



Department of Planning and Economic Development
 1000 Rochester Hills Dr.
 Rochester Hills, MI 48309
 (248) 656-4660
planning@rochesterhills.org
www.rochesterhills.org

Brownfield Program Application

Project Information

Name		City Rochester Hills, Michigan		
Number of Parcels		School District(s)		
<input type="checkbox"/> Attach Preliminary Site Plan				
Parcel	Street Address	Parcel ID <i>(Property Tax Look-Up)</i>	Improvements	Taxable Value
1				\$
2				\$
3				\$
4				\$
5				\$
Current Use(s)		Proposed Future Use(s)		
Current Zoning		Proposed Future Zoning		
Detailed Project Description <i>(include description of projects & benefits)</i>				
Describe anticipated schedule, including critical dates				
Why does the project need incentives? Are there excess costs or market conditions that make investment difficult?				
Describe the status of permits & applications				
Describe basis for Brownfield designation under Part 201				



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Project Details (Provide information about the type of project)

	Describe End Use	Square Feet/# of Units	Lease/Sale Price
Manufacturing			\$
Commercial/Retail			\$
Office			\$
Housing	<input type="checkbox"/> Rental <input type="checkbox"/> For Sale		\$
Other			\$

Job Creation (Full time jobs only, not including construction jobs)

	# Jobs Retained 1st Year	# Jobs Created			
		2nd Year	3rd Year	4th Year	5th Year
Manufacturing					
Commercial/Retail					
Office					
Housing					
Other					

Construction Description

	Cost per Square Foot	# Construction Jobs
Manufacturing	\$	
Commercial/Retail	\$	
Office	\$	
Housing	\$	
Other	\$	

Misc. Project Information

Will the project promote any of the following (check all that apply)

Mixed Use Development Sustainable Development

Walkable Communities Increased Density

If yes, describe

Will the project be LEED Certified, Sustainable or "Green"? (check one) Yes No

If yes, describe

Are any other incentives or Overlay Districts being utilized? (check all that apply)

[Local Development Financing Act \(LDFA\)](#) [Neighborhood Enterprise Zone \(NEZ\)](#) [New Personal Property Exemption](#)

[Smart Zone](#) [Business Improvement District \(BID\)](#) Other (specify):

[Tool & Die Recovery Zone](#) [Industrial Facilities Exemption](#)



CONFIDENTIAL INFORMATION

Investment Information (Include the estimated costs of eligible activities and investments in the tables below. Include an estimated date when tasks in each category will be completed)

	Estimated Costs	Estimated Date Completed
Cost Category: General Activities		
Land Purchase	\$	
Construction Costs (<i>bricks & mortar</i>)	\$	
Equipment & Fixtures	\$	
Soft Costs (<i>professional costs & fees</i>)	\$	
Incentive Category: Eligible Activities		
Environmental Assessments	\$	
BEA/Due Care	\$	
Remediation Planning & Options Analysis	\$	
Remediation, Mitigation, Control	\$	
Additional Response Activities	\$	
Demolition ⁽¹⁾	\$	
Restoration	\$	
Lead or Asbestos Abatement ⁽¹⁾	\$	
Site Infrastructure Improvements	\$	
Site Preparation	\$	
Other:	\$	
Total Estimated Project Cost	\$	
Requested Incentive	Amount Requested ⁽²⁾	
Brownfield TIF	\$	
Michigan Strategic Fund	\$	
Other:	\$	
Total Estimated Incentives	\$	

Footnotes:

⁽¹⁾ Additional requirements may apply

⁽²⁾ Ranges may be provided



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Applicant Information

Name		
Address		
City	State	Zip
Phone	Email	
Applicant's Legal Interest in Property		

Property Owner Information Check here if same as above

Name		
Address		
City	State	Zip
Phone	Email	

Applicant's/Property Owner's Signature

I (we) do certify that all information contained in this application, accompanying plans and attachments are complete and accurate to the best of my (our) knowledge.		
I (we) understand that if it is determined that the application is not complete, the city shall immediately identify in writing what is needed to make the application complete.		
I (we) authorize the employees and representatives of the City of Rochester Hills to enter and conduct an investigation of the above referenced property.		
Applicant's Signature	Applicant's Printed Name	Date
Property Owner's Signature	Property Owner's Printed Name	Date

OFFICE USE ONLY

Date Filed	File #	Escrow #
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FOR CITY USE ONLY

Investment Information

Eligibility Criteria Dated _____			
Need for incentives based on IRR calculations	<input type="checkbox"/> H	<input type="checkbox"/> M	<input type="checkbox"/> L
Risk of project failure without incentives	<input type="checkbox"/> H	<input type="checkbox"/> M	<input type="checkbox"/> L
Mitigation of threats to public health or the environmental	<input type="checkbox"/> H	<input type="checkbox"/> M	<input type="checkbox"/> L
Evaluation Criteria Dated _____			
Amount of property tax generated	<input type="checkbox"/> H	<input type="checkbox"/> M	<input type="checkbox"/> L
Amount of investment	<input type="checkbox"/> H	<input type="checkbox"/> M	<input type="checkbox"/> L
Job retention, creation & quality	<input type="checkbox"/> H	<input type="checkbox"/> M	<input type="checkbox"/> L
Desirability of location based on City plans & objectives	<input type="checkbox"/> H	<input type="checkbox"/> M	<input type="checkbox"/> L
Mitigation of abandoned, blighted, or functionally obsolete buildings	<input type="checkbox"/> H	<input type="checkbox"/> M	<input type="checkbox"/> L
Mitigation of threats to public health or the environment	<input type="checkbox"/> H	<input type="checkbox"/> M	<input type="checkbox"/> L
Catalyst for surrounding area & community as a whole	<input type="checkbox"/> H	<input type="checkbox"/> M	<input type="checkbox"/> L
Other Comments			



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Brownfield Program Application Instructions

1. **Completed Applications.** Applications must be submitted on the attached completed application with all information typed or printed in ink along with the following applicant to initiate the project review process by the Brownfield Redevelopment Authority (BRA). **All plans must be folded and sealed.**
 - a. 8 copies of proposed preliminary site plan development or concept plans to illustrate how the proposed redevelopment and land uses will be situated on the subject property, and document access to all necessary utilities and infrastructure
 - b. 8 copies of Brownfield Plan or Combined 381 Work Plan (*if project is eligible*)
 - c. Any other information which the applicant feels will aid the city in its review
 - d. PDF files of all of the above submitted information
2. **Review Process.** The deadline for submittal of applications is 15 working days prior to the BRA meeting each month. If it is determined that one or more applicable item(s) are not included or need to be modified, the applicant will be contacted. Incomplete applications will not be placed on a BRA agenda until all necessary information is submitted and reviewed. BRA meetings are generally held the Third Thursday of January, April, July and October at 7:00 P.M.
3. **Fees.** A review fee of \$2,500 must be provided with the Brownfield Plan to start the review process, and an escrow will be established for each 381 Work Plan based on the complexity of the selected remedy. Checks should be made payable to the City of Rochester Hills.
4. **Questions or Clarifications.** Please contact the Department of Planning and Economic Development at the contact information above for questions or clarifications.

Brownfield Redevelopment Authority

The City of Rochester Hills Brownfield Redevelopment Authority (BRA) was established by the City Council on November 13, 2002, pursuant to and in accordance with the provisions of the [Brownfield Redevelopment Financing Act, Act 381 of the Public Acts of the State of Michigan of 1996, as amended](#), for the purpose of facilitating the implementation of plans relating to the identification and treatment of environmentally distressed areas so as to promote revitalization in the City of Rochester Hills.