



Ottawa County
Where You Belong.

Brownfield Redevelopment
Project Assistance Application



This Brownfield Project Application form (Application) must be completed by the applicant to initiate the brownfield assistance process by the Ottawa County Brownfield Redevelopment Authority (OCBRA). There are no deadlines for the submittal of applications – applications will be accepted on an ongoing basis.

**** If you are seeking assistance for ONLY Phase I, Phase II, or Baseline Environmental Assessments, you can use the simplified application form for the Brownfield Incentive Program that is included as Attachment A. There is no application fee and the timeline for approval is shorter than for the larger incentives. The full Brownfield Project Application can be submitted later if additional assistance is needed.**

Application Fee: An application fee of \$1,500.00 must be provided with this application to start the review process. This fee may be waived or modified at the discretion of the OCBRA.

Any fees required by other agencies are in addition to the fees cited herein and must be paid by the applicant.

Evaluation: Brownfield project proposals must be determined to constitute a public purpose. The OCBRA will evaluate proposals based on the following factors:

1. The project meets statutory requirements (if applicable).
2. The proposed method of financing eligible activity costs is feasible.
3. The proposed activities are considered “eligible” for reimbursement under [Act 381](#).
4. The costs of the proposed eligible activities are reasonable and necessary to carry out the project.
5. The amount of captured taxable value estimated to result from adoption of a brownfield plan amendment is reasonable (if applicable).
6. Additional review considerations are as follows:
 - a. Overall benefit to the public
 - b. Extent of reuse of buildings
 - c. Extent of blight reduction
 - d. Creation of jobs
 - e. Creation of jobs in an area of high unemployment
 - f. Alleviation of contamination/blight
 - g. Level of private sector contribution
 - h. Economic viability of the developer
 - i. Total acreage of brownfield eliminated

Notes: For assistance in completing this application or to schedule a pre-application meeting (recommended but not required) to discuss your project first, please contact the OCBRA at 616.738.4852 or plan@miottawa.org. Before submitting a project application, please make sure all items on the checklist on page 7 are included. Applications will not be reviewed until all items are completed.

The Application is the first step for all brownfield redevelopment projects coming through the OCBRA. Approval of the Application by the OCBRA is NOT approval of a Brownfield Plan Amendment or Combined Brownfield Plan and the requested Tax Increment Financing (TIF) and/or other financial incentives. Application approval gives Staff permission to assist the applicant in pursuing financial incentives for their brownfield project.

For OCBRA Use Only	
Date	
File No.	

BROWNFIELD PROJECT APPLICATION

SECTION I. APPLICANT INFORMATION

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

Please describe your current business's history, operations, and products/services provided:

Type of Business:

- Manufacturing
- Wholesale
- Service
- Retail
- Other (specify) _____

Legal Structure of Business:

- Individual
- Fiduciary
- S-Corporation
- Limited Liability Company
- Other (specify): _____

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 on a separate piece of paper.

SECTION II. PROJECT SITE

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 the basis for Brownfield designation.

Attach all known 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.

SECTION III. 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: _____

SECTION IV. BROWNFIELD ASSISTANCE REQUEST

Total Anticipated Investment

Land	
New Construction/Site Improvements	
Brownfield Conditions	
Total Capital Investment:	

Brownfield activities for which potential assistance is sought:

- Phase I ESA
 Phase II ESA
 BEA
 Due Care
 Clean-up
 Other (demolition, response activities, site preparation, infrastructure improvements, etc.)

Attach a spreadsheet detailing principle Act 381 Brownfield eligible activities for which assistance is sought. [Page 43 of Act 381 Guidance](#) is a good template to use.

Estimated Taxable Value after Project Completion: _____

Estimated Assistance Requested

Local Sources

- _____ Brownfield Incentive Program
 _____ Brownfield Tax Increment Financing - Brownfield Plan Amendment and Act 381 Work Plan(s)
 _____ Local Brownfield Revolving Fund – **not currently available**

State and Federal Sources

- _____ 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
 _____ Michigan Economic Development Corporation – Community Revitalization Program Loan and/or Grant – Available to downtown projects up to \$10 million (grant maximum is \$1 million).
 _____ Michigan Economic Development Corporation – Business Development Program Loan and/or Grant
 _____ United States Environmental Protection Agency Brownfield Assessment Grant – **not currently available**

 _____ **TOTAL BROWNFIELD ASSISTANCE REQUESTED**

SECTION V. CERTIFICATION

The undersigned hereby certifies that all information provided to the Ottawa County Brownfield Redevelopment Authority (OCBRA) 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

SECTION VI. APPLICATION CHECKLIST

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

Brownfield Project Applications will not be reviewed until items are completed.

Application Fee

- Provide appropriate application fee. Check to be written to *Ottawa County Brownfield Redevelopment Authority*.

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.

Financial Information and Eligible Activities

- Attach a spreadsheet detailing principal Act 381 Brownfield eligible activities and project financing gap.
- Attach simple project budget/pro forma 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.
(e.g, Phase I, Phase II, BEA, RCRA, Closure, and Due Care)



Brownfield Incentive Program

plan@miottawa.org | 616.738.4852 | miottawa.org/brownfields

Project Application

Instructions for Applicant: To have an eligible project considered for an Incentive, please complete the form as thoroughly as possible. If you have questions regarding any of the requested information, please contact the Ottawa County Planning and Performance Improvement Department at 616-738-4852 or via e-mail at plan@miottawa.org.

Applicant Information

Applicant Name: _____ Date: _____

Category: Owner Tenant Purchaser Developer Other: _____

Address: _____

Contact Info: _____
Phone (office) _____ Phone (cell) _____

_____ Email _____

Eligibility: I have reviewed the BIP Eligibility Requirements and confirm that the project is eligible.

Property Information

Site Address: _____

Parcel ID#: _____ Acreage: _____

Current Site Owner: _____ Purchase Date: _____

Owner Contact Info: _____
Phone (office) _____ Phone (cell) _____

_____ Email _____

Current Zoning: _____

Site History and Current Use: _____

***Please provide copies of any available site maps**

Potential Environmental Concerns (check all that apply)

- Chemical Use in Site Operations
- Drum Storage
- Abandoned Property
- Tanks: Above or Below Ground
- Known Contamination
- Asbestos or Lead
- On-Site Disposal Areas
- Known/suspected Contamination on Adjacent Site
- Other Potential Environmental or Known Environmental Issues at Site: _____

Previous Environmental Activities Completed (if known)

- Phase I ESA
- BEA
- None
- Phase II ESA
- Remediation
- Unknown

**Please provide copies of any available environmental reports*

Incentive(s) and Amount(s) Requested for the Following Activity(ies)*

- Phase I ESA for \$ _____
- BEA for \$ _____
- Due Care Plan for \$ _____
- Phase II ESA for \$ _____
- Clean-Up Plan for \$ _____
- Brownfield Plan for \$ _____

Total amount of Incentives being requested (please attach consultant quotes if available): \$ _____

**Activity(ies) to be funded may not commence until the OCBRA as approved them for funding*

Proposed Project Information

- Developer Interest:
- Interest has been expressed to develop property
 - Agreement to develop the property exists (or is being actively pursued)
 - No immediate interest to develop property
 - Property transaction only, no development plan

Comments: _____

Please describe the type of proposed use/redevelopment (e.g. commercial, industrial, residential, mixed use, recreational space)*: _____

What are the expected start and end dates of the project? Start: _____ End: _____

Does the proposed project comply with local zoning requirements and is it consistent with the community's master land use plan: Yes No

Does the local unit of government support the proposed project**: Yes No Unknown

**Please attach any drawings or sketches that will assist the OCBRA to better understand the project*

***Please provide a written letter of support from the local unit of government, if available*

Economic Benefits and Capital Investment

Estimated Job Creation: _____

Does the project propose development of a business? Yes No Not sure

If yes, what type? Startup Expansion of existing business Relocation into County

Total Estimated Project Investment: \$ _____

Of that amount, how much will be private funding, e.g. cash or bank loans? >75% 25%- 74% <25%

Please list type(s) and amount(s) for any secured funding (e.g., cash, conventional loan, grants, incentives):

Source 1: _____ \$ _____

Source 2: _____ \$ _____

Source 3: _____ \$ _____

To fully fund the project, will you seek Brownfield TIF, DEQ Grants/Loans, or other incentives? (only include sources not listed above) Yes No Not sure

Community impact(s) of proposed project (check all that apply)

- Eliminate blight
- Increase tax base
- Create recreational/green space
- Eliminate contamination
- Create permanent jobs
- Catalyst for other redevelopment

Other socioeconomic or environmental benefits

If the proposed project is expected to have additional positive impacts, please describe below. These could include, *but are not limited to*, increasing availability of affordable housing, increasing equitable access to fresh food, protecting water quality or quantity, focusing on underserved populations. Attach additional pages if necessary.

Completed forms and any attachments should be submitted via mail or email to:

Ottawa County Planning and Performance Improvement Department
 12220 Fillmore Street, Room 260
 West Olive, MI 49460
plan@miottawa.org

FOR OFFICIAL USE ONLY	
Approved Activity:	
Total Project Score (from Scoring Matrix):	
Not to Exceed Amount:	
Approval Date:	
OCBRA Representative Signature:	