Dear Redevelopment Liquor License Applicant:

Thank you for your interest in the City of Kalamazoo’s Redevelopment Liquor License application created under Section 521a. of PA 501 of 2006 (PA 501). Economic Development staff has assembled this packet to provide guidance and the forms you will need to submit to the Michigan Liquor Control Commission. Included in this packet are the following resources:

- Application process flowchart
- Application checklist
- City of Kalamazoo & Downtown Development Authority joint application
- City of Kalamazoo TIF District map

In addition, we’ve included links to additional information regarding the Michigan Liquor Control Commission (MLCC) application:

- [Link](http://www.michigan.gov/documents/lara/LCC100_507420_7.pdf) to Michigan Liquor Control Commission Application

Economic Development staff is available to assist you in better understanding the Redevelopment Liquor License application process and can help you find answers to any questions that may arise. Please also note that many applicants choose to retain professional counsel in the preparation of their application.

I hope you find this information useful. Should you have any questions, please contact Economic Development staff at (269) 337-8082.

Sincerely,

Economic Development Department
City of Kalamazoo
cokeeconomicdevelopment@kalamazoocty.org
O: (269) 337-8082
F: (269) 337-8182
Redevelopment Liquor License Application Process Flowchart

**ACTION:** Submit joint application and fee ($425) to City Clerk. Clerk reaches out to City Assessor to start the affidavit process. Clerk informs Economic Development & DDA of applicant. Applicant meets with ED/DDA, public hearing is set.

**ACTION:** At public hearing, applicant demonstrates how they are complying with local and state government criteria. They receive input/suggestions and decision on recommendation.

**ACTION:** Provide information to Kalamazoo Public Safety

**ACTION:** Economic Development staff reviews application and relevant documents, conducts economic impact study. City Assessor updates affidavit.

**ACTION:** ED Staff prepares and presents business with applicant to City Commission. City Commission renders decision, Clerk provides official resolution.

**ACTION:** Submit MLCC Application, including the Commission resolution and all required attachments.

MLCC reviews application, informs City & Applicant of decision
Redevelopment Liquor License Requirements Checklist

For Applicants within the DDA, CIA, PSD, or TIF Districts

Pre-application Checklist:

☐ Will the establishment be open to the general public?
☐ Has the applicant demonstrated an attempt to secure an on-premise/quota license, but was unsuccessful and attached evidence of that attempt?
☐ Is the applicant aware that the Redevelopment Liquor License cannot be relocated from its original location, and should your operation cease its business, the liquor license must be surrendered to the MLCC?

For applications within the TIF/DDA (521 a (1)(b)):

☐ Is the building located with the DDA Development District?
☐ Is the seating capacity at least 25?
☐ Has at least $75,000 been expended for the rehabilitation or restoration of the building in the preceding 5 years, or a commitment to expend at least such amount as a capital investment in the building before the license is issued?
☐ Is the amount of public and private investment in real and personal property within the development district at least $200,000 in the preceding 5 years, as verified by the Assessor’s affidavit?

If you checked all the necessary boxes, proceed with the following items:

☐ Complete and submit application and a full copy of your business plan to the Kalamazoo City Clerk
☐ Submit application fee of $425 to the City Clerk at the time of submission (Payable to ‘The City of Kalamazoo Downtown Development Authority’)

After receipt of your application, you will be contacted by City staff for an in-person meeting within 30 days.
Post-application Checklist (3 Parts):

1. Prepare the following documents for DDA/Economic Development Meeting:
   - Proof of taxes paid
   - Signed lease, copy of deed or purchase agreement

2. After DDA Public Hearing is held:
   - Contact Kalamazoo Public Safety Detective Schipper for background search and fingerprinting

3. Prepare attachments for State of Michigan (MLCC) Application Submission, including:
   - Affidavit from City Assessor’s Office, certified by the City Clerk
   - City Commission Resolution approving a Redevelopment Liquor License

For Michigan Liquor Control Commission (MLCC) – Complete the following application* at this link
   - Application to the MLCC is submitted

*Please note that submitting the application to the state is your responsibility. City of Kalamazoo Economic Development staff is always happy to answer any questions you may have
# REDEVELOPMENT LIQUOR LICENSE APPLICATION

**CITY OF KALAMAZOO AND DOWNTOWN DEVELOPMENT AUTHORITY (DDA) JOINT APPLICATION**

## APPLICANT INFORMATION

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## BUSINESS PREMISES INFORMATION

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**Estimated investment and size of the overall project**

**Anticipated date of completion of the project (must be within 6 months of City Commission approval)**

See: Section 4-A-4

List all other uses proposed to be included on the premises or in the development (e.g., restaurant, motel):

## ADDITIONAL INFORMATION

Has the applicant, ever, prior to this application, made application for a license to sell beer and wine or spirits?

**YES □ NO □** **If yes, state the date, place and disposition of each application**

Has the applicant ever been convicted of a felony?

**YES □ NO □** **If yes, explain**

Is the applicant disqualified under the State Liquor Control Act or any provision of Chapter 4/a of the Kalamazoo City Code from receiving a license?

**YES □ NO □**

Please prepare a full copy of your business to submit with this application

## DISCLAIMER AND SIGNATURE

By signing the application the applicant affirms that the information provided herein is true and accurate to the best of his or her knowledge that he or she will not violate any ordinance of the City of Kalamazoo or laws of the United States of America or the State of Michigan in the conduct of the licensed business. The applicant further affirms that should any of the information contained in this application, or any attachment thereto, change during the term of this license the applicant will notify the City Clerk in writing of the change within thirty (30) days.

All applications must be accompanied by the appropriate application fee of $425. Please make checks payable to 'City of Kalamazoo DDA'.

**Signature**

**Date**

Page 1 of 2
REDEVELOPMENT LIQUOR LICENSE APPLICATION (CONT.)
CITY OF KALAMAZOO AND DOWNTOWN DEVELOPMENT AUTHORITY (DDA) JOINT APPLICATION

SUBMITTING YOUR APPLICATION AND BUSINESS PLAN

By Mail / In Person

City of Kalamazoo
City Clerk’s Office
241 W. South Street
Kalamazoo, MI
49007

Or By Email

Email this completed application to cokcityclerk@kalamazooicity.org

APPLICATION FEE (REQUIRED)

Amount

$425 one-time fee, payable by check or cash

Make checks payable to

‘The City of Kalamazoo Downtown Development Authority’

With any questions, please reach out to:
The City of Kalamazoo Economic Development Department
cokeconomicdevelopment@kalamazooicity.com
City of Kalamazoo DDA and TIF Boundaries

Legend

TIF District
DDA Boundary

To be eligible for a Redevelopment Liquor License, your property must be within the DDA or TIF District.

For more information, please contact the City of Kalamazoo Economic Development Department

Cokeconomicdevelopment@kalamazoo.org