This Brownfield Project Application form (Application) must be completed by the applicant to initiate the brownfield assistance process with 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** located **here**. 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.

BROWNFIELD PROJECT APPLICATION

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

Please summarize the proposed project and the assistance requested:

Brownfield activities for which potential assistance is sought:

☐ Phase I ESA ☐ Phase II ESA ☐ Baseline ESA ☐ Due Care

☐ ACT 381 EGLE/MSF TIF ☐ Housing TIF ☐ Other

Assistance Requested through OCBRA:

Local Sources

$ _____ Brownfield Incentive Program – PLEASE PROCEED TO AND COMPLETE EXHIBIT A

$ _____ 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

$ _____ United States Environmental Protection Agency Brownfield Assessment Grant – *not currently available*

$ _____ TOTAL BROWNFIELD ASSISTANCE REQUESTED

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 a 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

APPLICATION CHECKLIST

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

Application and Fee

☐ Provide appropriate application fee. Check to be written to *Ottawa County.*

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.

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)

Financial Information

☐ Attach simple project budget/pro forma illustrating all related project expenses, sources of financing, and project financing needs and spreadsheet detailing principal Act 381 brownfield eligible activities and project financing gap

Brownfield Plan Elements

☐ Provide either a draft Brownfield Plan Amendment that contains all elements required under Act 381 OR complete the following Sections A and B.

Thank you for completing and submitting this application for assistance to:
12220 Fillmore Street Room 260, West Olive, MI 49460 or plan@miottawa.org
We will contact you with follow up questions and information.

A. PROJECT SITE DETAILS

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/or the eligible housing development activities that provide 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.

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.

B. 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: _____

Total Anticipated Investment

Land Acquisition	$
New Construction/Site Improvements	$
Brownfield Activities	$
Total Capital Investment:	**$**