



**TIER I REVIEW**  
Downtown Design Review Committee  
Community Planning & Development Department  
415 E. Stockbridge Avenue  
Kalamazoo, MI 49001  
Phone: (269) 337-8044  
Fax (269) 337-8513  
cpd@kalamazoocity.org

TIER I REVIEW includes both building-mounted and sidewalk signs (except new, internally illuminated signs), sidewalk cafes, façade design changes such as doors, windows, cornices, balconies and exterior painting, installation and screening of mechanical and telecommunications equipment and dumpsters, awnings and canopies, lighting, fences and landscape elements. A TIER I REVIEW may be approved administratively.

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:

- Sidewalk café site plans – 11x17 plan size maximum
  - Dimensions, trash receptacles and enclosures
  - Specifications: Materials and techniques
- Sidewalk sign drawings – 11x17 plan size maximum
  - Measurements, color if possible
  - Specifications: Materials and techniques
- Sign Drawings – 11x17 plan size maximum
  - Measurements, color if possible
  - Specifications: Materials and techniques
  - Drawing or photo showing specific placement of signs on building

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 # \_\_\_\_\_)