



Department of Planning & Community Development

201 West Kalamazoo Avenue · Kalamazoo, Michigan 49007-3777

Phone: (269) 384-8112 · Fax: (269) 383-8920

Lotta Jarnefelt, Director

Memorandum

To: Potential Applicants for Brownfield Funding

Kalamazoo County, through its Brownfield Redevelopment Authority (Authority), is able to potentially provide various types of financial support on redevelopment projects throughout Kalamazoo County. The types of financial support include:

- Tax increment financing;
- Authority grants and loans (subject to availability);
- Access to State and Federal grants and loans (subject to availability);

Certain funding may be used for eligible activities on eligible sites including the following:

- Phase I Environmental Site Assessments
- Phase II Environmental Site Assessments
- Baseline Environmental Assessments
- Due Care Plans
- Hazardous Materials Building Surveys (asbestos and lead)
- Clean-up Planning
- Additional Response Activities
- Demolition
- Lead and Asbestos Abatement
- Site Preparation (City of Kalamazoo, City of Portage)
- Infrastructure Improvements (City of Kalamazoo, City of Portage)

Project funding will be considered by the Authority on a case-by-case basis considering the merits of the proposed project and the funding needed. Criteria for project consideration will include local unit of government support, evaluating potential for re-investment, job creation, availability and condition of infrastructure, environmental issues at the site and other benefits to the community. All grant funded approved activities will be conducted by the County's authorized environmental consultant.

Interested parties are encouraged to contact the Authority staff to discuss the potential project, the applicability of the program and to understand the application process. There is a two part application with the Part I Application providing details of the project including business information, proposed project site and details, tax-base information, timing requirements, etc. A general discussion with the Authority staff and the applicant will ensue. Based on the merits of the project, Authority staff will recommend completion of a Part II Application and/or review by the Authority's Committees.

There is no fee for a Part I Application.

Should the Applicant be encouraged to complete and submit a Part II Application, an application fee will be required according to the following Fee Schedule:

- For projects under \$100,000 investment, the fee will be \$500
- For projects between \$100,000 and \$500,000 investment, the fee shall be \$1,250
- For projects over \$500,000 investment, the fee shall be \$2,500

Fees may be waived at the discretion of the Authority in circumstances they deem appropriate.

All applications must include a conditional reimbursement agreement should the overall project development not occur. It is Exhibit A as part of the Part II Application.

Both the application (and the Conditional Reimbursement Agreement) can be found on the KCBRA web page – <http://www.kalcounty.com/directory/boards/brownfield.htm>

You should contact us at phone or fax above or the following email – lmjarn@kalcounty.com. Pre- application contact is highly recommended and will be beneficial to our common interests.

Please provide general information about your project in a cover letter to the Kalamazoo County Brownfield Redevelopment Authority, in care of Lotta Jarnefelt at the address above. The Proposed Part I Project Application must be complete and submitted with your cover letter.

Depending on the stage of your project, information may be preliminary or developing. Therefore, please provide as much information as you can at this time. Please make sure you inform us of your project timeline requirements or flexibility so that we can relate them to Authority timelines and funds available to determine if potential assistance can be offered which will meet your deadlines.

Based on a review of your completed Part I Application, we will contact you within ten (10) business days to discuss the next steps in the process or if we need additional information. At the meeting when your request is heard you should be present; you will be advised of that date.

Again, if you have any questions, comments or concerns, please do not hesitate to contact us. Kalamazoo County appreciates your interest in the redevelopment of our community.

Best regards,

Lotta Jarnefelt

Lotta Jarnefelt, Director
Planning and Community Development Department

KALAMAZOO COUNTY BROWNFIELD REDEVELOPMENT AUTHORITY
PART I PROJECT APPLICATION

Kalamazoo County, through its Brownfield Redevelopment Authority (Authority), is able to potentially provide various types of financial support on redevelopment projects throughout Kalamazoo County. This Part I Application has been developed for interested parties requesting potential Brownfield funding on a redevelopment project within Kalamazoo County. Project funding will be considered by the Authority on a case-by-case basis considering the merits of the proposed project. Criteria for project consideration will include local unit of government support, evaluating potential for re-investment, job creation, availability and condition of infrastructure, environmental issues at the site and other benefits to the community. All Grant funded approved activities will be conducted by the County's authorized environmental consultant. **There is no fee for a Part I Application.**

Interested parties are encouraged to contact the Authority staff to discuss the potential project, the applicability of the program and to understand the application process. There is a two part application with the Part I Application providing details of the project including business information, proposed project site and details, tax-base information, timing requirements, etc. A general discussion with the Authority staff and the applicant will ensue. Based on the merits of the project, Authority staff will recommend completion of a Part II Application and/or review by the Authority's Committees.

Should the applicant be encouraged to complete and submit a Part II Application, an application fee will be required according to the following Fee Schedule:

- For projects under \$100,000 investment, the fee will be \$500.
- For projects between \$100,000 and \$500,000, the fee shall be \$1,250.
- For projects over \$500,000 investment, the fee shall be \$2,500.

Fees may be waived at the discretion of the Authority in circumstances they deem appropriate.

All Part II Applications must include a conditional reimbursement agreement should the overall project development not occur. It is Exhibit A as part of the Part II Application.

Both the application (and the Conditional Reimbursement Agreement) can be found on the KCBRA website:

<http://www.kalcounty.com/directory/boards/brownfield.htm>

You should contact us at phone or fax or the following email – lmjarn@kalcounty.com. Pre- application contact is highly recommended and will be beneficial to our common interests.

Please submit your completed Part I Application, along with a cover letter that provides general information about your project, to the Kalamazoo County Brownfield Redevelopment Authority, in care of Lotta Jarnefelt at the address listed on the Part I Application. The Proposed Part I Project Application must be complete and submitted with your cover letter.

Depending on the stage of your project, information may be preliminary or developing. Please provide as much information as you can at this time. Please make sure you inform us of your project timeline requirements or flexibility so that we can relate them to Authority timelines and funds available to determine if potential assistance can be offered which will meet your deadlines.

Based on a review of your completed Part I Application, we will contact you within ten (10) business days to discuss the next

steps in the process or if we need additional information. At the meeting when your request is heard you should be present; you will be advised of that date.

KALAMAZOO COUNTY BROWNFIELD REDEVELOPMENT AUTHORITY
PART I PROJECT APPLICATION

Please provide information in the areas listed below, if available. (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:

7 Contact Person(s) Fax Number:

8 Contact Person(s) Email Address:

9 Entity Type: Proprietorship
 Partnership
 Corporation
 Other (specify)

10 Describe nature and history of business:

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

Proposed Project Site Information

12 Address(es) (if known):

13 Tax IDs:

14 Present Owner(s):

15 Date Present Owner(s) Acquired Property (if known):

16 Does applicant have land control: No Yes

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

17 Any currently known environmental issues?

18 Is applicant a liable party for environmental issues at site? No Yes

19 Is access to site permitted? No Yes

20 Project Type: New
 Relocation
 Expansion
 Rehabilitation

21 Project Size:
Parcel Size (acres):
Existing building area (sq ft):

New building area (sq ft):

22 Project timeline (proposed or actual):

Start date: Completion Date:

23 Additional Materials (Please put an X for those items that are available and attach to your application, if possible):

| | | | |
|--------------------------|--------------------------|-----------------------------------|--------------------------|
| Business Plan | <input type="checkbox"/> | Financial Commitments | <input type="checkbox"/> |
| Market Analysis | <input type="checkbox"/> | Environmental Information/Reports | <input type="checkbox"/> |
| Architectural/Site Plans | <input type="checkbox"/> | | |

Tax Base Information

24 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.

25 Eligible activities for which potential funding may be sought:

| | | | |
|--|--------------------------|---|--------------------------|
| Phase I ESA | <input type="checkbox"/> | Phase II ESA | <input type="checkbox"/> |
| BEA | <input type="checkbox"/> | Due Care | <input type="checkbox"/> |
| Hazardous Materials Building Surveys (asbestos and Lead) | <input type="checkbox"/> | Clean-up Planning | <input type="checkbox"/> |
| Additional Response Activities | <input type="checkbox"/> | Demolition | <input type="checkbox"/> |
| Lead and Asbestos Abatement | <input type="checkbox"/> | Site Preparation (City of Kalamazoo, City of Portage) | <input type="checkbox"/> |
| Infrastructure Improvements | <input type="checkbox"/> | | |

26 Current State Equalized Value:

27 Estimated State Equalized Value after Project Completion:

28 Full Time Equivalent (FTE) Employees:

FTE Jobs Retained: FTE Jobs Created:

Signature on this page is required along with the contact information requested.

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

| | | | |
|------------------------------|----------------------|------|----------------------|
| Signature | <input type="text"/> | Date | <input type="text"/> |
| Title | <input type="text"/> | | |
| Direct office or cell number | <input type="text"/> | | |
| Fax number | <input type="text"/> | | |
| Email address | <input type="text"/> | | |

If you have questions regarding the application, please contact:

Kalamazoo County Government
 Lotta Jarnefelt, Director Email: lmjarn@kalcounty.com
 Department of Planning and Community Development
 201 W. Kalamazoo Avenue, Room 101
 Kalamazoo, MI 49007

Office Phone: 269-384-8112 Office Fax: 269-383-8920

