

HOUGHTON COUNTY BROWNFIELD REDEVELOPMENT AUTHORITY

BROWNFIELD PROJECT APPLICATION FORM

This application form must be completed by the applicant to initiate the brownfield process by the Houghton County Brownfield Redevelopment Authority (Authority). There are no deadlines for the submittal of applications- applications will be accepted on an ongoing basis.

Two (2) sets of the completed application form and supporting materials must be submitted to Houghton County Brownfield Redevelopment Authority, 401 East Houghton Avenue, Houghton, MI 49931.

A review fee of \$250.00, which may be waived at the discretion of the HCBRA, must be provided with this application to start the review process.

For assistance in completing this application form, please contact Elizabeth Bjorn at the Houghton County Courthouse at (906) 482-8307, controller@houghtoncounty.net.

In addition, please refer to the Authority Policies and Procedures to familiarize yourself with the approval process. The Policies and Procedures are available at the Administrator's office in addition to the Authority website at:

https://houghtoncounty.net/docs/Brownfield_Policies_Procedures.pdf

Before submitting a project application, please make sure all items on the attached checklist are included. Project Applications will not be reviewed until all items are complete.

NOTES: The Brownfield Project Application (Application) is the first step for all brownfield redevelopment projects coming through the Authority. Approval of the Application by the Authority is NOT approval of a Brownfield Plan or Combined Brownfield Plan and the requested Tax Incremental Financing (TIF) and/or other economic incentives. Application approval gives Staff permission to assist the applicant in creating a Brownfield Plan.

Should Houghton County approve a Brownfield Plan or Combined Brownfield Plan, the applicant or "beneficiary" of the Brownfield Plan will be assessed an additional application fee of one percent (1%) of the total amount of eligible activity costs approved in the Brownfield Plan. However, the fee will be a minimum of \$2,000 and will be capped at \$20,000. This fee will be payable prior to the execution of the Development Agreement.

Any fees required by other agencies, are in addition to the fees cited herein and must be paid by the applicant.

HCBRA Brownfield Project Application Form

March 2017

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| For Authority Use Only | |
|------------------------|--|
| Date | |
| File No. | |
| | |

BROWNFIELD PROJECT APPLICATION

SECTION I. APPLICANT INFORMATION

| | |
|--|-------------|
| Project Name: | |
| Applicant Name: | |
| Business Name (If different from applicant): | |
| Mailing Address: | |
| Contact Person: | Email: |
| Office Phone: | Cell Phone: |

Provide a brief description and history of the Applicant and the Business to be assisted by the Authority. Include information on product or service and number of employees for the Business.

Type of end use (check all that apply):

- Manufacturing
- Wholesale
- Service
- Retail
- Residential
- Other (specify) _____

Description of Business History, Operations and Products/Services Provided:

Legal Structure of Applicant:

- Individual
- Fiduciary
- S-Corporation
- Limited Liability Company
- Other (specify): _____

State of Registration: _____
 Formation Date: _____

List similar projects developed over the last five years (if any):

Is the Applicant or Business a liable party for environmental issues at the project site? Yes No

Has the Applicant or Business being assisted ever been cited for non-compliance with any environmental regulation?
 Yes No If yes, explain:

Is the applicant/business involved in any claim or lawsuit? Yes No If yes, explain:

Has the applicant/business ever been suspended or debarred, declared bankruptcy, commenced a proceeding under any bankruptcy law or had a judgment rendered against it? Yes No If yes, explain:

| List Key Project Contacts | | | |
|-----------------------------------|--------------|--------------|-------------|
| Service Type | Organization | Contact Name | Phone/Email |
| Bank/Financing | | | |
| Legal Counsel | | | |
| Environmental Engineer/Consultant | | | |
| Architect | | | |
| Construction Management | | | |
| Other: _____ | | | |

SECTION II. PROJECT SITE

| Parcel | Street Address | Parcel ID No. | Owner on Record | Taxable Value |
|--------|----------------|---------------|-----------------|---------------|
| 1. | | | | \$ |
| 2. | | | | \$ |
| 3. | | | | \$ |
| 4. | | | | \$ |
| 5. | | | | \$ |

*add additional parcels on separate sheet, as necessary

Total property size (acres): _____

Number of buildings, number of stories, and existing building area (square feet): _____

Current Use of the Project Site: _____

Current Zoning: _____

Is the project site located within any of the following:

- Local Development Finance Authority Yes No Unknown
- Downtown Development Authority (DDA)? Yes No Unknown
- Renaissance Zone Yes No Unknown
- Tax Increment Financing Authority (TIFA) Yes No Unknown
- Property Tax Abatement District (IDD, CRD, CDD) Yes No Unknown
- Other (specify) _____ Yes No

In the space below, describe the Brownfield condition(s) impeding development of the project site and the basis for Brownfield designation.

Attach all known environmental reports (Phase I, Phase II, Baseline Environmental Assessment, etc.) and current property appraisals to this Application.

Has a Site Remediation or Documentation of Due Care Compliance documentation been developed? Yes No If yes, please attach.

SECTION III. PROPOSED PROJECT DESCRIPTION

Project/ Construction Type: New Relocation Expansion Rehabilitation

Describe your plans for redeveloping the project site including a description of project and benefits:

Number of new buildings and new building area (square feet): _____

Proposed Future Zoning: _____

Does the proposed project comply with local zoning and other land use requirements? Yes No Unknown

If no, please describe processes being undertaken to address local government concerns:

Describe anticipated redevelopment schedule including start date, completion date and any pertinent critical date(s):

Status of development permits and applications:

Does the proposed project anticipate LEED Certification? Yes No Unknown If yes, explain:

Anticipated Full Time Equivalent (FTE) Jobs Retained: _____ Anticipated FTE Jobs Created: _____

SECTION IV. PROPOSED BROWNFIELD FUNDING

Total Investment Anticipated: \$ _____

| | |
|------------------------------------|----|
| Land | \$ |
| New Construction/Site Improvements | |
| Brownfield Conditions | |
| | |
| Total Capital Investment: | \$ |

Brownfield activities for which potential assistance is sought:

- Phase I ESA
 Phase II ESA
 BEA
 Due Care
 Clean-up
 Other (demolition, site preparation, infrastructure improvements, etc.)

Attach a spreadsheet detailing principle Brownfield eligible activities and project financing gap for which assistance is sought.

Current Taxable Value: \$ _____

Estimated Taxable Value after Project Completion: \$ _____

Estimated Funding Sources Requested

Houghton County Brownfield Redevelopment Authority

\$ _____ Brownfield Plan and Act 381 Work Plan(s) – Brownfield Tax Increment Financing

\$ _____ Brownfield Loan – Local Site Remediation Revolving Fund - As Available - Administered by the Authority – To be repaid with Tax Increment Financing & Requiring full faith and credit of Houghton County

Michigan Department of Environmental Quality

\$ _____ Department of Environmental Quality Grants up to \$1,000,000

\$ _____ Department of Environmental Quality Loans up to \$1,000,000

Michigan Economic Development Corporation / Michigan Strategic Fund

\$ _____ Community Revitalization Program Loan and/or Grant – Available to downtown projects up to \$10M (grant maximum is \$1M).

\$ _____ Business Development Program Loan and/or Grant

\$ _____ Community Development Block Grant – Available to downtown projects

Other \$ _____

Anticipated total amount of Brownfield financing requested: \$ _____

SECTION V. CERTIFICATION

The undersigned hereby certifies that all information provided to the Houghton County Brownfield Redevelopment Authority (Authority) herein and furnished with this application is and will be true, accurate, complete, and fairly presents the financial condition of the undersigned.

The undersigned hereby certifies the Applicant is not a liable party per PA 201 and acknowledges that full environmental disclosure is a requirement of the Brownfield Plan or Combined Brownfield Plan submittal. Disclosure shall include copies of all available environmental data, reports and pertinent correspondence including documentation relating to liable or potentially liable parties and the environmental condition of the project site.

AUTHORIZED SIGNATURE

TITLE

DATE

AUTHORIZED SIGNATURE

TITLE

DATE

HOUGHTON COUNTY BROWNFIELD REDEVELOPMENT AUTHORITY

BROWNFIELD PROJECT APPLICATION CHECKLIST

Before submitting the project application, please make sure all items on the checklist are included. Brownfield Project Applications will not be reviewed until items are completed.

Application Fee

- Provide application fee of \$250.00. Check to be written to *Houghton County Brownfield Redevelopment Authority*.

Site Control

- Attach a copy of proof of control of the property (i.e. current title commitment, proof of ownership, purchase agreement, option or site access agreement).

Site Plan

- Attach copies of proposed preliminary site development or concept plans to illustrate how the proposed redevelopment and land uses will be situated on the subject property, and documenting access to all necessary utilities and infrastructure.

Financial Information and Eligible Activities

- Attach a spreadsheet detailing principal Brownfield eligible activities and project financing gap.
- Attach detailed project budget/pro forma illustrating all related project expenses, sources of financing, and project financing needs.
- Attach financial commitment documentation from lender(s) and/or investor(s).

Environmental Work Completed

- Attach all environmental reports that have been completed for this site. (e.g, Phase I, Phase II, BEA, RCRA, Closure, and Due Care)

Taxable Value After Completion

- Provide documentation from licensed Appraiser

HOUGHTON COUNTY BROWNFIELD REDEVELOPMENT AUTHORITY

BROWNFIELD PROJECT APPLICATION EVALUATION CRITERIA

The HCBRA understands that each project is unique and will be judged on its own merits. Authority evaluation of projects will not necessarily be limited to the guidelines below, but will consider all appropriate criteria put forth by the applicant or any other criteria that the Authority deems relevant. In addition to statutory requirements, all projects submitted will be considered only if they meet the following overall guidelines. Notwithstanding the guidelines below, individual projects are not considered approved until they have received formal notification of such approval from the HCBRA, local governing body and County Board of Commissioners by Resolution adopting the Brownfield Plan or Combined Brownfield Plan.

- 1) Nature, extent of contamination (including threat to water quality and public health), and the extent to which the contamination will be remedied.
- 2) Viability of the project without Brownfield assistance.
- 3) Presence of abandoned, vacant buildings, or blight, and the extent to which the project will remove the blight.
- 4) Type and size of the proposed use and the extent to which it is consistent with community land use or master plans and the encouragement of redevelopment in growth and investment areas.
- 5) The extent to which the project creates new long term jobs.
- 6) Overall enhancement to the community.
- 7) Improvement of public infrastructure consistent with land use or master plans.
- 8) Other factors benefitting the community.
- 9) Availability of TIF capture to reimburse the cost difference of developing a Brownfield site as compared to a Greenfield site.

The guidelines outlined above should not be considered a complete list but constitute a framework by which HCBRA will screen projects for incentive consideration.