Washtenaw County Brownfield Redevelopment Authority
Project Application Form for the City of Ann Arbor

This application form must be completed by the applicant to initiate the brownfield process by the Washtenaw County Brownfield Redevelopment Authority (WCBRA). The completed application will then be submitted to the appropriate representative of the local municipality within which the proposed project is located. There are no deadlines for the submittal of applications -- applications will be accepted on an ongoing basis.

> NOTE: The Project Concept Application (Application) is the first step for all brownfield redevelopment projects coming through the WCBRA. The Project Application is part of our commitment to partner with each Municipal Member throughout the brownfield redevelopment process.
>
> Approval of the Application by the local municipality is **NOT approval of the brownfield project/plan** and the requested Tax Increment Financing (TIF) and/or Michigan Business Tax Credits (MBT). Approval gives Staff permission to assist the developer in creating a Brownfield Plan.
>
> If a local municipality initially approves a project application, it is not obligated to approve the brownfield plan.

Once processed and approved by the local municipality, an application fee will be assessed to the developer. The fee is based on total project investment:

$0- $5Million = $3,000;
$5M - $10M = $4,000; and
$10 M and over = $5,000

Two (2) sets of the completed application forms and any supplemental materials must be submitted to the Washtenaw County Office of Strategic Planning, Brownfield Program, P. O. Box 8645, Ann Arbor, MI 48107-8645.

For assistance in completing this application form, please contact the Washtenaw County Office of Strategic Planning:

Brett Lenart, Community Planning Supervisor (734) 222-3860 phone
lenartb@ewashtenaw.org (734) 222-6573 fax

In addition, please refer to the WCBRA Brownfield Redevelopment Program Guide to learn the process. The Guide and other information on the application process is also available on the WCBRA website at http://brownfields.ewashtenaw.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 Address: _____

Parcel ID Number(s): _____

Legal Description: _____

Located within WCBRA Member Municipality: ☐ **YES** ☐ **NO**

Is the project located within a Downtown Development Authority (DDA)?

If yes, has the DDA been contacted? Do they support the project? If so, what level of support has been identified?

Proposed Project Description:

- *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.*

Proposed Redevelopment Use(s):

Anticipated Project Schedule/Critical Dates:

Status of Development Permits and Applications:

Description of Known or Suspected Environmental Contamination Concerns

List all environmental activities and reports completed to date.

Report/Activity	Date	Attached (y/n)

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

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

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

Projected Private Investment in Redevelopment:

Proforma / Financial Analysis:

- *Attach detailed proforma and project budget illustrating all related project expenses, sources* of *financing, and project financing gap.*
- *Contact Staff to schedule a meeting with City of Ann Arbor's Finance Office to conduct a Financial Analysis utilizing the ROI Financial Forecaster Model. Please ensure the attached proforma includes the information necessary to complete the Financial Analysis.*

Anticipated Job Creation or Retention Impacts:

Other Significant Project Information:

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 WCBRA.
- ❑ 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) and TIF Table broken down by taxing jurisdiction.
- ❑ Attach detailed project budget/proforma illustrating all related project expenses, sources of financing, and project financing needs.
- ❑ Ensure project proforma is adequate to conduct Financial Analysis. Contact Staff for more information.

Environmental Work Completed

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