site: \_\_\_\_\_

Site Address: \_\_\_\_\_

**Site Plan Fee:** \$300 for properties under five acres and \$400 for five acres or more

Applicant:	<input type="checkbox"/> check if primary contact
Name:	
Firm:	
Address	
City/State/Zip:	
Phone:	
Email:	

Property Owner:	<input type="checkbox"/> check if primary contact
Name:	
Firm:	
Address	
City/State/Zip:	
Phone:	
Email:	

Architect/Engineer:	<input type="checkbox"/> check if primary contact
Name:	
Firm:	
Address	
City/State/Zip:	
Phone:	
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 the property? If so, please explain. \_\_\_\_\_

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What is the total size of the property in square feet or acreage? \_\_\_\_\_

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 percent? \_\_\_\_\_

List the existing structures on the property, their square footage, and existing and proposed use.

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What is the size of the existing parking area in square feet? \_\_\_\_\_

How many existing parking spaces are on the site? What changes are proposed for the existing parking (removal, reconstruction, seal and stripe)? \_\_\_\_\_

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Is there any new parking area proposed to be added? If so, how many square feet and how many parking spaces? \_\_\_\_\_

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Are there any changes proposed in the rights-of-way? Is new water service or a new sewer service required? \_\_\_\_\_

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What is the estimated construction cost? \_\_\_\_\_

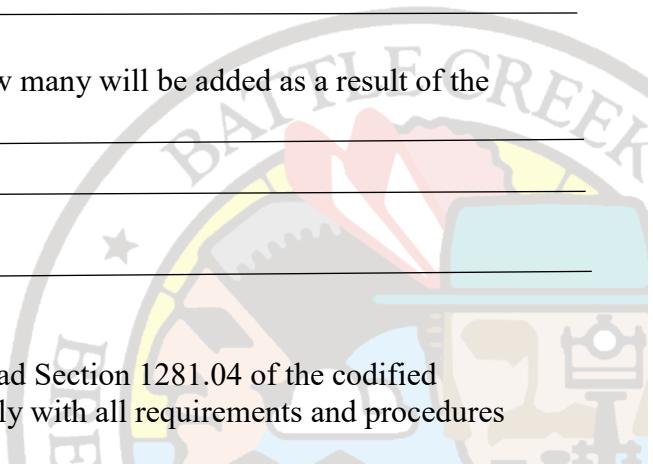
How many people are currently employed on site, and how many will be added as a result of the project? \_\_\_\_\_

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Is there a flood plain? If yes, what zone? \_\_\_\_\_

By signing this application below  
the applicant agrees to the following. The applicant has read Section 1281.04 of the codified  
ordinances of the City of Battle Creek and agrees to comply with all requirements and procedures

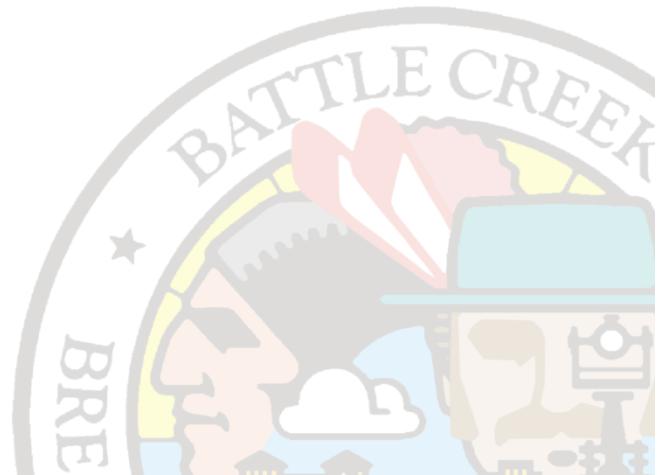


for the site plan review. The applicant understands that the approved site plan is a legally binding document and any modification from an approved site plan must be authorized by the Planning and Zoning Division prior to implementation.

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Signature of Applicant

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Date



# CITY OF BATTLE CREEK

## COMMUNITY SERVICES DEPARTMENT - PLANNING AND ZONING

### SITE PLAN REVIEW CHECKLIST (Required Information) Revised: 6/14/24

Each submittal must include a completed application form, a signed affidavit of ownership if the applicant is not the owner, a signed copy of the site plan review and landscaping checklist, and the application fee.

The following list of required information must be included on plans unless they are not relevant to the proposed development. The plans shall include a sufficient number of plan sheets to show clearly the information required below, such as Cover Sheet, Existing Conditions, Proposed Site Plan, Landscaping Plan, Utility Plan, Demolition Plan, Exterior Lighting Plan, Detail Sheet, and Stormwater Management Plan. Please mark each box at the left of the item description indicating it is included on the site plan set prior to signing this form.

The following information is intended to be a guide with the understanding that some projects will require less information and others will require additional information not noted. Please contact the Planning and Zoning Division if you have any questions.

	Requirements	References/Notes
<b>Sheet Details</b>		
Title of the proposed project.		
Title of sheet		
Sheet numbers		
The name of the property owner, proprietor, or project director.		
The location of the project, the street name, and the address.		
Professional seal of the architect, engineer, or designer, and their name, address, phone number, and email address.		
The date drawn and subsequent revision dates.		
The scale of the drawing, the north directional arrow, and vicinity map showing the location of the project.		
<b>Existing Conditions</b>		
Provide all of the information below:		
<ul style="list-style-type: none"><li>• Property Lines</li><li>• All easements and rights-of-way (with dimensions)</li><li>• Existing buildings (with dimensions)</li><li>• Site improvements (with dimensions)</li><li>• Gross and net acreage</li><li>• Zoning classification of the site and adjacent properties</li></ul>		
Locations of existing man-made or natural features, such as:		
<ul style="list-style-type: none"><li>• Wetlands</li><li>• Waterways</li><li>• Woodlands or tree stands</li><li>• Areas with slopes greater than 10%</li></ul>		
Provide the following data:		
<ul style="list-style-type: none"><li>• Size of property in square feet or acreage</li></ul>		

	<ul style="list-style-type: none"> <li>• How much of the property is currently developed by impervious surface in square feet and percentage</li> <li>• The size of the existing parking area in square feet</li> <li>• Size of all existing structures</li> </ul>	
	<b>Demolition Plan (if applicable)</b>	
	Indicate all buildings, paving and curbs, etc. to be demolished.	
	<b>Proposed Site Plan</b>	
	<p>Provide the following data:</p> <ul style="list-style-type: none"> <li>• Size of the property in square feet or acreage</li> <li>• Number of parking spaces</li> <li>• Size of proposed buildings</li> <li>• Square feet and percentage of pervious surface</li> </ul> <p>Show the location of all of the following within 100 feet of the subject property (include labels and dimensions):</p> <ul style="list-style-type: none"> <li>• Property lines</li> <li>• Buildings and structures</li> <li>• Sidewalks</li> <li>• Parking lots</li> <li>• Rights-of-ways</li> <li>• Abutting streets</li> <li>• Curb cuts</li> <li>• Access easement</li> </ul> <p>Show proposed property element and those that will remain from the existing conditions (include all dimensions). Label existing or proposed where necessary for clarity.</p> <ul style="list-style-type: none"> <li>• Property lines</li> <li>• Rights-of-ways</li> <li>• Abutting streets</li> <li>• Curb cuts</li> </ul> <p>Show proposed changes to existing man-made or natural features, such as:</p> <ul style="list-style-type: none"> <li>• Wetlands</li> <li>• Waterways</li> <li>• Woodlands or tree stands</li> <li>• Areas with slopes greater than 10%</li> </ul> <p>Information related to striping of the parking lot to delineate individual parking spaces, on-site traffic circulation, loading and unloading area, and fire lanes, such as:</p> <ul style="list-style-type: none"> <li>• Number and size of parking bays including number and size of handicapped parking</li> <li>• Width of maneuvering aisles</li> <li>• Designation of fire lanes</li> <li>• Label pavement materials</li> </ul>	<p>See <a href="#">Section 1261.01</a></p> <p>See <a href="#">Section 1263.06-07</a></p> <p>Signage requires a Sign Permit prior to installations.</p>

	<ul style="list-style-type: none"> <li>• Loading berths</li> <li>• Truck docks</li> <li>• Truck drives</li> <li>• Service drives</li> </ul> <p>Provide proposed buildings or structures information, such as:</p> <ul style="list-style-type: none"> <li>• Floor area</li> <li>• Number of floors</li> <li>• Width</li> <li>• Length</li> <li>• Height</li> <li>• Number and types of dwelling units (where applicable)</li> <li>• Setback distances from property lines, other buildings or structures, parking areas etc.</li> </ul> <p>Location of public and private sidewalks, rights-of-ways, abutting streets, curb cuts, and access easements, and existing and proposed ingress and egress drives to thoroughfares, including pavement width and deceleration lanes.</p> <p>Location of fences and/or retaining walls.</p> <p>Location and proposed method of screening trash receptacles. Trash receptacles must be stored in a trash enclosure constructed of solid screening fence (concealment screening) on all four sides from four inches above the ground to six inches above the trash container. The enclosure shall not be located in the front yard unless the Planning and Zoning Administrator or their designee finds that there is no other feasible location.</p> <p>Location of outdoor storage/display areas including:</p> <ul style="list-style-type: none"> <li>• Description of the items to be located outdoors</li> <li>• Location and description of required screening</li> <li>• Storage and containment areas if the use of hazardous substances is involved.</li> </ul>	
<b>Landscape Plan</b> (Please see Landscaping Checklist for details)		
<b>Building Elevations</b>		
	Elevations for proposed buildings shall include dimensions sufficient to determine that they meet the requirements of the underlying zoning district.	
<b>Exterior Lighting Plan</b>	Exterior parking lot and building lighting location plan, including lighting specifications and a photometric plan.	See <a href="#">Section 1260.03</a> for exterior lighting requirements
<b>Detail Sheet</b>	Include details for improvements such as dumpster enclosure, curb design, paving, directional and parking signs, etc.	

	<b>Utility Plan</b> Location and size of all public and private utilities, existing and proposed, above and below ground to service the project, and the location of any public or private utility easements, including: <ul style="list-style-type: none"><li>• Water</li><li>• Gas</li><li>• Electric</li><li>• Cable</li><li>• Stormwater</li><li>• Stormsewer</li><li>• Catchbasin</li><li>• Fire hydrants</li></ul>	
	<b>Grading Plan</b> Topography, existing and proposed, including contours with a maximum of two-foot contours OR spot elevations sufficient to determine the topography of the site to clearly indicate required cutting, filling, and grading.	
	<b>Stormwater Management Plan</b> A plan to include arrows indicating the direction of drainage and stormwater calculations	

Additional Resources:

[Stormwater-Management-Technical-Reference-Manual---May-2020 \(battlecreekmi.gov\)](#)

[2019-0730 TRM Stormwater Calculation Tool.xlsx \(live.com\)](#)

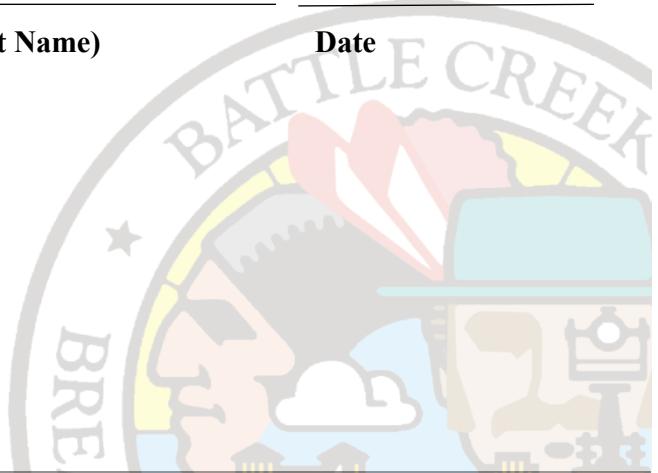
By signing this document, you are confirming that you have included all of the necessary information in the site plan review package.

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(Signature)

Applicant Name (Print Name)

Date





# CITY OF BATTLE CREEK

## COMMUNITY SERVICES DEPARTMENT - PLANNING AND ZONING

### LANDSCAPING CHECKLIST (Required Information) Revise: 7/18/24

All of the following information must be included in the landscaping plan.

	Requirements	References/Notes
	<ol style="list-style-type: none"><li>1. Landscaping plan of the site, including greenbelts or buffers if required</li><li>2. Identification of all plant and landscape material to be utilized as to type, required size at installation, spacing, and location. Plants shall be listed by common and botanical name.</li><li>3. Plants shall be shown on the plans at the size they are expected to be at full growth.</li><li>4. When placing trees and shrubs in proximity to the public sidewalk, they shall be set back a distance that will assure that the plants or their roots will not affect the use of the sidewalk.</li><li>5. Trees shall not be placed in proximity to overhead lines where they will be in contact at full growth.</li><li>6. Planting details shall be provided showing the proposed installation of each plant type. (tree, shrub, etc.)</li><li>7. The plan shall integrate existing significant trees, tree stands, and natural vegetation to the greatest extent possible</li><li>8. The appropriate landscaping locations based on parking lot sizes (for multifamily residential, commercial, industrial uses)<ol style="list-style-type: none"><li>a. Front yard planting strips, 0-40 parking spaces</li><li>b. Side yard planting strips, 0-40 parking spaces</li><li>c. Rear yard planting strips, 11-40 parking spaces</li><li>d. Interior islands, 21 or more parking spaces</li></ol></li></ol>	

	11. One deciduous canopy tree or coniferous tree planted in any unpaved area, at a rate of one tree per 8 parking spaces or per 30 lineal feet of planting strip, whichever is greater	
	12. Ornamental trees at a rate of one tree per 6 parking spaces or per 20 lineal feet of planting strip, whichever is greater	
	13. Six deciduous or coniferous shrubs shall be provided for each 30 lineal feet of planting strip	
<b>Front Yard Planting Strips</b>		
	14. One deciduous or evergreen tree per 30 linear feet of road frontage or fraction thereof	
	15. One shrub per 30 linear feet of road frontage or fraction thereof	
	16. Must provide an appropriate depth of landscaping area to ensure the survivability of chosen plant material	
<b>Interior Islands</b>		
	17. Must be provided at a size equal to or greater than 10% of the overall parking area	
	18. Must be surrounded or contained by at least two sides of parking lot	
	19. One deciduous canopy tree shall be provided at a rate of one tree per 8 parking spaces	
	20. At least one tree per interior planting area	
<b>Installation and Maintenance</b>		
	21. The owner of property required to be landscaped by this chapter shall maintain such landscaping in a strong and healthy condition, free from refuse, debris, and harmful insects. All materials used to satisfy the requirements of this chapter which becomes unhealthy, diseased, damaged, or dead, shall be replaced within one year (or the next appropriate planting period, whichever comes first) of the onset of the unhealthy condition, disease, damage, or death.	Refer to Section 1262.04(d)
	22. All landscaping required by this chapter shall be planted before obtaining a certificate of occupancy or the appropriate financial guarantee may be placed in escrow in the amount of the cost of landscaping to be released only after landscaping is completed. A temporary certificate of occupancy may be issued for projects needing additional time planting the approved landscaping elements based on seasonal limitations.	

By signing this document, you are confirming that you have included all of the necessary information in the landscape plan included in site plan review package.

(Signature)

Applicant Name (Print Name)

Date