

PLANNING COMMISSION APPLICATION GUIDELINES

The Planning Commission (PC) reviews applications for the requests listed below. All of the below requests, except for Special Use Permits, must also be reviewed by the City Commission for final approval.

- **Rezoning** – a change to the zoning of a property to a different zone district.
- **Text Amendments** – a change to the wording of the Zoning Ordinance. Note, City staff will take the lead in updating the Zoning Ordinance to ensure that edits to any one section do not conflict with others.
- **Special Use Permit** – a review of a land use which is allowed in a certain zone districts but requires review and approval to ensure specific criteria are met.
- **Planned Unit Development (PUD)** - a use of land where residential, open space and commercial uses may be clustered in a pre-planned development
- **Preliminary Subdivision** - a review of a preliminary subdivision layout.
- **Right-of-Way Vacation** – to vacate or remove a section of public street or alley.

Staff

Pete Eldridge, Assistant City Planner, (269) 337-8806 or eldridgep@kalamazoo.org. If this project involves a right of way vacation, please contact Bobby Durkee, Planner 1 at (269) 337-8172 or durkeer@kalamazoo.org.

Application Process

Step 1: Pre-Application Meeting. Before completing any application, schedule a meeting with the Assistant City Planner. At this meeting, staff will review the proposed request, provide any applicable Zoning Ordinance information, include suggestions for completing the application and public engagement. Applications will not be received or noted as complete if this meeting has not occurred.

Step 2: Application. Please complete general application form and review sheet for specific type of request. Also include any supporting information, plan, or map. Applications are available in person at the Community Planning & Economic Development (CPED) Offices at 245 N Rose Street, Suite 100 or online at www.kalamazoo.org/planningzoningforms.

Step 3: Application Fee. Fee Schedule available at www.kalamazoo.org/cpdfeschedule/file

Step 4: Completed Application. Please email application and information to eldridgep@kalamazoo.org. The application can be mailed or drop off with the application fee at CPED offices (245 N Rose Street, Suite 100). Complete applications are due four (4) weeks before the scheduled meeting date.

Step 5: The Planning Commission Schedule & Deadlines. Planning Commission meetings are held on the 1st Thursday of each month at 7 pm. These meetings are virtual until further notice and can be watched on the [City's Facebook page](#) and [YouTube Channel](#). The list of meeting dates can be found at www.kalamazoo.org/planning.

Step 6: Notice and Outreach. Summary of activities conducted which align with the Public Participation Plan (www.imaginekalamazoo.com/plans): outreach to neighborhood association (if one) and adjacent property owners, including door knocking, letters, or a meeting. It is recommended that this feedback is relayed to the Assistance City Planner before Public Hearing Notices are mailed 10 days before the meeting.

Step 7: Required Attendance at Meeting. The applicant or representative of the applicant is required to attend the meeting.



Community Planning & Economic Development

245 N. Rose Street, Suite 100 • Kalamazoo, MI 49007
 (269) 337-8026 • www.kalamazoo.org

PLANNING COMMISSION APPLICATION

APPLICANT INFORMATION		
Name:		Mailing Address:
City:	State:	ZIP Code:
Phone:	Email:	Preferred Contact: <input type="checkbox"/> Email <input type="checkbox"/> Phone
PROPERTY OWNER INFORMATION		
<i>If the applicant is not the property owner, owner must sign application or provide a letter stating that owner gives consent for the application to be filed.</i>		
Name:		Mailing Address:
City:	State:	ZIP Code:
Phone:	Email:	Preferred Contact: <input type="checkbox"/> Email <input type="checkbox"/> Phone
PROPERTY INFORMATION		
Property Address(s):		
Parcel Identification Number(s):	Zone District (kalamazoo.org/maps):	
TYPE OF REQUEST		
<input type="checkbox"/> Rezoning <input type="checkbox"/> Text Amendment (Chapter(s) _____, Section(s) _____) <input type="checkbox"/> Special Use Permit		
<input type="checkbox"/> Planned Unit Development (PUD) <input type="checkbox"/> Preliminary Subdivision <input type="checkbox"/> Right of Way Vacation		
Description:		
ATTACHMENTS		
<input type="checkbox"/> \$ _____ Fee		<input type="checkbox"/> Completed Review Sheet
<input type="checkbox"/> Other documents or engagement information <i>Note: 10 days before meeting provide update on outreach to neighbors or provide any letters of support</i>		
SIGNATURE		
Signature of Applicant:		Date:
Signature of Owner (if different than applicant):		Date: