



City of Kalamazoo **Economic Development**  
**Development. Simplified.**

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](#) to Michigan Liquor Control Commission Application
  - ([http://www.michigan.gov/documents/lara/LCC100\\_507420\\_7.pdf](http://www.michigan.gov/documents/lara/LCC100_507420_7.pdf))
- [Link](#) to State of Michigan Redevelopment Liquor License legislation
  - ([http://www.legislature.mi.gov/\(S\(upaxb5sxprsn2epy3jymnach\)\)/mileg.aspx?page=GetObject&objectname=mcl-436-1521a](http://www.legislature.mi.gov/(S(upaxb5sxprsn2epy3jymnach))/mileg.aspx?page=GetObject&objectname=mcl-436-1521a))

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.

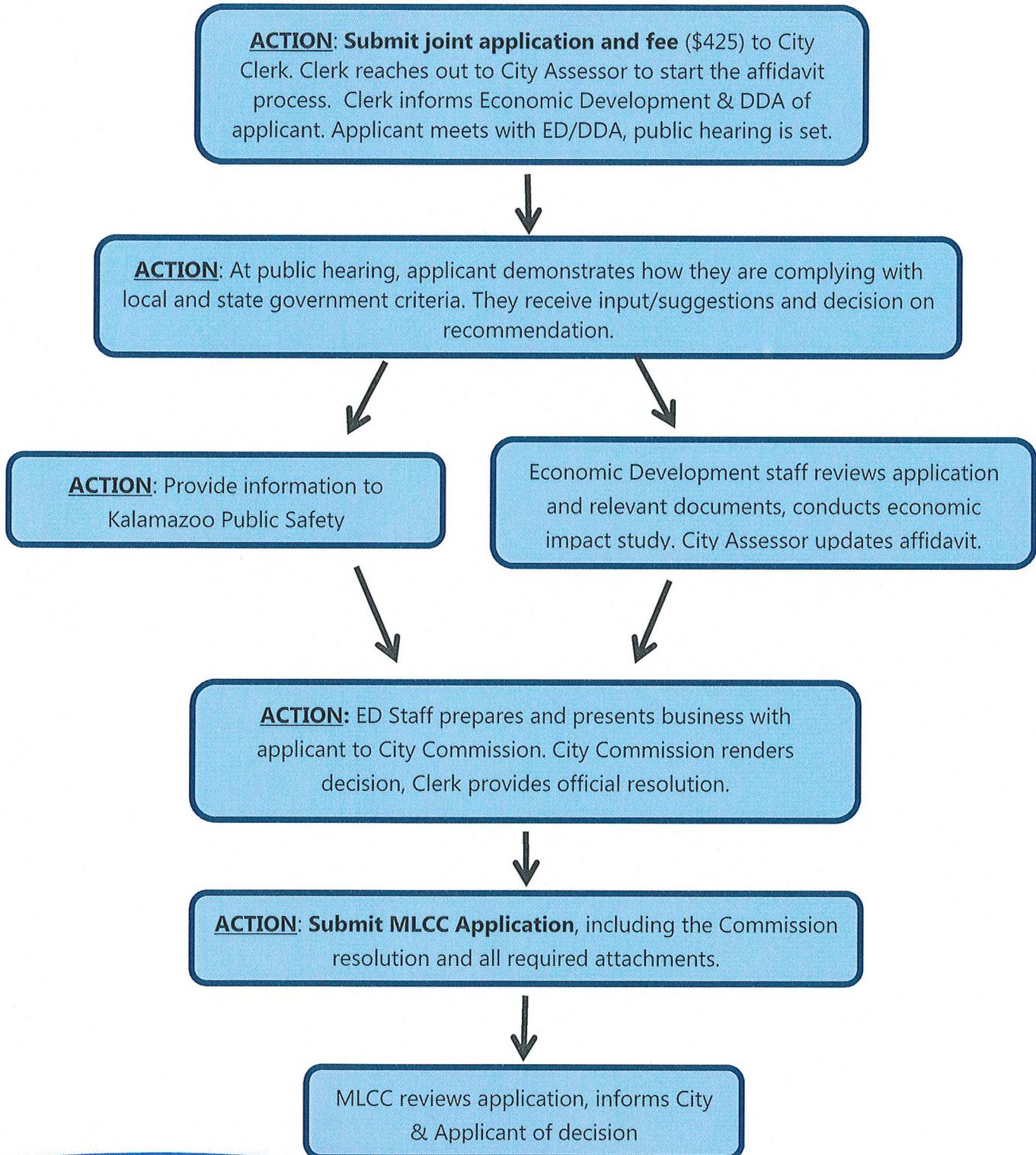
I hope you find this information useful. Should you have any questions, please contact Economic Development staff at (269) 337-8082.

Sincerely,

Economic Development Department  
City of Kalamazoo  
[cokeconomicdevelopment@kalamazoocity.org](mailto:cokeconomicdevelopment@kalamazoocity.org)  
O: (269) 337-8082  
F: (269) 337-8182



### Redevelopment Liquor License Application Process Flowchart





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## 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 within 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

[http://www.michigan.gov/documents/lara/LCC100\\_507420\\_7.pdf](http://www.michigan.gov/documents/lara/LCC100_507420_7.pdf)

- 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*





<b>For Office Use Only</b> Received by: _____ Date _____ Amt. Paid: _____ Date Circulated: _____
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## REDEVELOPMENT LIQUOR LICENSE APPLICATION

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

APPLICANT INFORMATION					
Last Name		First		M.I.	Date
Street Address				Apartment/Unit #	
City		State		ZIP	
Phone			E-mail Address		
Date of Birth					

BUSINESS PREMISES INFORMATION						
Address						
Type of Premises				Hours of operation		
Part Time Jobs Created		Full Time Jobs Created		Manager Jobs Created		
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 <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, state the date, place and disposition of each application	
Has the applicant ever been convicted of a felony?			
YES <input type="checkbox"/>	NO <input type="checkbox"/>	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 <input type="checkbox"/>	NO <input type="checkbox"/>	<b>Please prepare a full copy of your business to submit with this application</b>	

DISCLAIMER AND SIGNATURE	
<p>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.</p> <p>All applications must be accompanied by the appropriate application fee of \$425. Please make checks payable to 'City of Kalamazoo DDA'</p>	
Signature	Date

# 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@kalamazoo.org](mailto:cokcityclerk@kalamazoo.org)

## APPLICATION FEE (REQUIRED)

### Amount

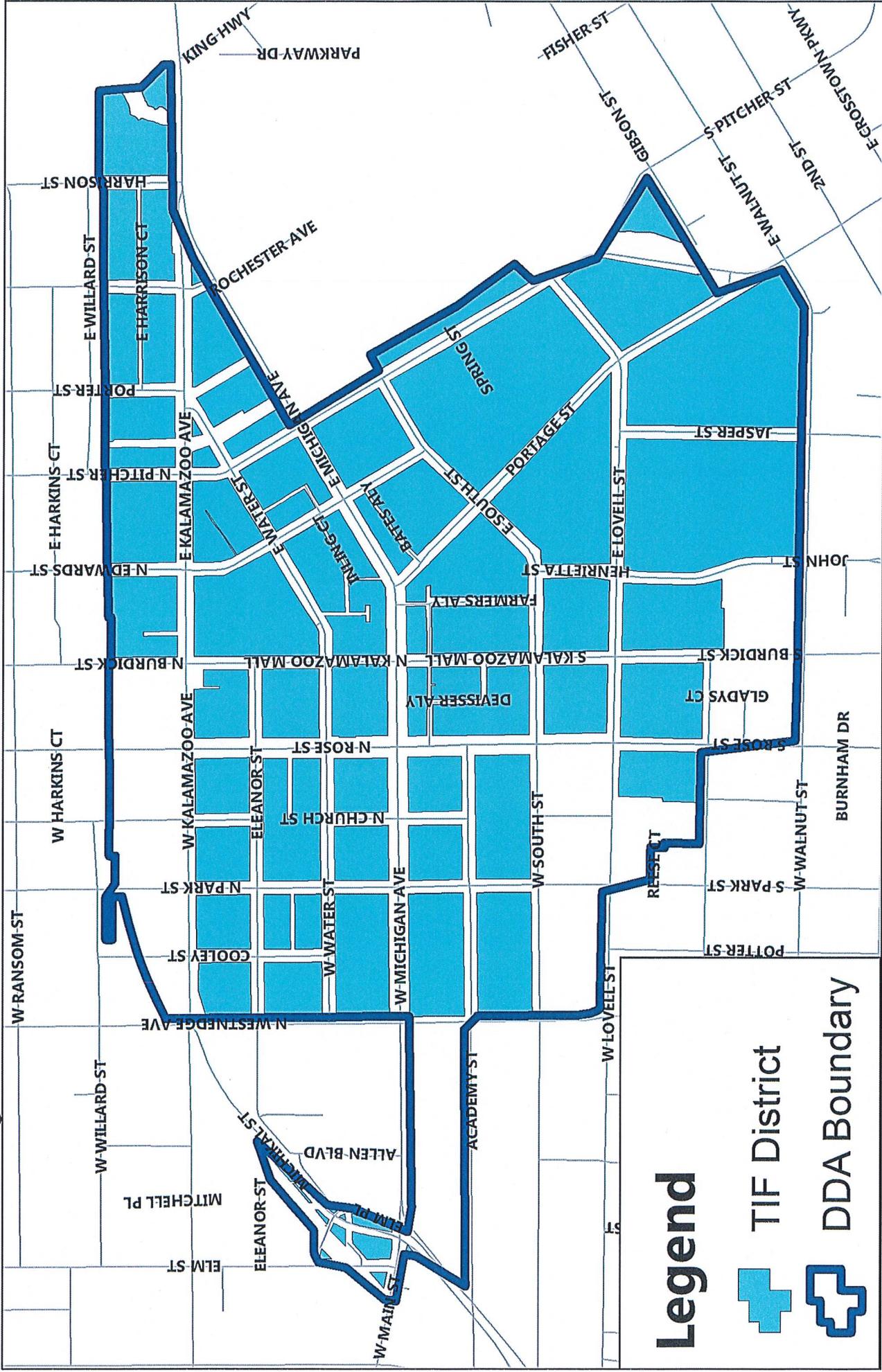
\$425 one-time fee, payable by check or cash

### 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@kalamazoo.org](mailto:cokeconomicdevelopment@kalamazoo.org)

# City of Kalamazoo DDA and TIF Boundaries



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](mailto:COKeconomicdevelopment@kalamazoo.org)

