This **Brownfield Project Application** ("Application") must be completed by the applicant to begin the brownfield assistance process with the Ionia County Brownfield Redevelopment Authority (ICBRA). Applications are accepted on a rolling basis; there are no submission deadlines.

Application Fee:

- $1,000 for projects with total investment below $1 million
- $2,500 for projects between $1 million and $10 million
- $5,000 for projects with total investment exceeding $10 million

The required application fee must be submitted with the Application to initiate the review process. The ICBRA reserves the right to waive or modify this fee at its discretion.

Please note that any fees required by other agencies are separate from the fees listed above and are the responsibility of the applicant.

Evaluation Criteria:

All brownfield project proposals must demonstrate a public purpose. The ICBRA will evaluate each proposal based on the following criteria:

1. Compliance with applicable statutory requirements (if applicable).
2. Feasibility of the proposed financing method for eligible activity costs.
3. Eligibility of proposed activities for reimbursement under Act 381.
4. Whether the costs of eligible activities are reasonable and necessary to complete the project.
5. Reasonableness of the estimated captured taxable value resulting from adoption of a Brownfield Plan Amendment (if applicable).
6. Additional considerations, including but not limited to:
    - Overall public benefit
    - Degree of building reuse
    - Extent of blight reduction
    - Job creation
    - Job creation in areas of high unemployment
    - Remediation of contamination and/or blight
    - Level of private sector investment
    - Developer's economic viability
    - Total acreage of brownfield eliminated

Notes:

For assistance with completing this Application or to schedule a pre-application meeting (recommended but not required) to discuss your project, please contact the ICBRA at 616-527-5300 or brownfield@ioniacounty.org.

Before submitting your Application, ensure that all items listed on the checklist on page 7 are included. Applications will not be reviewed until all required materials have been submitted.

The Application represents the first step for all brownfield redevelopment projects submitted to the ICBRA. Approval of the Application does not constitute approval of a Brownfield Plan Amendment, Tax Increment Financing (TIF), or any other financial incentives. Rather, Application approval authorizes ICBRA staff to assist the applicant in pursuing financial incentives for the proposed brownfield project.

BROWNFIELD PROJECT APPLICATION

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

Please summarize the proposed project and the assistance requested:

Brownfield activities for which potential assistance is sought:

☐ Department Specific ☐ Demolition ☐ Asbestos/Lead Abatement ☐ Housing TIF

☐ Infrastructure Improvements ☐ Site Preparation ☐ Other

Assistance Requested through ICBRA:

Local Sources

$ _____ Brownfield Tax Increment Financing - Brownfield Plan Amendment

$ _____ Local Brownfield Revolving Fund – *not currently available*

State and Federal Sources

$ _____ Brownfield Tax Increment Financing – Act 381 Work Plan

$ _____ Michigan Department of Environment, Great Lakes and Energy Grants up to $1,000,000

$ _____ Michigan Department of Environment Great Lakes and Energy Loans up to $1,000,000

$ _____ United States Environmental Protection Agency Brownfield Assessment Grant – *not currently available*

$ _____ TOTAL BROWNFIELD ASSISTANCE REQUESTED

CERTIFICATION

The undersigned hereby certifies that all information provided to the ICBRA 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 for any contamination on the project site and acknowledges that full environmental disclosure is required. 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

APPLICATION CHECKLIST

Before submitting, please make sure all items on the checklist are included.

Application and Fee

☐ Provide appropriate application fee. Check to be written to *Ionia County.*

Site Control

☐ Attach a copy of proof of control of the property (i.e. current title commitment, proof of ownership, signed 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.

Environmental Work Completed

☐ Attach relevant environmental reports that have been completed for this site. (e.g, Phase I and II ESA, BEA)

Financial Information

☐ Attach simple project budget/pro forma illustrating all related project expenses, sources of financing, and project financing needs and spreadsheet detailing principal Act 381 brownfield eligible activities and project financing gap

Brownfield Plan Elements

☐ Provide either a draft Brownfield Plan Amendment that contains all elements required under Act 381 OR complete the following Sections A and B.

Thank you for completing and submitting this application for assistance to:
101 W. Main Street, Ionia, MI 48846 or brownfield@ioniacounty.org.
We will contact you with follow up questions and information.

A. PROJECT SITE DETAILS

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 project site: _____

Current zoning: _____

In the space below, describe the Brownfield condition(s) impeding development of the project site and/or the eligible housing development activities that provide the basis for Brownfield designation.

_____

_____

_____

_____

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

Has a Site Remediation or Due Care Plan been developed? ☐ Yes ☐ No If yes, please attach.

List any similar redevelopment projects the Applicant has been involved in over the last five years (if any):

_____

_____

_____

Has the Applicant or Business ever been:

a) found liable for environmental issues at the project site? ☐ Yes ☐ No
b) cited for non-compliance with any environmental regulation? ☐ Yes ☐ No
c) involved in any claim or lawsuit? ☐ Yes ☐ No
d) suspended or debarred, declared bankruptcy, commenced a proceeding under any bankruptcy law or had a judgment rendered against it? ☐ Yes ☐ No

If yes to any of a) through d) above, please describe below, or attach an explanation.

B. PROPOSED PROJECT DESCRIPTION

Project Type: ☐ New ☐ Relocation ☐ Expansion ☐ Rehabilitation

Describe the proposed redevelopment of the project site including a description of project benefits:

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

Does the proposed project comply with current 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 other pertinent critical date(s):

Status of Development Permits and Applications (if applicable):

Does the proposed project anticipate LEED Certification, green infrastructure, renewable energy, or other environmental sustainability elements?

☐ Yes ☐ No ☐ Unknown

If yes, describe:

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

Total Anticipated Investment

Land Acquisition	$
New Construction/Site Improvements	$
Brownfield Activities	$
Total Capital Investment:	**$**