

CITY OF BAY CITY

BROWFIELD PROJECT APPLICATION FORM

This application must be completed and signed by the applicant to initiate the project review process by the City of Bay City Brownfield Redevelopment Authority (BRA). Two (2) sets of the completed application form and any supplemental materials must be submitted to:

City of Bay City BRA
301 Washington
Bay City, MI 48708

1. Attach copies of proposed preliminary site plan 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.
2. There are no deadlines for the submittal of applications - applications will be accepted on an ongoing basis.
3. The Project Application Form is the first step for all brownfield redevelopment projects coming through the BRA.
4. City Staff approval of an Application does NOT represent approval of the Brownfield project/plan and any requested Tax Increment Financing (TIF) which requires formal approval of the BRA and City Commission.
5. Applications will be administratively reviewed by Staff and legal counsel prior to being placed on an agenda for formal review and consideration. A review fee of \$2,500.00 must be provided with this application to start the review process.
6. Following the administrative review, information will be forwarded to the BRA for formal review and consideration.
7. If applicant's project is supported by the BRA, the BRA will recommend the application and forward it to the City Commission for final review and consideration.
8. Please refer to the BRA Brownfield Redevelopment Program Guide (Guide) for a complete description of the application process. The Guide and other information related to the application process is available on the City of Bay City website at www.baycitymi.org/departments/economic-development.
9. Before submitting a project application, please make sure all items on the attached checklist are included. A project application will not be reviewed until all items are completed.

For assistance in completing this application form, please contact the Economic Development Department at sthurston@baycitymi.org or (989) 894-8227 or sdimitroff@baycitymi.org or (989) 894-8159.

City of Bay City Brownfield Redevelopment Authority

PROJECT APPLICATION FORM

Submit Complete Application to:
City of Bay City Brownfield Redevelopment Authority
301 Washington Ave.
Bay City, Michigan 48708

If available, please attach the following items to the application:

Subject Property

- Preliminary Site Plan
- Property Appraisal
- Construction Plans and Specifications/Budget
- Financial Statement Projections (for 2 years after project completion)
- Phase I and II Environmental Site Assessments
- Baseline Environmental Assessment
- Brownfield Plan
- Site Remediation and/or Due Care Plan

Applicant

- Purchase Agreement, Option or Site Access Agreement
- Historical Financial Statements (last 3 fiscal years)
- Current Financial Statement (within 90 days)
- Aging Reports (3 most recent consecutive periods)
- Resumes of Owners and Key Managers
- Company References

For Official Use Only	
Date	
File No.	
Project No.	

BROWNFIELD PROJECT APPLICATION

SECTION I. APPLICANT INFORMATION

Project Name:	
Applicant Name:	
Business Name (If different from applicant):	
Contact Person:	Email:
Street Address:	Office Phone:
City/State/Zip:	Cell Phone:
Applicant EIN/TIN	Fax:

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

TYPE OF BUSINESS:

- MANUFACTURING
- RETAIL
- WHOLESALE
- SERVICE
- OTHER _____

DESCRIPTION OF BUSINESS HISTORY, OPERATIONS AND PRODUCTS/SERVICES PROVIDED

Attach the last three (3) years of financial statements, including aging reports and debt obligations, and credit ratings for the Business to be assisted. (Attach company brochure and additional pages as necessary)

LEGAL STRUCTURE OF BUSINESS

- INDIVIDUAL
- FIDUCIARY
- S-CORP
- PARTNERSHIP
- LIMITED LIABILITY COMPANY OR CORPORATION
- OTHER (DESCRIBE)

STATE OF REGISTRATION: _____
DATE STARTED: _____

BUSINESS LOCATION

- OWNED
- LEASED, Expires: _____
- HOME-BASED

JOB INFORMATION:

NUMBER TEMPORARY CONSTRUCTION JOBS: _____
ESTIMATED JOBS TO BE CREATED: _____
ESTIMATED JOBS TO BE RETAINED: _____

Owners and Key Managers of the Business

Name	Title/Position	Percent Ownership	Years With Company

Attach Resumes for those listed.

SECTION II. PROJECT SITE

Parcel	Street Address	Parcel ID No.	Improvements	Taxable Value
1				\$
2				\$
3				\$
4				\$
5				\$
6				\$

Current Use: _____ Proposed Future Use: _____

Current Zoning: _____ Proposed Future Zoning: _____

In the space below, describe the contamination impeding development of the site. Additionally, what is the estimated cost of the cleanup? (Please note: only contaminants identified by the U.S. E.P.A., including petroleum/petroleum products, asbestos, PCPs, VOCs, lead, other metals, or PAHs qualify for site-remediation funding.)

Attach a preliminary site plan and current property appraisal to this Application.

If Brownfield Plan, Phase I & Phase II Site Assessments, Baseline Environmental Assessment and/or Due Care Plan have been completed, please attach them.

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

Has an Engineering Evaluation/Cost Analysis been done? If yes, please attach. Yes No

Is the party who caused the contamination known? Yes No

If yes, identify.

Name of Responsible Party	
Address (if known)	

Has the Responsible Party been contacted regarding the cleanup? Yes No

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

Is the property located within the Downtown Development Authority (DDA) district? Yes No

SECTION III. REDEVELOPMENT PLAN

Describe your plans for redeveloping the site. Include all estimated private and public investments in the project, construction plans and timetable, and any commitments for financing the proposed project.

Detailed Project Description (include description of project and benefits):

Described anticipated schedule, including critical dates:

Why does the project need incentives? Are there excess costs or market conditions that make investment prohibitive?

Describe status of permits and applications:

Describe basis for Brownfield designation:

Project Details: Provide Information About the Type of Project

	<i>Describe End Use</i>				
Manufacturing		Square Footage		Lease/Sale Price	\$
Commercial/Retail		Square Footage		Lease/Sale Price	\$
Office		Square Footage		Lease/Sale Price	\$
Housing		No. of Units		Price Per Unit	\$
Other:					

Job Creation

		First Year	Second Year	Third Year	Fourth Year	Fifth Year
Manufacturing	Jobs Retained					
	Jobs Created					
Commercial/Retail	Jobs Retained					
	Jobs Created					
Office	Jobs Retained					
	Jobs Created					
Housing	Jobs Retained					
	Jobs Created					

Construction Description

Manufacturing	Cost per square foot	\$	Construction Jobs	
Commercial/Retail	Cost per square foot	\$	Construction Jobs	
Office	Cost per square foot	\$	Construction Jobs	
Housing	Cost per square foot	\$	Construction Jobs	
Other:	Cost per square foot	\$	Construction Jobs	

Will the project promote... Sustainable Development? Mixed Use Development?
 Walk able Communities? Increased Density?
 Benefit to the Watershed?

Will the project be LEED Certified of "Green": Yes No
 If Yes, Describe:

Other Incentive or Overlay Districts included in Project Site?

- DDA Renaissance Zone OPRA
 NEZ Tool and Die District Commercial Improvement District
 PA 198 PA 328 LDFA
 Other (Specify):

Project Costs: Include all Project Costs below. Also, include Projects Costs for those activities where funding is requested in Section IV. Attach detailed project budget as necessary to fully describe the project.

Project Cost	Amount	Date Completed (as applicable)
Land Purchase	\$	
Construction (brick and mortar)	\$	
Remediation, Mitigation, Control	\$	
Additional Response Activities	\$	
Demolition	\$	
Restoration	\$	
Lead or Asbestos Abatement	\$	
Site Infrastructure Improvements	\$	
Site Preparation	\$	
Other Soft Costs	\$	
Equipment and Fixtures	\$	
Total Project Costs	\$	

Attach current Purchase Agreement, Option or Site Access Agreement, as applicable.

SECTION VI. OTHER INFORMATION

Is the applicant/ business involved in any claim or lawsuit? Yes No

Are there any other taxes not currently paid or in dispute? Yes No

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

Is any collateral currently pledged to other creditors? Yes No

Is the applicant/business liable for any amount via guaranties, or commitments, or other contingency agreements? Yes No

If you answered "Yes" to any question(s), please explain (Attach additional pages as necessary):

The undersigned hereby certifies that all information provided to the City of Bay City Brownfield Redevelopment Authority (BRA) herein and furnished with this application is and will be true, accurate, complete, and fairly presents the financial condition of the undersigned. By signing below, the undersigned agree that the project will be for the purpose of requesting consideration for reimbursement of certain eligible activities identified in the application and in accordance with the BRA requirements. It is understood the BRA will rely on the information provided herein in making its decision. The BRA is authorized to make all inquiries it deems necessary to ratify the accuracy of the information herein made, or in its discretion, to further determine the undersigned's ability to perform the proposed project. The BRA is hereby authorized to answer any questions from third parties concerning the undersigned's experience with the BRA.

AUTHORIZED SIGNATURE TITLE DATE

AUTHORIZED SIGNATURE TITLE DATE