



## CHARTER TOWNSHIP OF LANSING

3209 West Michigan Avenue, Lansing, MI 48917

### CHARTER TOWNSHIP OF LANSING BROWNFIELD REDEVELOPMENT AUTHORITY

#### PART 1 - PROJECT CONCEPT APPLICATION FORM

**This application has been developed for interested parties requesting potential Brownfield funding on a development project within the Charter Township of Lansing (Township) pursuant to the Brownfield Redevelopment Financing Act, Michigan Public Act 381 of 1996, as amended (Act 381).** Project funding will be considered by the Charter Township of Lansing Brownfield Redevelopment Authority (Authority) on a case-by-case basis considering the merits of the proposed project. This application form must be completed and submitted by the applicant along with the application fee being submitted to initiate the Brownfield process by the Authority. There are no deadlines for the submittal of applications – applications will be accepted on an ongoing basis.

The Part 1 - Project Concept Application (Part 1 Application) is the first step for all Brownfield development projects. Part 1 Applications will be considered only when accompanied by a non-refundable Part 1 Application fee and Review Deposit outlined in the Authority's Policy and Procedures Manual. Part 1 Applications will be administratively reviewed by Authority staff, contracted consultants, and legal counsel. Based on the review of your completed application, Authority staff will contact the applicant to schedule the Part 1 Application Meeting to discuss the application, Brownfield project, and the next steps in the process, or to request additional information.

Upon Authority staff having satisfactorily reviewed all the information needed, that information along with a Brownfield Plan term sheet will be forwarded to the Authority Board for formal review and consideration. The Brownfield Plan term sheet will outline the key terms of a recommended Brownfield Plan structure including the type and amount of Brownfield TIF assistance, eligible activities and costs, percentage of Tax Increment Financing (TIF) increment to be applied to the Brownfield project, and other key terms for the Brownfield Plan. If applicants' Brownfield project is supported by the Authority Board, the Authority Board will recommend to the applicant to prepare its project Part 2 - Brownfield Plan Application and forward it to the Authority staff for review and consideration in accordance with the Brownfield Plan term sheet prepared by Authority staff as may be amended by the Authority Board.

The Part 1 and 2 application process was created to streamline the Brownfield Plan recommendation process. The approval of a Part 1 Application does not necessarily guarantee future approval of a Brownfield Plan. The Part 2 Application process will determine if a Brownfield project shall be recommended to the Charter Township of Lansing's Board of Trustees (Township Board) for approval of a Brownfield Plan. Authority staff recommendation and Authority Board recommendation of either the Part 1 Application or the Part 2 Application (Brownfield Plan) to the Township Board does NOT represent approval of the Brownfield project or Brownfield Plan. The Brownfield Plan requires formal adoption by the Township Board in accordance with Act 381.

Please refer to the Authority's Policy and Procedures Manual (Manual) for a complete outline of the application process. The Manual and other information related to the application process is available on the Township's website at <https://lansingtwpmi.gov/community-development/#>.

Please provide information in the areas listed below, if available. (Please attach additional pages if needed)

Date of Application: \_\_\_\_\_

APPLICANT INFORMATION	FIRM NAME/CONTACT PERSON/PHONE NUMBER/EMAIL
<b>Name of Applicant:</b>	
<b>Business Address:</b>	
<b>Business Telephone Number:</b>	
<b>Contact Person(s) Name:</b>	
<b>Contact Person(s) Title(s):</b>	
<b>Contact Person(s) Office Number(s)</b>	
<b>Contact Person(s) Cell Number(s):</b>	
<b>Contact Person(s) Email Address(es):</b>	
<b>Entity Type (i.e., proprietorship, partnership, corporation, other [specify]):</b>	
<b>Describe the Nature &amp; History of the Entity's Business:</b>	
<b>List Similar Projects Developed Over the Last Five Years:</b>	
<b>Key Project Contacts</b>	
<b>Bank/Financing:</b>	
<b>Attorney:</b>	
<b>Accountant:</b>	
<b>Environmental Consultant:</b>	
<b>Economic Development &amp; Incentives Consultant:</b>	
<b>General Contractor:</b>	
<b>Civil Engineer:</b>	
<b>Surveyor:</b>	
<b>Architect:</b>	
<b>Others:</b>	
<b>Others:</b>	
<b>Others:</b>	
<b>Others:</b>	
<b>Others:</b>	
<b>Others:</b>	
<b>Others:</b>	

**SITE INFORMATION**

<b>Address(es):</b>	
<b>Parcel IDs (if known):</b>	
<b>Property Size (acres and square feet):</b>	
<b>Existing Building Size (Stories &amp; Gross Square Feet):</b>	
<b>Present Owner(s):</b>	
<b>Date Present Owner(s) Acquired Property (if known):</b>	
<b>Does Applicant Have Land Control (if yes, please describe (owner, lessee, option or purchase agreement, etc.)):</b>	
<b>Are there any delinquent taxes, interest, or penalties on any of the Property (if yes explain):</b>	
<b>Is this Property currently occupied (if yes, explain who is occupying and the relocation plans for current occupant(s)):</b>	
<b>Summarize the historical use of the Property:</b>	
<b>If any part of the Property is functionally obsolete, blighted and/or historic resource, explain:</b>	
<b>Does the Project Comply with Local Zoning and Other Land Use Requirements (If no, please describe processes being undertaken to address local government concerns):</b>	
<b>Summarize the status of development Permits and Applications:</b>	
<b>Any currently known environmental issues (if yes explain):</b>	
<b>Is applicant a liable party for environmental issues at site (if yes explain):</b>	
<b>Is access to site permitted (Yes or No):</b>	
<b>Is any portion of the Property located within a Corridor Improvement Authority (CIA):</b>	
<b>Other information about the Property the applicant feels the Township should know:</b>	

**PROPOSED DEVELOPMENT PROJECT**

<b>Total Capital Investment Estimate (inc. land)</b>	
<b>Project Construction (New, Expansion, Adaptive Reuse or Rehabilitation):</b>	
<b>Project Type (Mixed-Use Commercial and</b>	

<b>Residential, Housing, Commercial and Retail, Industrial):</b>	
<b>Project Summary of proposed development and future use for Eligible Property:</b>	
<b>New Building Number of Stories:</b>	
<b>New Building Gross Square Feet (Commercial/Residential):</b>	
<b>New Building Net Leasable Square Feet (Commercial/Residential):</b>	
<b>If project is qualifying as a Housing Property, provide the total number of housing units and total number of units to be designated as workforce housing at or below 120% AMI:</b>	
<b>If project is qualifying as a Housing Property, in what ways does this project meet/align with the goals of the MSHDA:</b>	
<b>If project is qualifying as a Housing Property, describe your organization/development team's previous experience developing workforce housing:</b>	
<b>Describe why TIF is being requested for this project at this time:</b>	
<b>Describe the outcomes this project will achieve:</b>	
<b>Does the project have any commitments for financing (explain for each source of financing identified in the Proforma):</b>	
<b>What other federal, state and/or local incentives (including amounts) are anticipated to directly or indirectly benefit this project (complete the "Estimated Funding Sources Requested" table page 7) :</b>	
<b>Project Timeline</b>	
<b>Start Date:</b>	
<b>Completion Date:</b>	
<b>Other information about the project the applicant feels the Township should know:</b>	
<b>Other:</b>	
<b>Other:</b>	
<b>Other:</b>	
<b>Other:</b>	
<b>Other:</b>	
<b>Other:</b>	

**REQUIRED MATERIALS CHECKLIST**

(Please provide all the following required materials and attach to your application. Part 1 Applications submitted without these materials will not be deemed administratively complete and will not be reviewed.)

- Eligible Property Map (identifying each individual tax parcel included in a possible Brownfield project)
- Parcel IDs Table (for each Tax ID # identify its Property Address and Basis of Eligibility for inclusion in a possible Brownfield Plan)
- Financial Commitments (for all Sources identified in Proforma, if not available at this time provide a thorough explanation under Site Information)
- Project Proforma (MEDC Proforma required or MSHDA Proforma if MSHDA LIHTC project)
- Provide a Table identifying all Environmental Information/Reports completed to date (only if Eligible Property qualifies as a "facility", "site", or "property")
- Market Analysis Information
- Concept Plans/Concept Renderings
- Proof of Land Control
- Tax Increment Revenue Capture Estimate Table
- Tax Increment Revenue Reimbursement Table
- Post-Development Taxable Value Calculation
- Other: \_\_\_\_\_

**TAX BASE INFORMATION (EMBEDDED EXCEL TABLE)**

<b>Current Taxable Value:</b>	\$ -
<b>Post-Development Taxable Value (Estimated):</b>	\$ -

**COMMUNITY IMPACT/BENEFIT:**

<b>Full-Time Equivalent (FTE) Employees</b>	
<b>FTE Jobs Retained</b>	
<b>FTE Jobs Created:</b>	
<b>Other Community Impacts/Benefits:</b>	

PROJECT BROWNFIELD REQUESTED COSTS (EMBEDDED EXCEL TABLE)

Eligible Activity Category	Estimated Cost
<b>Environmental Activities</b>	
Work Plan Approval Exempt Activities - Assessments	\$ -
Work Plan Approval Exempt Activities - Due Care Planning	\$ -
Due Care Activities	\$ -
Lead, Mold and Asbestos Abatement Activities	\$ -
Environmental Contingency (15%)	\$ -
<b>Sub-Total Environmental Activities</b>	\$ -
<b>Non-Environmental Activities</b>	
Demolition	\$ -
Lead, Mold & Asbestos Abatement	\$ -
Non-Environmental Contingency (15%)	\$ -
<b>Sub-Total Non-Environmental Activities</b>	\$ -
<b>Housing Development Activities</b>	
Demolition	\$ -
Lead, Mold & Asbestos Abatement	\$ -
Infrastructure Improvements Activities (Private), necessary for a Housing Project as determined by the Township	\$ -
Infrastructure Improvements Activities, necessary for a Housing Project	\$ -
Site Preparation Activities	\$ -
Renovation of Existing Buildings Activities	\$ -
Safety Improvements Activities, necessary for a Housing Project	\$ -
Temporary Household Relocation	\$ -
Housing Financing Gap	\$ -
Acquisition	\$ -
Housing Development Contingency (15%, cannot be on Housing Financing Gap or Acquisition)	\$ -
<b>Sub-Total Housing Development Activities</b>	\$ -
<b>Other Brownfield Costs</b>	
Interest (5% Simple Interest)	\$ -
Brownfield Plan Fee - Part 1 Application	\$ -
Brownfield Plan Fee - Part 2 Application	\$ -
Act 381 Work Plan Application Fee	\$ -
Brownfield Plan and Consulting & Support	\$ -
Act 381 Work Plan	\$ -
Brownfield Plan and/or Work Plan Implementation	\$ -
<b>Sub-Total Other Brownfield Costs</b>	\$ -
<b>TOTAL BROWNFIELD COSTS REQUESTED</b>	\$ -

ESTIMATED FUNDING SOURCES REQUESTED (EMBEDDED EXCEL TABLE)

Categories of Support	Has Application Been Submitted	Date of Request	Requested Amount
<b>Federal Assistance/Support</b>			
Environmental Protection Agency Loan/Assessment Grant Program (Administered by other agencies)			\$ -
<b>State Assistance/Support</b>			
Michigan Department Environment, Great Lakes, and Energy (EGLE)			\$ -
EGLE Grants up to \$1 million			\$ -
EGLE Loans up to \$1 million (To be repaid with TIF & Requiring full faith and credit of the Township or County)			\$ -
Michigan Economic Development Corporation (MEDC)			
Community Revitalization Program (CRP) Loan			\$ -
Community Revitalization Program (CRP) Grant			\$ -
Business Development Program (BDP) Loan			\$ -
Business Development Program (BDP) Grant			\$ -
Community Development Block Grant (CDBG) Program			\$ -
<b>Local Assistance/Support</b>			
Brownfield Plans and Act 381 Work Plans-Brownfield Tax Increment Financing (TIF)			\$ -
Tax Abatement			\$ -
<b>Other Assistance/Support</b>			
Specify Agency/Support Type:			\$ -
Specify Agency/Support Type:			\$ -

RESIDENTIAL UNIT BREAKDOWN (EMBEDDED EXCEL TABLE)

Unit Type	No. of Units	No. of Bedrooms	No. of Baths	Average Sq. Ft.	Average Rent*	Avg. Sale Price**	AMI %***
A					\$ -	\$ -	
B					\$ -	\$ -	
C					\$ -	\$ -	
D					\$ -	\$ -	
E					\$ -	\$ -	
F					\$ -	\$ -	
G					\$ -	\$ -	
H					\$ -	\$ -	
I					\$ -	\$ -	
J					\$ -	\$ -	
<b>Total</b>							
* Utilities included in apartment rent (check all that apply):							
None ___ Electric ___ Heat ___ Other (specify: _____) ___							
* Additional costs:							
Parking ___ Storage ___ Other (specify: _____) ___							
**If owner occupied project.							
***Targeted AMI Levels per current MSHDA's published Income and Rental Rates (if project is qualifying as a Housing Property)							

**Before submitting this Part 1 – Project Concept Application Form, please make sure all items on the Required Materials Checklist are included. The Part 1 Application will not be reviewed until all items are completed.**

## DISCLOSURE

The Applicant is not a liable party per Act 381 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 site.

The Applicant acknowledges that it has read the Authority’s Policy and Procedures Manual and understands its contents. Further, the applicant understands that the completion of this application does not entitle the applicant to financial assistance. Any such assistance must be approved in accordance with Act 381.

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. I acknowledge that the Authority staff is authorized to make all the 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 Authority staff are hereby authorized to answer any questions from third parties concerning the undersigned’s experience with the Charter Township of Lansing.

\_\_\_\_\_  
Applicant’s Entity Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant’s Authorized Agent Printed Name

\_\_\_\_\_  
Applicant’s Authorized Agent Title

\_\_\_\_\_  
Applicant’s Authorized Agent Signature

\_\_\_\_\_  
Date

Please submit one hard copy of the application and all attachments to the following address with the required Part 1 - Application Fee and Review Deposit. Two separate checks are required made out to “Lansing Township”. Also, please submit an electronic copy of the application and all attachments to the email listed below.

**Authority:** *If you have questions regarding the application, please contact the individual identified below.*

Daniel L. Richards  
Community Development Director  
Zoning Administrator  
517-485-3510  
3209 W. Michigan Ave., Lansing, MI 48917  
[drichards@lansingtwpmi.gov](mailto:drichards@lansingtwpmi.gov)

This box is to be completed by the Township:
_____ (Date Application and Fee/Deposit Received)
_____ (Part 1 Application Fee Amount/Check #)
_____ (Review Deposit Amount/Check #)
_____ (Received by Initials)