



City of Kalamazoo Site Plan Review

REQUIRED PLAN REVIEW BY PROJECT TYPE
FULL SITE PLAN
SKETCH SITE PLAN
EXEMPT

SITUATION/USE	REQUIRED REVIEW		
	Exempt ¹	Sketch Plan ²	Full Site Plan ^{2 & 3}
NEW DEVELOPMENT - RESIDENTIAL			
Construction, placement or expansion of any one-family or two-family dwelling unit on an individual lot in residentially zoned districts. ⁴	✓		
Any residential development, except as described above.			✓
Placement of dwelling unit in an approved mobile home park.	✓		
Residential care facilities licensed by the state that are a permitted use.		✓	
Residential care facilities licensed by the state that require special land use approval.			✓
NEW DEVELOPMENT - NON-RESIDENTIAL			
Construction of a new building or structure on a site.			✓
Non-residential special land uses in all zoning districts.			✓
Erection of wireless communication antenna on an existing facility.		✓	
Erection of wireless communication structures or towers.			✓
Construction of essential public service buildings and storage areas.			✓
Public and private golf courses, outdoor recreational uses, and parks, including principal structures, and parking areas.			✓
EXPANSIONS			
An increase in the building floor area up to one thousand five hundred (1,500) square feet or ten percent (10%) of the existing floor area, whichever is less, based on the cumulative total of the proposed expansion and any expansion within the last five (5) years, as determined by the Economic Development and Planning Division.		✓	
An increase in the building floor area greater than that specified above.			✓
An increase in parking or loading area over ten percent (10%) or six thousand (6,000) square feet of pavement area, whichever is less. ⁵		✓	

CHANGES IN USE			
Any change in the use of land or a building to a different class or type or to a more intensive use, that may involve significant changes to features such as building appearance, parking needs, traffic flow, traffic volumes, buffering needs, hours of operation, noise, effluent discharge, drainage, lighting, and similar impacts.		✓	
A change in use to a similar or less intensive use for a site that does not comply with current site design standards (such as landscaping, signs, lighting or drainage).		✓	
A change from a nonconforming use, building or site to a more conforming situation.		✓	
OTHER TYPES OF PROJECTS			
Accessory open air business.		✓	
Architectural changes to a multiple-family residential structure (three (3) or more units) or a non-residential structure (only an elevation plan describing changes and construction materials is required if no changes to the use of the site are proposed.)		✓	
Grading, excavation, filling, soil removal, creation of ponds or clearing of trees within an area of less than one-half (½) acre.	✓		
Grading, excavation, filling, soil removal, creation of ponds or clearing of trees of one-half (½) acre or more.		✓ ⁶	
Home occupations in accordance with Zoning Ordinance.		✓	
Internal construction or change in the floor plan that does not increase gross floor area, increase the intensity of use or affect parking requirements on a site which meets all site design standards of the Ordinance.	✓		

Table 1 Footnotes:

- 1 A building permit is still required; new construction or remodeling in a local historic district is subject to review by the Local Historic District Commission.
- 2 Requires review and approval by the Site Plan Review Committee.
- 3 Requires review and approval by the Site Plan Review Committee and the Planning Commission.
- 4 A Plot Plan must be submitted to the Community Planning & Development Division prior to the issuance of building permits for new one- and two-family developments and shall include an accurate depiction of the following: property lines, building(s) footprint, setbacks, location of driveways and parking areas, location of sidewalks, fencing (type and height), and soil erosion control measures if applicable.
- 5 A "paving permit" is required for parking lot expansions of any size.
- 6 All grading areas of one (1) acre or more require a "Grade and Fill" permit issued by the Code Administration Division.