

OSHTEMO TOWNSHIP
SITE PLAN REVIEW CHECKLIST

Multi-Family, Commercial and Industrial Developments (November 2025)

Project Name: _____ **Date:** _____

Filing Requirements (First Review)

- ☐ Planning and Zoning Application.
- ☐ Filing fee per fee schedule.
- ☐ Plans folded so information is in the lower right corner facing up (call Planning Dept for quantity).
- ☐ The Environmental Permits Checklist.
- ☐ The Hazardous Substance Reporting form.
- ☐ Spill response plan - Wellhead Protection Zone Capture Area (check with Planning Department).
- ☐ Access Predetermination Letter/Email from MDOT or RCKC as applicable

Plan Preparation Requirements

- ☐ All plans are to be drawn on uniform sheets no greater than 24" X 36".
- ☐ Name of the project, name and address of preparer, and date prepared shall be located in the lower right hand corner of the plan.
- ☐ The site plan shall be of a scale not less than one inch (1") equals fifty feet (50') and in sufficient detail that the reviewing body can readily interpret the site plan.
- ☐ All plans are to be appropriately sealed.
- ☐ If there is more than one plan sheet, all sheets are to be stapled along the left margin.

Plan Requirements

- ☐ Name and address of the applicant and the preparer of the plan.
- ☐ Date prepared (including revisions).
- ☐ The legal description of the subject lot, parcel or building site.
- ☐ The present zoning of the subject lot, parcel or building site.
- ☐ A general description of the proposed development.
- ☐ The topography of the site and its relationship to adjoining land; proposed earth changes in a grading plan.
- ☐ Natural features including the location of woodlots, wetlands, marshland, streams, lakes, drain basins, water courses, flood plains and similar features; location and species of trees >12" in diameter as measured at four feet above the ground within the proposed development area of the site; soil characteristics of the site at least to the detail provided by the U.S. Soil Conservation Service.
- ☐ Location of existing and proposed facilities and structures for public and private groundwater supply wells and for septic systems and other waste water treatment system.

- ___ Location and type of drainage, sanitary sewers, storm sewers, and other utility mains and facilities including location of interior and exterior drains, dry wells, catch-basins, retention/detention areas, sumps and other facilities to collect, store and transport storm water or waste water.
- ___ All interior and exterior areas to be used for the storage, use, loading/unloading, recycling or disposal of hazardous substances.
- ___ All underground and above-ground storage tanks.
- ___ The point of discharge for all drains and pipes.
- ___ Dimensions of setbacks, locations, heights and size of structures and other important features.
- ___ Percentage of land covered by buildings and that reserved for open spaces.
- ___ Dwelling unit density, where pertinent.
- ___ Location of public and private right-of-way and easements contiguous to and within the proposed development which are planned to be continued, created, relocated or abandoned, including grades and types of construction of those upon the site.
- ___ Curb cuts, driving lanes, parking and loading areas.
- ___ Pedestrian walks, malls and recreation areas.
- ___ Emergency vehicle accessibility.
- ___ Rubbish disposal facilities.
- ___ Fences, landscaping, and screening in a landscape plan.
- ___ Location of signs.
- ___ Location of on-site illumination, detail of lighting and a photometric plan.
- ___ Sidewalks
- ___ Any additional material information necessary to consider the impact of the project upon adjacent properties, the general public, and the environment, as may be demanded by the Township building and zoning official or the Zoning Board of Appeals.
- ___ A line demarcating the limits of land clearing on a site. Land clearing shall be limited to that needed for the construction of buildings, structures, parking lots, street right(s)-of-way, drainage and utility areas, other site improvements, and any grading necessary to accommodate such construction.
- ___ Elevation drawings, including exterior materials and colors.

Possible approvals from the:

- ___ Kalamazoo County Road Commission
- ___ Michigan State Highway Dept., Kalamazoo TSC
- ___ Michigan Department of Environmental Quality
- ___ Kalamazoo County Drain Commission