

## Site/Final Plan Information

**Address:**

**Project Name:**

This checklist is intended as a guide to assist the applicant in the Administrative/Planning Commission site plan review process. The applicant is responsible for being sufficiently familiar with and have a working knowledge of the codes and ordinances of the City of Portage but the Department of Community Development will be glad to assist. A meeting with Department staff is encouraged.

### Filing Information

Yes No N/A

- 1. Development Application
- 2. Filing fee per fee schedule
- 3. Eight (8) sets of final plan documents and one 11" x 17" reproduction of the plan
- 4. Permits required from other agencies as noted:
  - Kalamazoo County Road Commission
  - Kalamazoo County Environmental Health Division
  - Michigan Department of Natural Resources and Environment (MDNR-E)
  - Kalamazoo County Drain Commission
  - Kalamazoo/Battle Creek International Airport
  - Kalamazoo County Planning Department
  - Other \_\_\_\_\_
- 5. For final/specific plans, confirmation of conformance with the previously approved tentative plan.
- 6. For final/specific plans, any easements, restrictive covenants, bonds or other appropriate documents.

### Plan Preparation and Guidelines

Yes No N/A

- 1. All plans will be drawn on uniform sheets no greater than 24" x 36".
- 2. All plans will be drawn to an engineering scale not to exceed 1" = 50' or less than 1" = 20' with a north arrow oriented to the top of the sheet.
- 3. All plans and notations will be clear, legible and accurately scaled.
- 4. If more than one plan/set, all required plans stapled along the left margin into sets. Please fold to a size not greater than 8-1/2" x 14".

### Plan Information

Yes No N/A

- 1. Name, address and phone number of property owner, applicant, engineer and/or architect.
- 2. Legal description of property, including parcel area and building/property address number.
- 3. Vicinity Map showing closest major cross streets, zoning and existing land use of adjacent parcels.
- 4. Property lines, lot dimensions and existing easements.
- 5. Building height, type of construction (per the State of Michigan Construction Code) and square footage of all floors including basements and mezzanines.
- 6. Existing and proposed topography depicted in two-foot contour lines labeled with USGS datum.
- 7. Location, dimension and area of existing and proposed buildings on site, and location of all buildings on adjacent properties within 200 feet.

Yes No N/A

8. Building setbacks on front, side and rear and spacing between buildings on site.
9. Location and type of natural features such as woods, wetlands, streams, rivers, lakes, floodplains, drains, etc.
10. USGS first floor elevation of all buildings.
11. Soil erosion control/site grading measures:
- Timing schedule indicating the anticipated start and completion dates of the development stage(s) and the time of exposure of each area prior to the completion of effective erosion and sediment control measures.
  - Calculations of the quantity of excavation and fill involved.
  - Elevations, dimensions, location, extent and slope of all proposed grading including building and driveway grades.
  - Estimated cost of all required temporary and permanent soil erosion control measures.
  - On-site drainage flow and all temporary and permanent soil erosion control measures that will be constructed in conjunction with the proposed work.
  - Map showing all land areas contributing run-off or drainage to the site.
  - Estimated runoff that will be conveyed to an existing lake, stream, wetland or drain, if applicable.
12. Access to the site - both pedestrian and vehicular, showing approach type, radii on curb returns, points of ingress and egress and cross access with adjoining properties.
13. Access to adjacent properties - both pedestrian and vehicular, and across the street from the proposed project showing driveway width and radii on the curb returns.
14. Off-street parking and loading areas showing location, number and typical dimension of standard and barrier free spaces, and location and dimension of loading areas.
15. Adjacent right-of-ways including private driveways, curb, gutter, sidewalks, median islands, streetlights, hydrants.
- Width of adjacent public and/or private road right-of-way: \_\_\_\_\_
16. Location of existing, proposed and size of water main and/or water service, fire hydrants or private well.
17. Location of existing, proposed and size of sewer main and/or sewer lead or septic tank.
18. Location of existing, proposed and size of storm water structures and systems. The storm water system must be designed in accordance with the Storm Water Design Criteria Manual.
19. Location of private utilities including electric, gas, phone, cable, etc.
20. Location of refuse disposal area and method of screening if visible from a public right-of-way or adjacent to a residential use or zone.
21. Location of existing and/or proposed signs.
22. Location and type of proposed screening, fencing or landscaping particularly around the perimeter of the proposed project.
23. Exterior lighting:
- Location of all outdoor lighting fixtures, including but not limited to, freestanding pole fixtures, building-mounted and canopy light fixtures on the site and building elevations.
  - Outdoor light fixtures shall be shielded or constructed so that light rays emitted by the fixture are projected below the horizontal plane passing through the lowest point on the fixture from which light is emitted (e.g. shoebox-type fixture). Incandescent lamps of one hundred and sixty (160) watts or less, glass tubes filled with neon, argon and krypton and any other light source of fifty (50) watts or less need not be shielded. Decorative luminaries above fifty (50) watts shall have internal and/or external reflectors that shield the light source.
  - The intensity of light on a site shall not exceed three-tenths (0.3) foot-candles at any property line that abuts a public park or Residential District or use property.
  - A photometric grid overlaid on the proposed site plan (or landscape plan) must be submitted for parking lots which exceed ten thousand (10,000) square feet and abut a public park or residential district or use indicating the light intensity throughout the site (in foot-candles). Measurements must be at ground level and shown at ten (10) foot spacing.
  - Manufacturer's specification sheets and details for the type of fixture being proposed including but not limited to the total lumen output, type of lamp, distribution type and method of shielding must be submitted.
  - The use of metal halide and fluorescent lamps is highly encouraged over low or high-pressure sodium or mercury vapor lamps. It is also recognized that new lamp types are occasionally introduced that may have similar characteristics as the currently preferred types that may also be desirable for use in outdoor lighting.
  - The maximum height of parking lot light fixtures shall not exceed 25 feet. An increase in height up to 35 feet in a Business or Industrial District may be approved when the poles are no closer than one hundred fifty (150) feet to a public park or Residential District boundary or use or public or private roadway.
  - Indirect illumination of signs, canopies and buildings is permitted provided a maximum one hundred and twenty five (125) watt bulb is utilized and there is no glare.

24. Other \_\_\_\_\_