

Charter Township of Flint Brownfield Redevelopment Authority Project Application Form

This application form must be completed by the applicant and submitted with a \$2,500.00 application fee to initiate the brownfield process by the Charter Township of Flint Brownfield Redevelopment Authority (FTBRA). There are no deadlines for the submittal of applications -- applications will be accepted on an ongoing basis.

NOTE: The preliminary review is the first step for all brownfield redevelopment projects coming through the FTBRA

Approval of the Application by the FTBRA is **NOT approval of the brownfield project/plan** and the requested Tax Increment Financing (TIF).

If the FTBRA initially approves a project application, it is not obligated to approve the brownfield plan.

Once processed and approved by the FTBRA, if the Brownfield Plan includes tax increment financing (TIF), an administrative fee of one percent (1%) of the eligible activity expense amount will be assessed and payable prior to the execution of the development reimbursement agreement.

Two (2) sets of the completed application forms and any supplemental materials must be submitted to the Economic Enhancement Director, c/o Flint Township Economic Development Department, 1490 S. Dye Road, Flint, MI 48532.

For assistance in completing this application form, please contact the Flint Township Economic Development Department

Tracey Tucker, Economic Enhancement Director
tucker@flinttownship.org

(810) 600-3234 phone
(810) 733-6919 fax

In addition, please refer to the FTBRA Brownfield Redevelopment Program Policies and Procedures to learn the process. The Guide and other information on the application process is also available on the Flint Township website www.flinttownship.org

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

PROJECT APPLICANT INFORMATION

Date:

Project Applicant Name:

Mailing Address:

Contact Person for Applicant:

Telephone/Fax Numbers:

E-mail Address:

Property Owner Name:

Mailing Address:

Contact Person for Property Owner:

Telephone/Fax Numbers:

E-mail Address:

PROJECT

INFORMATION Project Name and Address:

Parcel ID Number(s):

Legal Description:

Parcel Size:

Number of Structures:

Structure Sizes and Condition:

**Is the project located within a Downtown Development Authority (DDA) or Corridor Improvement Authority?
If yes, has the Authority been contacted? Do they support the project?**

Proposed Project Description:

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Proposed Redevelopment Use(s):

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.

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Anticipated Project Schedule/Critical Dates:

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Status of Development Permits and Applications:

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Description of Known or Suspected Environmental Contamination Concerns

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List all environmental activities and reports completed to date.

| Report/Activity | Date | Attached (y/n) |
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Attach additional pages if needed and supporting documentation or reports if available.

Summary of Needed Eligible Activities and Projected Costs (if known):

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Attach additional pages if needed and supporting documentation or reports if available.

Projected Private Investment in Redevelopment:

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Proforma Information:

Attach detailed proforma and project budget illustrating all related project expenses, sources of financing, and project financing gap.

Anticipated Job Creation or Retention Impacts:

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Other Significant Project Information:

include any other incentives and abatements, grants or loan that may be being requested.

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BROWNFIELD PROJECT APPLICATION CHECKLIST

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

Ownership Documentation

If the property owner is not the project applicant, please attach a signed and notarized letter from the property owner authorizing the applicant to submit this application form for consideration by the FTBRA.

Attach copy of current title commitment and proof of ownership.

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 copy of Eligible Activity Table (provided from Staff).

Attach detailed project budget/proforma illustrating all related project expenses, sources of financing, and project financing needs.

Environmental Work Completed

Attach all environmental reports that have been completed for this site. (i.e. Phase I, Phase II, Environmental Site Assessment (ESA), Baseline Environmental Assessment (BEA), Closure, Due Care, etc)

MEDC and/or MDEQ

Eligible projects will be required to submit the following documents to the Township for review. For documents required by MEDC or MDEQ, the Township will submit these to the MEDC and/or MDEQ after review.

- A Brownfield Program Application
- A Brownfield Plan or combined Brownfield Plan/381 Work Plan if school tax capture is requested
- Phase I ESA completed before purchase
- Baseline Environmental Assessment, if applicable
- Reimbursement Agreement

Brownfield Plan and 381 Work Plan Submittals

- a. The basis for eligibility as a facility under Part 201 of Public Act 451
- b. A map indicating the eligible property and including parcel boundaries and parcel numbers.
- c. A map indicating the location and extent of impacts that exceed the unrestricted residential closure criteria established by the MDEQ for soil, if applicable.
- d. A map indicating the location and extent of impacts that exceed the unrestricted residential closure criteria established by the MDEQ for groundwater, if applicable.
- e. Detailed cost estimates for remediation, mitigation or control methods selected.

BROWNFIELD PROJECT APPLICATION CHECKLIST (cont'd)

- f. List of contractors and subcontractors selected for each task.
- g. An itemized list for all eligible activities for which reimbursement is being requested, listing any contingency as a separate item.
- h. An evaluation of the five-year Internal Rate of Return for the project, including with incentives and without incentives.
- i. A separate table for each parcel indicating the annual impact of tax capture on each taxing jurisdiction, and the annual FTBRA administrative fee.
- j. Attach the most recent Soils and/or Groundwater Investigation Report or BEA that is the basis for the Brownfield designation.
- k. A statement that the Brownfield Plan duration will be no more than one year beyond the capture period or a maximum of 30 years, whichever is less.

Each Plan must include the following in the tax capture calculation:
The Township requires an annual administrative fee to be paid from tax increment financing. The fee will be 1% of the tax increment captured for each year of capture.