



LEELANAU COUNTY  
BROWNFIELD REDEVELOPMENT AUTHORITY (LCBRA)  
8527 E. Government Center Drive  
Suttons Bay, Michigan 49682  
Phone: 231-256-9812

## **BROWNFIELD PROJECT APPLICATION**

### **FORM PART 1 APPLICATION**

This application form must be completed by the applicant to initiate the Brownfield process by the Leelanau County Brownfield Redevelopment Authority (LCBRA). There are no deadlines for the submittal of applications -- applications will be accepted on an ongoing basis.

The completed application form and supporting materials must be submitted to Leelanau County, 8527 East Government Center Drive, Ste. 108, Suttons Bay, MI 49682.

The Part I Brownfield Project Application form must be returned with the application fee in order to start the review process.

Before submitting a project application, please make sure all items on the attached checklist are included. Project Applications will not be reviewed until all items are completed.

**NOTES:** The Part 1 Application is the first step for all Brownfield redevelopment projects coming through the LCBRA. **Applicants are expected to provide a minimum of 10% of the funds required for any project using assessment grant funds.**

Approval of the Application by the LCBRA is NOT approval of a Brownfield Plan and the requested Tax Increment Financing (TIF) and/or other economic incentives. Application approval is required by the LCBRA in order to move forward with the process.

A Part 2 Brownfield Project Application Form is required if a Brownfield Plan, Act 381 Work Plan, MDEQ Grant/Loan, MEDC Grant/Loan, EPA Revolving Loan, or Local Site Remediation Revolving Fund (LSRRF) is requested as a project incentive.



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**BROWNFIELD PROJECT APPLICATION FORM**

**PART 1**

**SECTION I:**

**APPLICANT INFORMATION**

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

Provide a brief description and history of the Applicant and the Business to be assisted by the LCBRA. Include information on product or service and number of employees for the Business.

Type of Business:

- Manufacturing
- Wholesale
- Service
- Retail
- Other (specify) \_\_\_\_\_

Description of Business History, Operations and Products/Services Provided:

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Legal Structure of Applicant:

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

State of Registration: \_\_\_\_\_

Formation Date: \_\_\_\_\_

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

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Is the Applicant or Business a liable party for environmental issues at the project site?    Yes    No

Has the Applicant or Business being assisted ever been cited for non-compliance with any environmental regulation?    Yes    No

If yes, explain:

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Is the applicant/business involved in any claim or lawsuit?    Yes    No

If yes, explain:

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Has the applicant/business ever been suspended or debarred, declared bankruptcy commenced a proceeding under any bankruptcy law or had a judgment rendered against it?    Yes    No

If yes, explain:

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<b>List Key Project Contacts</b>			
<b>Service Type</b>	<b>Organization</b>	<b>Contact Name</b>	<b>Phone/Email</b>
Bank/Financing			
Legal Counsel			
Environmental Engineer/Consultant			
Architect			
Construction Management			
Other:			

**SECTION II:**

**PROJECT SITE**

<b>Parcel</b>	<b>Street Address</b>	<b>Parcel ID No.</b>	<b>Owner on Record</b>	<b>Taxable Value</b>
1				\$
2				\$
3				\$
4.				\$
5.				\$

\*add additional parcels on separate sheet, as necessary



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Total property size (acres): \_\_\_\_\_

Number of buildings, stories, and existing building area (square feet):  
\_\_\_\_\_

Current Use of the 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.



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**SECTION III:**

**PROPOSED PROJECT DESCRIPTION**

Project Type:    New            Relocation            Expansion            Rehabilitation

Describe your plans for redeveloping the project site including a description of project and benefits:

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Number of new buildings and new building area (square feet): \_\_\_\_\_

Proposed Future Zoning: \_\_\_\_\_

Does the proposed project comply with local zoning and other land use requirements?

Yes    No    Unknown

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

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Describe anticipated redevelopment schedule including start date, completion date and any pertinent critical date(s):

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Status of Development Permits and Applications:

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Does the proposed project anticipate LEED Certification?      Yes      No      Unknown

If yes, explain:

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Anticipated Full Time Equivalent (FTE) Jobs Retained: \_\_\_\_\_

Anticipated FTE Jobs Created: \_\_\_\_\_

**SECTION IV:**

**PRELIMINARY PROPOSED BROWNFIELD FUNDING**

Total Investment Anticipated: \$ \_\_\_\_\_

Land	\$
New Construction/Site Improvements	
Brownfield Conditions	
<b>Total Capital Investment:</b>	<b>\$</b>

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Brownfield activities for which potential assistance is sought:

Phase I ESA      Phase II ESA      BEA      Due Care

Clean-up      Other (demolition, site preparation, infrastructure improvements, etc.)

Attach a spreadsheet detailing principle Brownfield eligible activities and project financing gap for which assistance is sought.

Current Taxable Value: \$ \_\_\_\_\_

Estimated Taxable Value after Project Completion: \$ \_\_\_\_\_

Estimated Funding Sources Requested

*Leelanau County Brownfield Redevelopment Authority*

\$ \_\_\_\_\_ Brownfield Plan and Act 381 Work Plan(s)

\$ \_\_\_\_\_ Brownfield Loan – EPA Revolving Loan Fund (RLF)

\$ \_\_\_\_\_ Brownfield Loan – Local Site Remediation Revolving Fund (LSRRF)

*Michigan Department of Environmental Quality*

\$ \_\_\_\_\_ Brownfield Redevelopment Grant

\$ \_\_\_\_\_ Brownfield Redevelopment Loan

*Michigan Economic Development Corporation / Michigan Strategic Fund*

\$ \_\_\_\_\_ Community Revitalization Program Loan and/or Grant

\$ \_\_\_\_\_ Business Development Program Loan and/or Grant

Anticipated total amount of Brownfield financing requested: \$ \_\_\_\_\_

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**SECTION V:**

**CERTIFICATION AND AUTHORIZATION**

The undersigned hereby certifies that all information provided to the Leelanau County Brownfield Redevelopment Authority (LCBRA) 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 per PA 201 and acknowledges that full environmental disclosure is a requirement of the Brownfield Plan submittal. 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.

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AUTHORIZED SIGNATURE

TITLE

DATE

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AUTHORIZED SIGNATURE

TITLE

DATE

## **BROWNFIELD PROJECT APPLICATION**

### **FORM PART 1**

### **APPLICATION CHECKLIST**

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

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

#### **Application Fee**

- Provide application fee.  
Check written to *Leelanau County Brownfield Redevelopment Authority*

#### **Site Control**

- Attach a copy of proof of control of the property (i.e. current title commitment, proof of ownership, 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 Brownfield eligible activities and project financing gap.
- Attach detailed project budget/pro forma illustrating all related project expenses, sources of financing, and project financing needs.
- Attach financial commitment documentation from lender(s) and/or investor(s).

#### **Environmental Work Completed**

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