



SITE PLAN REVIEW

CITY OF BATTLE CREEK

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NOTE: Site Plan Review Application & Ordinance available on Web Site:
www.battlecreekmi.gov
 (For Forms - Click: City Government, Permits & Forms, Zoning & Development); (For Ordinance – Go To:) City Clerk’s page to locate Ord. “Chapter 1294”).

Purpose

Site plan review and approval is required for projects which can significantly impact adjacent and nearby land uses, circulation, environmental resources, and future development. It is required for all new development and expansion of existing development except single-family houses, two-family housing units, agricultural uses, and uses with less than four off-street parking spaces. Review is also required for businesses that have been closed for one-year or more and are making site alterations.

Site Plan Review Focuses On:

- a. Safe and convenient traffic movements, both within a site and in relation to access streets.
- b. Harmonious relationships between buildings, structures and uses, both within a site and within adjacent sites.
- c. Conservation of natural amenities and resources.
- d. Compliance with all other applicable regulations of the Zoning Code.

All new development or expansion of existing development must receive site plan approval. The following uses are excluded from this requirement:

- a. Single-family detached housing
- b. Two-family dwelling units
- c. Agricultural uses
- d. Developments or uses requiring less than four off-street parking spaces.

What is Site Plan Review?

A Site Plan is a map of a proposed development showing the relationship of the site features to one another and to the surrounding area, including buildings, streets, all improved surfaces, landscaping & parking.

Where do I get an Application?

Application forms may be obtained in the Planning Department, City Hall, 10 N. Division St., Ste 117, or from the City Web site: www.battlecreekmi.gov, (Click City Government / Permits & Forms / Zoning & Development). The site plan is to be submitted to the Planning Department.

How Much does it Cost?

Currently the fee for a site plan review is \$150.00 (if less than 5 acres) or \$250.00 (5.01 acres or more).

Who Reviews the Site Plan?

The site plan review is coordinated by the Planning Department staff and reviewed by staff members of several departments including but not limited to the Inspections, Engineering, Planning and Zoning, Traffic and Fire Departments.

How long does it take?

After a submittal has been accepted as complete, allow 15 working days for staff members to review the plans.



How is the Site Plan Evaluated?

The site plan review considers:

- ✓ Building layout
- ✓ Utilities



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Minimize tree and soil removal as well as topographic modifications.

- ✓ Stormwater Management (see Battle Creek Stormwater manual)
- ✓ Landscaping
- ✓ Vehicle and pedestrian circulation
- ✓ Screening and fencing
- ✓ Public safety
- ✓ Impact on adjacent land uses
- ✓ Compliance with City Codes
- ✓ Aesthetic quality

After construction has been completed and prior to the issuance of a certificate of occupancy, an inspection will be made to determine compliance with the approved site plan.

Approval Criteria

The following criteria shall be utilized in evaluating the site plan:

- a. All elements of the site plan shall be harmoniously and efficiently organized in relation to topography, the size and type of the lot, the character of adjacent properties and the type and size of buildings.
- b. The landscape shall be preserved in its natural state, insofar as practical, by minimizing tree and soil removal and by topographic modifications which result in maximum harmony with adjacent areas.
- c. The site plan shall provide reasonable visual and sound privacy for all dwelling units located therein. Fences, walks, barriers and landscaping shall be used, as appropriate, for the protection and enhancement of property and for the privacy of its occupants.



There shall be a pedestrian circulation system which is insulated from the vehicular circulation system.

- d. All buildings or groups of buildings shall be so arranged as to permit emergency vehicles access by some practical means to all sides. 
- e. Every structure or dwelling unit shall have access to a public street, walkway or other area dedicated to common use.
- f. There shall be provided a pedestrian circulation system which is insulated as completely as is reasonably possible from the vehicular circulation system.
- g. The arrangement of public or common ways for vehicular and pedestrian circulation shall respect the pattern of existing or planned streets and pedestrian or bicycle pathways in the area. Streets and drives which are a part of an existing or planned street pattern which serves an adjacent development shall be of a width appropriate to the traffic volume they will carry and shall have a dedicated right of way equal to that specified by the City Engineering Department.
- h. In those instances where the Planning Department and the Engineering Department find that an excessive number of ingress and/or egress points may occur with relation to major or secondary thoroughfares, thereby diminishing the traffic capacity of the thoroughfare, they shall require marginal access drives as follows:
 - 1) For a narrow frontage of less than 120 feet, the design will require a single outlet.



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Minimum Site Plan Element Checklist



Minimum Filing Requirements

Completed Application

Site Plan w/ Dimensions

Landscape Plan

Grading/Stormwater Drainage Plan

Building Elevations

Filing Fee \$150.00 or \$250.00

- 2) For a series of adjacent frontages in a developing area, a service road shall be constructed and a single marginal access drive shall serve all establishments fronting thereon, with road cuts not closer than 330 feet centerline to centerline, or 330 feet from a street intersection.
- 3) The overall design of a marginal access drive shall uphold the purposes of this chapter, promote the public safety and serve the public interest.
- 4) Marginal access drives shall be required only if the concept is reasonable in terms of the land available for such an improvement.

various departments and informs applicant if any changes are necessary and if a plan is approved with conditions or denied.

Minimum Site Plan Elements

All of the following elements must be shown on a site plan submitted for review. If a particular element is not applicable to a project, it must be noted on the plans.

Plan Preparation Guidelines

All site development plans shall be submitted on standard 24 inch x 36 inch, architectural or engineering sheets, and are required to incorporate the following information, unless waived by the Planning Director or designated representative:

Application Procedures & Filing Requirements Needed

The following items are to be submitted to the Inspections Dept.:

- A. Application Form
- B. Three (3) sets of the Site Plan Review package. This will include the following:
 - Site Plan
 - Conceptual Landscaping Plan
 - Conceptual Grading/ Stormwater drainage Plan
 - Illustrative Building Elevations
- C. Filing Fee \$150.00 or \$250.00, as applicable.
- D. A copy of the Site Plan is distributed to Planning Dept., Dept. of Public Works for review. The Planning Dept. coordinates the response from

REGARDING PLAN PREPARATION GUIDELINES: ITEMS (a) THROUGH (u) MUST BE ACCOUNTED FOR ON THE SUBMITTED SITE PLAN OR IT WILL NOT BE ACCEPTED AS A COMPLETED SITE PLAN FOR REVIEW.

- a. The title of the proposed project;
- b. The name of the owner, proprietor or project director;
- c. The location of the project, the street name and the address;
- d. The name of the architect, engineer or designer (sealed, signed & dated by the registered design professional);
- e. The date drawn and subsequent revision dates;
- f. The scale of the drawing and the north directional arrow;
- g. Property line dimensions, including all easements, existing

If questions arise regarding Site Plan Review please contact:
The Planning Department between the hours of 8:00-5:00 PM at (269) 966-3320.



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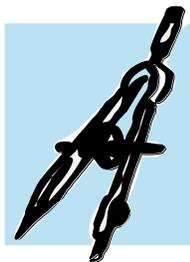
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Staff is here to assist you in achieving a smooth development process.

and proposed, right of ways and building set-back lines;

- h.** The location and design of ingress and egress drives, both existing and proposed, to thoroughfares, showing traffic patterns into the site from the same, including ultimate pavement width, deceleration lanes and the like;
- i.** On-site traffic circulation and parking areas, including the size of parking bays, the location of handicapped parking aisles, surface materials and striping of the parking lot surface to delineate parking bays and individual spaces;
- j.** The location on-site of customer and employee parking, the total number of parking spaces provided and the method of circulation;
- k.** The location of loading berths, truck docks, truck wells, service drives and exterior parking lot lighting;
- l.** The location and size of all existing public and private utilities proposed to service the project and the location of any public or private utility easements;
- m.** The spatial relationship and use classifications for all buildings on the site, including pedestrian walkways, protective/retaining walls, fences, landscaped buffers, either existing or proposed, and the



On site examination will be made prior to issuance of a Certificate of Occupancy to ensure construction conforms to the approved Site Plan.



- materials to be utilized, if required;
- Demolition site plans include all structures to be demolished and the location and size of all existing structures and construction that will remain on the site.
- n.** The location of signs either existing or proposed, and an indication of their size, height and design pursuant to City sign regulations;
- o.** A landscaping plan of this site, including greenbelts and buffers if required, and the identification of all plant and landscape material to be utilized as to type, size and location;
- p.** Location and proposed method of screening trash refuse receptacles;
- q.** The final grading and stormwater management plan showing proposed methods to retain and control additional runoff caused by land development;
- r.** The topography, existing and proposed, including contours with a maximum of two-foot contours, or spot elevations sufficient to determine the topography of the site;
- s.** The location of watercourses and drains, both open & closed;
- t.** The location of buildings and drive cuts on adjacent parcels within fifty feet of the exterior property lines of the project site; and
- u.** Any additional information as may be required of the applicant to properly evaluate the proposed development.

