



VAN BUREN COUNTY BROWNFIELD REDEVELOPMENT AUTHORITY PROJECT CONCEPT APPLICATION FORM

This application form must be completed by the applicant to initiate the brownfield process by the Van Buren County Brownfield Redevelopment Authority (VBCBRA). This application is applicable to all types of funding assistance that might be requested by the VBCBRA. These include Brownfield Plans, and funding through the VBCBRA Local Brownfield Revolving Fund (LBRF), and Michigan Department of Environmental Quality (MDEQ) or US EPA Grants and Loans, subject to availability. There are no deadlines for the submittal of applications -- applications will be accepted on an ongoing basis.

The Project Concept Application (Application) is the first step for all brownfield redevelopment projects coming through the VBCBRA. It is expected that a Pre-Application Meeting will be held prior to final submittal of the final application. Please reference VBCBRA documents entitled Brownfield Project/Plan Pre-Application Meeting Agenda and Guidelines for Eligibility and Evaluation of Brownfield Financing Requests.

An application fee is required to complete the application approval. Application fees are as follows:

- For projects with under \$100,000 in investment (non-property purchase expenses), the fee is \$1,000.00.
- For projects over \$100,000 in investment (non-property purchase expenses), the fee is \$2,500.00.

The VBCBRA may waive an application fee at its discretion in circumstances that deem appropriate. All Applications must include a fully executed Development Agreement that requires reimbursement of all costs incurred by the Authority should the development not occur. A sample Development Agreement can be obtained from either the Authority Chair or the Authority Administrator.

Two (2) sets of the completed Application and any supplemental materials must be submitted to the Van Buren County Redevelopment Authority, Department of Land Management, 219 E. Paw Paw Street, Paw Paw, Michigan, 49079-1423, Attention, Wayne Nelson, Authority Administrator.

For assistance in completing this application form, please contact Mr. Zachary Morris, Economic Development Consultant, Van Buren County Department of Land Services, at (269) 657-8200, ext. 1299 or (269) 657-0579 fax. This form and information on the application process, including all documents referenced herein, are available on the VBCBRA website at <http://economicdevelopment.vbco.org/brownfield>

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



PROJECT APPLICANT INFORMATION

Project Applicant Name: _____

Entity Type: () Proprietorship () Partnership () Corporation () Other: _____

Mailing Address: _____

Contact Person for Applicant: _____

Telephone: _____ **Fax:** _____ **E-mail Address:** _____

List Principals with Titles: _____

Nature of Business: _____

Experience Relative to Project: _____

Does Applicant Have Control of Property? _____

PROPERTY OWNER INFORMATION

Property Owner Name: _____

Mailing Address: _____

Contact Person for Property Owner: _____

Telephone: _____ **Fax:** _____ **E-mail Address:** _____

FUNDING ASSISTANCE BEING REQUESTED

(Check All that Apply)

Brownfield Plan _____ **With Act 381 Work Plan** yes or no

Loan from Authority Local Brownfield Revolving Fund Amount _____

US EPA Assessment Grant _____

Other (list) _____



PROPOSED PROJECT SITE INFORMATION

Proposed Project Site Name: _____

Project Address: _____

Parcel ID Number(s): _____

Legal Description: _____

PROPOSED PROJECT INFORMATION

Proposed Project Description:

- 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):

Anticipated Project Schedule/Critical Dates:

Proforma Information:

- Attach a copy of proforma information for project and supporting documentation or reports if available, including copies of business plan, financial commitments, architectural plans, and market analysis, if available.*



Status of Development Permits and Applications (indicate local municipality Support):

Description of Known or Suspected Environmental Contamination Concerns:

List all environmental activities and reports completed to date:

Report/Activity	Date	Attached (y/n)
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- Attach additional pages if needed and supporting documentation or reports if available.*

Summary of Needed Eligible Activities and Projected Costs (if known):

- Attach additional pages if needed and supporting documentation or reports if available.*



Projected Private Investment in Redevelopment:

- Attach detailed project budget illustrating all related project expenses, sources of financing, and project financing needs.*

Anticipated Job Creation or Retention Impacts:

Other Significant Project Information:

Signature:

I certify that the foregoing is true and accurate to the best of my knowledge and that I am authorized to submit this application on behalf of the applicant.

Signature: _____ Date: _____

Printed name: _____

Title: _____ Phone Number: _____



PROJECT APPLICATION CHECKLIST

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

Ownership Documentation/Access to Property

- 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 VBCBRA and including authorization for the applicant to enter the Property for environmental investigation activities, including the potential for collection of soil, soil vapor and groundwater samples.
- Attach copy of current title commitment 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 eligible activity costs.
- Attach detailed project budget 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 (i.e. Phase I, Phase II, BEA, RCRA, Closure, Due Care, etc). If the list of reports is extensive, please indicate the location where the reports can be made available for review and/or copying.
- For Blighted, historic or functionally obsolete Properties, attach supporting documentation.

Application Fee

- The application will not be deemed approved until the application fee is received.

Development Agreement

- The application will not be deemed approved until the fully executed Development Agreement is received.