



**TIER II REVIEW – WITHOUT SITE PLAN REVIEW**

Downtown Design Review Committee  
Community Planning & Development Department  
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**TIER II REVIEW - WITHOUT SITE PLAN REVIEW** includes but is not limited to: sidewalk cafes, new illuminated signs, awnings and signs that ask for a variance of the Downtown Design Guidelines (part C-1), exterior rehabilitation projects and some equipment screening. **A TIER II REVIEW - WITHOUT SITE PLAN REVIEW** may be approved administratively.

LOCATION of PROJECT: \_\_\_\_\_

OWNER: Name \_\_\_\_\_  
Address \_\_\_\_\_  
City, State, Zip \_\_\_\_\_  
Phone \_\_\_\_\_ Cell \_\_\_\_\_  
Fax \_\_\_\_\_ Email \_\_\_\_\_

APPLICANT: Name \_\_\_\_\_  
Address \_\_\_\_\_  
City, State, Zip \_\_\_\_\_  
Phone \_\_\_\_\_ Cell \_\_\_\_\_  
Fax \_\_\_\_\_ Email \_\_\_\_\_

PROJECT DESCRIPTION: \_\_\_\_\_  
\_\_\_\_\_

CHECKLIST:

- Photos of site/building – all sides visible from public right of way
- 11x17 plans (smaller is acceptable if they are still clear)
  - Exterior elevations – all sides visible from public right of way
  - Site plans
  - Sealed final drawings\* (If not sealed, explain) \_\_\_\_\_

- Percentage of ground floor street facade (commercial) in windows – 60%+ required
- Exterior cladding materials specified – on plans or separate list
- Details on windows – tear sheets or spec sheets
- Samples of materials
- Color rendering of exterior

*\* Not required for sidewalk cafes. Please see Downtown Design Guidelines for a complete set of specific sidewalk café requirements.*

IMPORTANT:

A project is not ready for review by the DDRC until the Checklist is complete. Submissions received by the Community Planning & Development Department by Thursday at noon will be considered the following Tuesday at the DDRC's weekly meeting. Electronic submissions are preferred; hard copy submissions are acceptable.

Staff use only:

Date received \_\_\_\_/\_\_\_\_/\_\_\_\_ DDRC meeting date \_\_\_\_/\_\_\_\_/\_\_\_\_  
 Historic District Committee review required (HDC case # \_\_\_\_\_)