

City of Kalamazoo: Application for Emergency Housing Facility Permit

Community Planning and Development & Department of Public Safety Fire Marshal
245 N Rose Street, Ste 100, Kalamazoo MI 49007
269-337-8026

Process:

1. Submit complete application to CPED, including Facility Plan and Memorandum of Understanding with the City and Property Owner. There is not fee for this application.
2. Complete Facility Plan reviewed at a Projects Meeting with site plan review staff. Revisions may be required by City staff.
3. Hold a public informational meeting inviting the neighborhood association and adjacent neighbors, at a minimum.
4. Review Memorandum of Understanding (MOU) with City Attorney and City Manager offices. Revisions may be required prior to finalizing.
5. Emergency Housing Facility Permit approval occurs after the applicant has satisfactorily the three application elements.

Additional permits, fees, and inspections may be required based on the Facility Plan, including for utility connections.

Permit #:	Date Applied:	Date Issued:
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Applicant Information

Applicant name	
Company	
Phone	
Email	
Address	

Facility Information

Facility Address			
Property Owner			
Property Owner Address (if different)			
Property Owner Phone Number			
Property Owner Email Address			
Number of Shelter Units: (by size if applicable)		Number of Occupants:	
Number of Service Structures	Existing Building(s)		Temporary Building(s)
Service to be Provided			
Utilities:	Water	Sanitary	Electricity

Application Requirements

The Facility Plan will include:

1. Site layout (dimensioned)
 - temporary emergency shelters with individual unit addresses
 - service amenity structures with individual addresses
 - driveway access & parking, including vehicle & bike, staff and guest parking
 - landscaping, screening, & fencing
 - lot setbacks
 - existing buildings within twenty feet of the facility's property lines.
 - adjacent streets and transit facilities.
2. Security plans, including on-site staff and physical site improvements
3. Emergency service plan, including site map(s) and installation locations, master key access, and emergency access
4. Table with number of shelter units, size of unit, occupancy, amenity structures, & fixture count
5. Building systems approval report (or equivalent), floor plans, and/or manufactured specifications for shelters and amenity structures

Draft MOU with City and Property Owner (if property owner is a 3rd party)

Public Meeting Date: _____ **Required Invitations:** _____

Meeting Location: _____

A copy of the materials distributed and the list of addresses receiving the materials must be submitted to CPED as part of this review process.

Signatures & Approvals

I attest that the information provided and that I have the lawful authority to represent all parties involved in respect to the installation of temporary structures at the stated event & location.	Signature
	Printed Date:
Signature of property owner indicating approval (if required)	Signature
	Printed Date:
Signature of CPED Director or Designee	Date: