



Washtenaw County Brownfield Redevelopment Authority Project Application Form

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). 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.

The following separate application fees are due upon processing and acceptance of the brownfield application.

County Brownfield Authority Fee, based on total project investment:

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

Additional Application Fee for Projects within the City of Ann Arbor, due to administrative review costs associated with the Financial Proforma Return on Investment Analysis and review of environmental criteria above the County process:

\$4,200

Submit a PDF of the completed application form and any supplemental materials must be submitted to the Washtenaw County Office of Community and Economic Development, Brownfield Program, 415 W. Michigan Ave., 2nd Floor, Ypsilanti, MI 48197.

For assistance in completing this application form, please contact the Washtenaw County Office of Community and Economic Development:

Nathan Voght, Brownfield Redevelopment Coordinator
voghtn@washtenaw.org

(734) 544-3055 phone
(734) 544-6749 fax

Additional information regarding Brownfield Applications and the Washtenaw County Brownfield Authority process is available online at <http://www.washtenaw.org/brownfields> .

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?

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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

- Attach environmental reports sufficient to document brownfield eligibility, such as Facility status, site history, and current site conditions. (i.e. Phase I, Phase II, BEA, etc)

Needed Eligible Activities and Projected Costs (if known):

- Attach a copy of Eligible Activity Table.*

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

Projected Private Investment in Redevelopment:

For City of Ann Arbor Projects:

- Prepare to provide, upon request, under separate cover, detailed proforma and project budget illustrating all related project expenses, sources of financing, and project financing gap.*

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 project applicant does not own the property,, please attach documentation to adequately demonstrate authorization to proceed with development planning, such as a purchase or development agreement or notarized letter, to submit this application form for consideration by the WCBRA.
or;
- 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 and TIF Table broken down by taxing jurisdiction.

For City of Ann Arbor Projects:



- *Prepare to provide, upon request, under separate cover, detailed proforma and project budget illustrating all related project expenses, sources of financing, and project financing gap.*

Environmental Work Completed

- Attach or otherwise provide access to environmental reports sufficient to document brownfield eligibility, such as Facility Status, site history, and current site conditions. (i.e. Phase I, Phase II, BEA, , etc)