



## City of Bay City Brownfield Redevelopment Authority Project Application Form

This application form must be completed by the applicant to initiate the Brownfield process by the City of Bay City Brownfield Redevelopment Authority (BRA). 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 BRA.

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.

1. Applications will be administratively reviewed by Staff and legal counsel prior to being placed on an agenda for consideration. Applications will be considered only when accompanied with a non-refundable application fee of \$1,000.
2. Following the administrative review, information will be forwarded to the BRA for formal review and consideration.
3. 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.

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](http://www.baycitymi.org/departments/economic-development).

**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.**



**PROJECT APPLICATION 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 (if different from above):** \_\_\_\_\_

**Telephone/Fax Numbers:** \_\_\_\_\_

**E-mail Address:** \_\_\_\_\_

**PROJECT INFORMATION**

**Project Address:** \_\_\_\_\_

**Parcel ID Number(s):** \_\_\_\_\_

**Legal Description:** \_\_\_\_\_

**Is the project located within the Downtown Development Authority (DDA) district? Y or N**



**Proposed Project Description (attach additional pages as necessary):**


*\*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) (attach additional pages as necessary):**


**Anticipated Project Schedule/Critical Dates (attach additional pages as necessary):**


**Status of Development Permits and Applications (attach additional pages as necessary):**




**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 Necessary 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.*

**Anticipated Job Creation or Retention Impacts:**


**Other Significant Project Information:**


On this date indicated below the Applicant submits the following application to the Bay City Brownfield Redevelopment Authority (BRA) for the purpose of requesting consideration for reimbursement of certain eligible activities. It is understood the BRA will rely on the information provided herein in making its decision. The undersigned warrants and represents the information herein submitted is true and correct in all respects and the BRA may consider this representation continuing until written notice to the contrary is received by the BRA from the undersigned. 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.

Dated: \_\_\_\_\_

X\_\_\_\_\_

X\_\_\_\_\_



## **PROJECT APPLICATION CHECKLIST**

**Before submitting the project application, please make sure all items on the checklist are included. A Project Application will not be reviewed until all 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 BRA.
- Attach copy of current title 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 TIF Table showing projected increment 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.

### **Environmental Work Completed**

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