

City of Kalamazoo Site Plan Review



For office use:	Project Name: _____
	Project Number: _____
	Date Received: _____

**CITY OF KALAMAZOO  
SITE PLAN REVIEW APPLICATION**

**(Return completed application and seven (7) full-size  
copies of the site plan plus one (1) 11" x 17" copy.)**

*APPLICANT*

Name: \_\_\_\_\_ Birth date: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

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

*OWNER (if different than Applicant)*

Name: \_\_\_\_\_ Birth date: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

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

*PROPERTY*

Address of Property: \_\_\_\_\_

Legal Description of Property (attach additional sheets if necessary): \_\_\_\_\_

\_\_\_\_\_

*REQUEST*

Briefly describe the request: \_\_\_\_\_



## WATER RESOURCES AND ENVIRONMENTAL PROTECTION QUESTIONNAIRE

To be completed and submitted with any application for Site Plan Review approval.

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**Project Name:** \_\_\_\_\_ **Applicant Name:** \_\_\_\_\_

**Project Address:** \_\_\_\_\_ **Applicant Address:** \_\_\_\_\_

**Current Property Use:** \_\_\_\_\_

**Proposed Property Use:** \_\_\_\_\_

**Please list name and phone number of any contractor(s) that you have retained to represent you regarding environmental issues for the proposed project.**

\_\_\_\_\_

**Project Description Summary:** State significant changes or additions to property (structures, percent of paved area, etc.) Attach additional pages, if needed. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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**In referring to your project in relationship to hazardous substances, please respond to the questions and statements in the Questionnaire based on the definitions below. The term "hazardous substance" means:**

1. A substance, mixture of substances, or article that is toxic, corrosive, an irritant, a strong sensitizer, flammable, or generates pressure through decomposition, heat or other means, if that substance, mixture of substances, or article may cause substantial personal injury or substantial illness during or as approximate result of a customary or reasonably foreseeable handling or use by the public, including reasonably foreseeable ingestion by children (Hazardous Substances Act, Act 188 of 1965).
2. Any substance that the Michigan Department of Natural Resources (MDNR) or Michigan Department of Environmental Quality (MDEQ) has demonstrated, on a case-by-case basis, poses an unacceptable risk to the public health, safety, or welfare, or the environment, having considered the fate of the material, dose response, toxicity, or adverse impact on natural resources.
3. Hazardous substance as defined in the Comprehensive Environmental Response, Compensation, and Liability Act of 1980, Public Law 96-510, 94 Stat, 2767.
4. Hazardous waste as defined in Part 111 of the Natural Resources and Environmental Protection Act, Act 451 of the Public Acts of 1994 as amended; MCL 324.11101Et. Seq.
5. Petroleum as described in Part 213 of the Natural Resources and Environmental Protection Act, Act 451 of the Public Acts of 1994 as amended; MCL 324.21301 Et. Seq.

**Circle “Y” for Yes or “N” for No and/or Check or Circle Appropriate Box(es) or Words**

- Y N** 1. Does the property have any out-of-service wells, abandoned wells, or cisterns or will the project involve the installation of a new water well(s) (temporary or permanent)? If yes, please list type and intended use of well. Proper well abandonment (plugging) and/or installation of an approved Reduced Pressure Principle Backflow Prevention Assembly (RP) may be required. *[Contact the Kalamazoo County Human Services Department and the City of Kalamazoo Water Division for further information].*
- Y N** 2. Does the property have any underground storage tanks (USTs) or aboveground storage tanks (AGSTs) or will the project involve the installation, operation, or removal of USTs, AGSTs, fueling dispensing equipment, piping, etc. associated with fuel filling operations or storage? If yes, list all that apply. *[Contact the MDEQ, Storage Tank Division, and the City of Kalamazoo Department of Public Safety for further information].*
- Y N** 3. Does the property/site have floor drains? If yes, to which type of connection system will they be connected to? Note: Floor drains ARE NOT allowed to be connected to a storm sewer/drain, dry well, leaching basin, or septic system. *[If yes, contact the City of Kalamazoo Water Reclamation Plant (KWRP) and MDEQ Waste Management Division and MDEQ Surface Water Division for further information].*
- Sanitary sewer
  - On-site holding tanks (pumping/disposal plan required)
  - Other (list)
- Y N** 4. Will the property be connected to sanitary sewer? *[If yes, contact the City of Kalamazoo Water Reclamation Plant (KWRP) if any hazardous and/or industrial chemicals materials, wastewater or waste of any quantity will be discharged to the KWRP. Pre-treatment may be required].*
5. How will stormwater be managed at the property? Will stormwater be transferred off site or retained on site? (Circle one or both). *[Contact the City of Kalamazoo Water Division and Engineering Division for further information. Pre-treatment may be required].* Check method(s) below:
- City of Kalamazoo’s storm sewer system?
  - Detention basin(s)
  - Retention basin(s)
  - Biofilters (swales/strips)
  - Filter strips
  - Wetlands
  - Media filtration
  - Sheet flow
  - Other (list)

- Y N 6. Will the proposed property use involve the direct or indirect discharge of any type of wastewater, stormwater, or groundwater into or toward a storm sewer, drain, wetland, pond, lagoon, or other surface water feature? If yes, list all that apply. *[Contact the MDEQ Surface Water Division, the City of Kalamazoo Water Division, and Engineering Division for further information. If a county drain is involved, contact the County Drain Commission].*
- Y N 7. Will the proposed property use involve the direct or indirect discharge of any type of waste effluent, wastewater, stormwater, cooling water, or any pollutants into/onto the ground? If yes, list all that apply. *[Contact the MDEQ Waste Management Division, and the City of Kalamazoo Water and Engineering Divisions for further information].*
- Y N 8. Will the project change the natural land topography or cover, including cutting and/or filling, which could contribute to soil erosion and/or sedimentation? If yes, describe proposed work, including the removal of existing vegetation. *[Contact the City of Kalamazoo Inspection Services Division and MDEQ, Land and Water Management Division for further information. If it affects a county road, contact the Kalamazoo County Road Commission. If it affects a county drain, contact the Kalamazoo County Drain Commission].*
- Y N 9. Will the project disturb an area of one acre or more, or occur within 500 feet of a lake or a stream? If yes, state which water body. *[Contact MDEQ, Land and Water Management Division and the City of Kalamazoo Inspection Services Division for further information. If it affects a county drain, contact the Kalamazoo County Drain Commission].*
- Y N 10. Will the project involve any work (dredging, filling, construction) in, across or under an inland lake, river, stream, wetland or ditch? If yes, describe proposed work. *[Contact MDEQ Land and Water Management Division and MDEQ Surface Water Division for further information. If it affects a county drain, contact the Kalamazoo County Drain Commission].*
- Y N 11. Will the proposed property use involve the burning, land filling, transfer or processing of any type of solid, non-hazardous wastes? If yes, describe proposed action. *[Contact the MDEQ Waste Management Division for further information].*
- Y N 12. Will the proposed property use involve the installation, construction, re-construction, relocation, operation, or alteration of any process equipment (including air pollution control equipment), which has the potential to emit air contaminants? If yes, describe proposed work or action. *[Contact MDEQ Air Quality Division for further information].*

- Y N 13. Is (or was) the project site on any State or Federal listing(s) of known or potential sources of contamination and/or involved in any compliance discussion with the Michigan Department of Environmental Quality (MDEQ), Michigan Department of Natural Resources (MDNR) or the Michigan Attorney General's Office? If yes, check the appropriate type below. *[Contact MDEQ Storage Tank Division, and/or MDEQ Environmental Response Division, Kalamazoo District Office, or U.S. EPA, Region V, Chicago, Illinois for further information].*
- Michigan State Priorities List, as identified by the State of Michigan for remediation under Part 201 of Act 451
  - Subject to corrective action under the Leaking Underground Storage Tank (LUST) regulations
  - Comprehensive Environmental Response, Compensation, and Liability Information System (CERCLIS), including active, archive or the National Priorities List (NPL) or "Superfund" sites
  - Other Compliance Issue (please describe)
- Y N 14. Is (or was) the site a facility which has (had) a reporting obligation under the Resource Conservation and Recovery Act (RCRA) regulated by the U.S. Environmental Protection Agency for hazardous waste handlers? If yes, check the appropriate type below. *[Contact U.S. EPA, Region V, Chicago, Illinois for further information].*
- Small Quantity Generator
  - Large Quantity Generator
  - Transporter
  - Treatment, Storage, Disposal, or Incinerator of Hazardous Waste (TSD site)
  - Notifier (former RCRA site)
  - Other (list)
- Y N 15. Is the site/property categorized as, or listed under any of the following types of sites or federal informational databases? If yes, check the appropriate type below. *[Contact U.S. EPA, Region V, Chicago, Illinois for further information].*
- Solid Waste Facility (SWF)
  - PCB Activity Database System (PADS)
  - Toxic Release Inventory (TRI)
  - Toxic Substances Control Act Inventory (TSCA)
  - Emergency Response Notification System (ERNS)
  - Civil Enforcement Docket (DOCKET)
  - Section Seven Tracking System (SSTS)
  - RCRA Administrative Action Tracking System (RAATS)
  - Resource Conservation and Recovery Information System (CORRACTS)
  - Hazardous Materials Information System Database (HIMIRS)
  - Baseline Environmental Assessment (BEA)
  - Other (list)

- Y N** 16. Please list hazardous substances (see definition), hazardous waste, industrial waste, oil, or salt products expected to be used, stored, generated, or recycled on site, or transported to/from site. Quantities should reflect maximum volumes on site at any one time. Attach Material Storage Data Sheets for each chemical or provide on computer disc. Attach additional pages if necessary.

	<b>Chemical Common or Trade Name</b>	<b>Chemical Components</b>	<b>Form*</b>	<b>Maximum Quantity</b>	<b>Storage**</b>
<b>1</b>					
<b>2</b>					
<b>3</b>					
<b>4</b>					
<b>5</b>					
<b>6</b>					

\*Form: L = Liquid; PL = Pressurized Liquid; PG = Pressurized Gas; S = Solid

\*\*Storage: AST = Above-ground Storage Tank; UST = Underground Storage Tank; PT = Portable Tank  
D = Drum; WC = Wooden Container; O = Other (specify)

- Y N** 17. Is the project located in an area identified by the State of Michigan as possibly containing rare or endangered species habitat? *[Contact the City of Kalamazoo Environmental Services Division (269 337-8365) for further information. Additional study of the site may be required.]*

## REQUIRED PERMITS AND CITY DISCLAIMER

All applicants who are required to complete the Site Plan Review Application must also complete the Water Resources and Environmental Protection Questionnaire. **The applicant is responsible for obtaining all necessary information, approvals, and permits from the appropriate federal, state, county, and local agencies. Below, please list any permits required for the proposed project and their current status.**

<u>Required Permits and Approvals</u>	<u>Obtained? (Yes or No)</u>	<u>Date Obtained?</u>
1.		
2.		
3.		
4.		
5.		

You may request from the city an additional guide that will assist you to determine if one or more permits, licenses, or approvals are necessary. You are also encouraged to consult with other governmental agencies to determine if other permits, licenses, or other approvals are necessary for your project.

### SIGNATURE

*I (We) the undersigned do hereby submit this Water Resources and Environmental Protection Questionnaire to the City of Kalamazoo for the purpose of obtaining necessary approval for the Site Plan Review of my project.*

*I (We) further acknowledge that the submission of an incomplete or inaccurate Water Resources and Environmental Protection Questionnaire may result in a delay in the Site Plan Review process or a denial of the Site Plan Application.*

*I (We) further understand that I (We) cannot commence construction prior to obtaining final Site Plan approval.*

Name of Property Owner (Print or Type): \_\_\_\_\_

Name of Applicant for Site Plan Approval (Print or Type): \_\_\_\_\_

Signature of Applicant  
for Site Plan Approval: \_\_\_\_\_ Title: \_\_\_\_\_

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