



**NEW CONSTRUCTION – Tier II**  
Downtown Design Review Committee  
415 Stockbridge  
Kalamazoo, MI 49001  
Telephone: (269) 337-8804, FAX (269) 337-8429  
[ddrc@kalamazoo.org](mailto:ddrc@kalamazoo.org)

## DOWNTOWN DESIGN REVIEW COMMITTEE

Project name: \_\_\_\_\_  
Project Address: \_\_\_\_\_  
Contact name: \_\_\_\_\_ Contact phone \_\_\_\_\_  
Contact email: \_\_\_\_\_  
Owner: \_\_\_\_\_  
Address: \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

*All new construction projects will be Tier II reviews at the scheduled weekly meeting of the DDRC on each Tuesday. Complete applications must be received by the Downtown Design Review Coordinator no later than Thursday at noon before the regular Tuesday DDRC meeting.*

### CHECKLIST

- Photos of site/building – all sides visible from public right of way
- 11x17 plans (smaller is acceptable if they are still clear)
  - Exterior elevations – all sides visible from public right of way
  - Site plans
  - Sealed final drawings (If not sealed, explain) \_\_\_\_\_
- Percentage of ground floor street facade (commercial) in windows – 60%+ required.
- Exterior cladding materials specified – on plans or separate list
- Details on windows – tear sheets or spec sheets
- \*Samples of materials
- \*Color rendering of exterior

**IMPORTANT:** A project is not ready for review by the DDRC until all these documents are complete. The material should be to the coordinator no later than Thursday at noon the week before the scheduled Tuesday DDRC meeting. Materials will be distributed to the committee in advance for review. Submissions may be electronic and must be in RTF, MS Word or readable with Adobe Acrobat Reader. Send to: [ferraros@kalamazoo.org](mailto:ferraros@kalamazoo.org).

- *These items may be provided at the DDRC meeting or delivered to the coordinator in advance.*

***\*Downtown Design Review Coordinator\****

CASE # IDDR \_\_\_\_\_  
Tier II  DDRC meeting date \_\_\_\_/\_\_\_\_/\_\_\_\_ Site Plan Review date \_\_\_\_/\_\_\_\_/\_\_\_\_