



COUNTY OF ST. CLAIR



St. Clair County Brownfield Redevelopment Authority
John Osborn, Chairman

St. Clair County Brownfield Project Application Introduction:

The development of environmentally-distressed, abandoned and blighted properties (“Brownfields”) is important to the County in order to eliminate blight, restore the taxable value of land, create jobs and economic opportunity, and to address environmental contamination. To support this public purpose, the County established a Brownfield Redevelopment Authority in May of 2005. The SCCBRA assists in Brownfield Redevelopment activities at eligible properties through tax capture, grants, loans, and other incentives to assist with compensating for the costs related to various eligible Brownfield Redevelopment activities including:

- a) Phase I Environmental Site Assessments
- b) Phase II Environmental Site Assessments
- c) Baseline Environmental Assessments
- d) Due Care Plans (Section 7a Compliance Analysis)
- e) Brownfield Plan Development
- f) Asbestos and Lead Paint Assessment and Removal
- g) Demolition
- h) Environmental Cleanup or Mitigation
- i) Eligible Site Preparation Costs in eligible areas
- j) Public Infrastructure in eligible areas
- k) Other Response Actions necessary to redevelop or cleanup a site

The SCCBRA administers the following programs to assist in these activities, depending upon funding availability and eligibility:

- a) Brownfield Plans utilizing tax increment financing.
- b) Local Brownfield Revolving Fund (LBRF) – This fund is generated from the excess capture of tax increment through an approved Brownfield Plan. Preference is to use these funds for loans or grants for eligible activities on eligible properties.
- c) U.S. EPA Assessment Grant Funds (Hazardous Substances and Petroleum-Contaminated Sites) – Used for eligible assessment activities at eligible properties. Preference is given to projects that create economic growth and create tax increment. (All approved activities conducted by county’s authorized Brownfield Consultant)
- d) Access to State Grants and Loans – As available, the SCCBRA and/or county may secure Grants and Loans from the State of Michigan to assist in the redevelopment of a site.
- e) Other funding sources.

Persons wishing to access funding or program support for a Brownfield Redevelopment project shall submit a complete Proposed Project Application with a cover letter describing the project, the

projected needs, the benefit to the community, and other pertinent information as outlined in the application, including the appropriate application fee, if applicable, as noted below.

The completed Proposed Project Application Form (*attached*), with the appropriate application fee (*refer to attached Fee Schedule*), if applicable, will be submitted to county staff for the Brownfield Redevelopment Authority. The applicant should provide a complete application at least two weeks prior to the next regularly scheduled meeting in order to be heard at the next available regularly scheduled meeting. The SCCBRA Director will respond to a formal application submittal within ten (10) business days of receipt of the application.

Applicants accessing grant funds to complete assessments or other eligible activities may be asked to enter into a Reimbursement Agreement with a promise to re-pay the Authority's expense should the project not come to fruition. The Agreement will include a negotiated timeline in which a project must be completed, the description of the project to be completed, and the expected investment, job creation, or other economic development activities to be completed within the term of the Agreement.

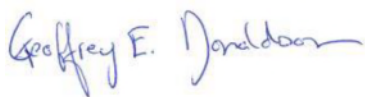
Development/Reimbursement Agreements are also required for projects that will include tax increment capture through a Brownfield Plan or for projects accessing a loan from or through the Authority for redevelopment activities. Sample agreements can be provided by request.

For certain projects, developers may also be required to provide a Performance Bond, Letter of Credit, or other means to secure the viability of the project and the Authority's financial position in support of the project.

The application (*attached*) and other relevant information can be found on the SCCBRA web page – <http://stclaircounty.org/offices/metro/Brownfield.aspx>

It is strongly recommended that you contact us prior to submitting an application in order to determine if the SCCBRA's programs are appropriate for the project and that your project timeline requirements can be met. If you have any questions, comments or require additional information, please contact us as noted below. St. Clair County and its Brownfield Redevelopment Authority appreciate your interest in the redevelopment of our communities.

Kind regards,



Geoffrey Donaldson, Director
St. Clair County Brownfield Redevelopment Authority
Phone: (810)-989-6950
Email: gdonaldson@stclaircounty.org
Website: <http://stclaircounty.org/offices/metro/Brownfield.aspx>



St. Clair County Brownfield Redevelopment Authority

200 Grand River, Suite 202
Port Huron, Michigan 48060
Phone: (810) 989-6950
Fax: (810) 966-2892

Project Application

The St. Clair County Brownfield Redevelopment Authority (SCCBRA) administers several Brownfield Redevelopment programs in St. Clair County. Funding may be available for certain eligible activities including: Phase I and II Environmental Site Assessments, Baseline Environmental Assessments, Due Care Plans, Cleanup Planning and Cleanup activities. This application is also used for those projects seeking enrollment in a Brownfield Plan to reimburse eligible costs related to brownfield redevelopment through tax increment financing (TIF) capture.

This application, in addition to the Project Application Introduction Sheet, Fee Schedule (*attachment A*) and Policy and Procedures Manual, has been developed for interested parties requesting potential brownfield funding on a redevelopment project within St. Clair County. Project funding will be considered by the SCCBRA on a case-by-case basis considering the merits of the proposed project. Criteria for project consideration are listed on page 5 of this application. Based on a review of your completed application, we will contact you within ten (10) business days to discuss the next steps in the process or if we need additional information.

Please provide a project cover letter and provide information in the areas listed below. Although your project may not be at a stage where all requested information is available, a thorough application will assist with the review and potential approval of a project. Please attach additional pages if needed.

1. Date of Application: _____

Business Information:

2. Name of Applicant: _____

3. Business Address: _____

4. Business Telephone Number: _____

5. Contact Person(s): _____ Title: _____

6. Contact Person(s) Telephone Number: _____

Fax Number: _____

7. Contact Person(s) Email Address: _____

8. Entity Type: Proprietorship Partnership Corporation

Other (specify): _____



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9. Describe nature and history of business: _____

10. List similar projects developed over the last five years (if any): _____

11. Key Project Contacts:

Bank/Financing: _____

Attorney: _____

Accountant: _____

Others: _____

Proposed Project Site Information:

1. Address(es): _____

2. Tax I.D.(s): _____

3. Present Owner(s): _____

4. Date Present Owner(s) Acquired Property (if known): _____

5. Previous Owner(s): _____

6. Past Uses of the Property (if known): _____

7. Does applicant have land control:

No

Yes

If yes, please describe (owner, lessee, option or purchase agreement, etc.):

8. Does the project comply with local zoning and other land use requirements? No Yes

If no, please describe processes being undertaken to address local government concerns:

9. Any known environmental issues? _____



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10. Is applicant a liable party for environmental issues at the site? No Yes
11. Is access to site permitted? No Yes
12. Project type: New Relocation Expansion Rehabilitation
13. Project Description: Provide a short project description below, and attach more detail and/or Business Plan, if available. _____
14. Project Size: Parcel size (acres): _____
Existing building area (square feet): _____
New building area (square feet): _____
15. Is project in one of the following (please check those that apply)
- | | |
|---|---|
| <input type="checkbox"/> Downtown Development District | <input type="checkbox"/> Renaissance Zone |
| <input type="checkbox"/> Local Development Finance Authority District | <input type="checkbox"/> Smart Zone |
| <input type="checkbox"/> Unknown | |
16. Project timeline (Proposed or Actual):
Start date: _____ Completion Date: _____
17. Does the project address sustainability features, creation of greenspace, preservation of valuable greenspace, energy conservation measures, alternative energy techniques, other unique environmental factors (please explain): _____
18. Additional materials (Please check those items that are available and attach to your application, if available)
- | | | |
|--|--|---|
| <input type="checkbox"/> Business Plan | <input type="checkbox"/> Financial Commitments | <input type="checkbox"/> Architectural/Site Plans |
| <input type="checkbox"/> Market Analysis | <input type="checkbox"/> Environmental Information/Reports | |

Tax Base Information:

19. Total Investment Anticipated: \$ _____

If available, please attach a detailed projection of project costs and proposed funding sources. Categories of costs may include real estate, demolition, environmental, new construction, renovation, new equipment and other as appropriate.



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20. Activities for which potential support is sought:

- Phase I ESA
 Phase II ESA
 BEA
 Due Care
 Clean-up Planning
 Brownfield Plan Development
 Clean-up (describe)
 Other (describe)

21. Current Taxable Value: \$ _____

22. Estimated Taxable Value after Project Completion: \$ _____

Employment Information:

23. Full Time Equivalent (FTE) Employees:

FTE Jobs Retained: _____ FTE Jobs Created: _____

I certify that the foregoing is true and accurate to the best of my knowledge and that I am hereby authorized to submit this application on behalf of the proposed project and requesting party. Further, I certify that the proposed project will be completed in a manner consistent and compliant with all applicable regulatory requirements:

 Signature Date

 Title

If you have questions regarding the application, please contact:

St. Clair County Brownfield Redevelopment Authority
Geoff Donaldson, AICP, Director
 200 Grand River, Suite 202
 Port Huron, Michigan 48060
 Phone: (810) 989-6950
 Fax: (810) 966-2892
 Email: gdonaldson@stclaircounty.org



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Evaluation Criteria:

- Strength of Business Plan, financial commitments, architectural plans and/or market analysis
- Amount of property tax to be generated
- Amount of investment
- Business expansion, job retention, job creation
- Location, proximity to other Brownfield projects, proximity to Target Area(s), other factors
- Extent to which project meets zoning requirements, consistency with Comprehensive Plan/Master Land Use Plan, supported by Local Unit of Government
- For residential projects, the extent to which the project is consistent with community housing strategies, creates mixed use redevelopment, creates downtown housing opportunities
- Extent to which environmental conditions are alleviated
- Liability status of the applicant, eligibility of the property and proposed activities
- Adoption of Sustainability features, creation of greenspace, preservation of valuable greenspace, energy conservation measures, alternative energy techniques, other unique environmental factors.
- Reduction of environmental and public health risks to the community



St. Clair County Brownfield Redevelopment Authority Program Fee Schedule – *Attachment A*

As part of the application process an Application Fee may be assessed according to the following schedule:

- a.) For projects with an anticipated investment of \$100,000 or less the Application Fee is **\$250**;
- b.) For projects with an anticipated investment of \$100,000 to \$1,000,000, the Application Fee is **\$500**;
- c.) For projects with an anticipated investment greater than \$1,000,000, the Application Fee is **\$1,000**;
- d.) For certain projects, the SCCBRA Board may waive the Application Fee depending on the applicant's demonstrated financial need or business/organizational status i.e. a community-based, non-profit organization implementing a project for the "community good" in accordance with the SCCBRA's By-Laws.

If a Brownfield Plan and/or Act 381 Work Plan will be developed for a project, the applicant may be required to provide a processing/review fee ***for each plan*** according to the following fee schedule:

- a.) For projects with an anticipated investment of \$100,000 or less the Application Fee is **\$500**;
- b.) For projects with an anticipated investment of \$100,000 to \$1,000,000, the Application Fee is **\$1,000**;
- c.) For projects with an anticipated investment greater than \$1,000,000, the Application Fee is **\$2,000**;
- d.) For certain projects, the SCCBRA Board may waive the Application Fee depending on the applicant's demonstrated financial need or business/organizational status i.e. a community-based, non-profit organization implementing a project for the "community good" in accordance with the SCCBRA's By-Laws.

It should be noted that the ability of the SCCBRA to follow the above noted Fee Schedules is dependent on the availability of funding, i.e. grants and/or previously captured tax increment. If funds are not available, it may be necessary to charge the applicant the actual costs of the SCCBRA to implement certain activities that are necessary as part of the brownfield program, i.e. technical review, administration, public notices in the local paper. If funding is not available, the SCCBRA will work with the applicant to identify and agree to these costs.

Depending on the project, additional fees for actual Authority expenses not limited to fees for legal review, professional consultant services, credit review costs, etc. may apply. If a Brownfield Plan is established for the project, the SCCBRA, in accordance with Act 381, as amended, may annually capture local tax increment from each Brownfield Plan to cover the "Reasonable and actual administrative and operating expenses of the SCCBRA" in addition to the other eligible activities as outlined in the statute.