



**City of Kalamazoo Economic Development  
Part I Application**

*Instructions: Please fill out the application entirely and include attachments as specified. Completed applications should be delivered to City of Kalamazoo Community Planning & Economic Development Department, 245 N. Rose Street, Suite 100, Kalamazoo, Michigan 49007. Telephone: (269) 337-8082.*

**General Information**

1. Applicant Name:		2. Date of Application	
3. Principal Business Address:		4. Telephone/Facsimile/E-mail:	
5. Local Representative:	6. Address:		7. Telephone:
8. Entity Type:			
9. Describe nature and history of business:			
10. List principals with titles:			
11. List similar projects developed over the past five years:			
12. Describe any litigation over the past five years:			
13. Are you current with any and all real and personal property taxes, fees, assessments, or other obligations to the City of Kalamazoo?			

14. Have you or a business interest that you have been involved in ever received a loan from the City of Kalamazoo?
15. Are you subject to a pending violation notice or compliance order for any violation of the city's zoning ordinance or for any violation of either Chapter 9 or Chapter 17 of the Code of Ordinances?

**Proposed Project Site**

16. Address:
17. Present Owner:
18. Basis for Eligibility ( <u>brownfield plans only</u> ; contamination/blight/functional obsolescence/historic resource):
19. Were other sites considered? If yes, please identify:
20. Does applicant have land control? If yes, describe (owner, lessee, option or purchase agreement, etc.):
21. Project Type & Description (provide separate sheet if needed)
22. Project Size  <div style="display: flex; justify-content: space-around;"> <div style="text-align: center;">Parcel Size (acres):</div> <div style="text-align: center;">Existing Building Area (square feet):</div> </div> <div style="display: flex; justify-content: center; margin-top: 10px;"> <div style="text-align: center;">New Building Area (square feet):</div> </div>
23. Project Team  <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;">Project Manager:</div> <div style="width: 45%;">General Contractor:</div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 45%;">Architect:</div> <div style="width: 45%;">Landscape Designer:</div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 45%;">Attorney:</div> <div style="width: 45%;">Accountant:</div> </div> <div style="margin-top: 10px;">Others/Roles:</div>

24. Project Timeline			
Start Date:		Completion Date:	
25. Are any of the following available? Please check those items that are available and attach to your application.			
Business Plan	Financial Commitments	Architectural Plans	Market Analysis

**Tax Base (Brownfield Plans Only)**

26. Total Investment Anticipated: \$_____ Please attach a detailed projection of project costs and proposed funding sources. Categories of costs may include: real estate, demolition, environmental, new construction/renovation, and new equipment			
27. Eligible Activities for which Reimbursement will be Sought:			
Baseline Environmental Assessment	Due Care	Additional Response	
Infrastructure Improvements	Demolition	Lead or Asbestos Abatement	
Site Preparation			
28. Current State Equalized Value:			
Estimated State Equalized Value after Project Completion:			
29. Does applicant intend to apply for a tax exemption from the city of Kalamazoo?			
30. Was a Cost & Plan review and/or Economic and Real Estate Analysis performed? If yes, please attach  <b>The BRA reserves the right to have an independent third party prepare the previously mentioned analysis at the sole cost to the Developer.</b>			

**Employment**

30. Current Full Time Equivalent (FTE) Employees:	
	FTE Jobs Retained:
	FTE Jobs Created:
31. Hourly and/or Salary Range of Jobs Created/Retained:	

32. How many temporary construction jobs will the project create?
33. To what extent will you attempt to employ city of Kalamazoo residents?

I certify that the foregoing is true and accurate to the best of my knowledge

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Required Attachments**

- a) Legal Description
- b) A written description of the proposed project, including type of construction; height and gross floor area of all buildings; anticipated number of off-street parking spaces and any other proposed improvements within the project area. Also, include what activities will occur with the project area relative to air, water, and noise pollution as well as increases in vehicle traffic in adjacent areas.
- c) A sources and uses of funds statement.
- d) A vicinity map showing the location of the project area in relation to existing streets and buildings in the surrounding areas.
- e) A site plan indicating the dimensions of the project area; general location and configuration of all existing and proposed buildings, accessory structures, driveway and parking lots within the project areas. Also, indicate the general location and size of all existing utilities and proposed utilities (storm sewer, sanitary sewer, water, etc.)
- f) Provide a list of at least three references who are familiar with applicant’s business experience and capabilities, together with daytime telephone numbers.

*Note: Based upon staff review of this application form, additional information may be required for submittal by the applicant. These items may include a business plan, financial commitments, architectural plans, building elevations and/or a market analysis.*