



**TIER II REVIEW – WITH SITE PLAN REVIEW**  
 Downtown Design Review Committee  
 Community Planning & Development Department  
 415 E. Stockbridge Avenue  
 Kalamazoo, MI 49001  
 Phone: (269) 337-8804  
 Fax: (269) 337-8513  
 cpd@kalamazoocity.org

**TIER II REVIEW – WITH SITE PLAN REVIEW** applies to new construction that requires Site Plan Review rehabilitation of existing buildings, additions to existing buildings, new illuminated signs or demolition of primary structures. Projects must be reviewed by the Downtown Design Review Committee in advance of the Site Plan Review meeting.

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

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 (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

**IMPORTANT:**

A project is not ready for review by the DDRRC 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 DDRRC’s weekly meeting. Electronic submissions are preferred; hard copy submissions are acceptable.

Staff Use Only:

Date received \_\_\_\_/\_\_\_\_/\_\_\_\_ DDRRC meeting date \_\_\_\_/\_\_\_\_/\_\_\_\_  
 Historic District Commission review (HDC case # \_\_\_\_\_)  
 Site Plan Review Completed (Site plan review # \_\_\_\_\_)