

Madison Heights Brownfield Redevelopment Authority
Project Application

INSTRUCTIONS

Pre-Application Meeting Required: All interested applicants are required to have a pre-application meeting with city staff to discuss eligibility guidelines and obligations. The authorized representative who will be submitting the project application is required to attend this meeting. Contact the Community & Economic Development Department at 248-583-0831 to schedule this pre-application meeting.

Application Submission: A completed application including all relevant attachments and signatures, along with the application fee and escrow is required to activate the review process of the MHBRA, incomplete applications will not be accepted and will be returned.

Complete applications can be submitted in person or by mail to:

*Madison Heights Redevelopment Authority
300 W 13 Mile Rd
Madison Heights, MI 48197*

Payment of Application Fee & Escrow: Required Application fees and escrow are established within the Madison Heights Fee Schedule. Payment of application fee is non-refundable and due at the time of application. Acceptance of the fee does not constitute approval of Plan.

REQUIRED ATTACHMENTS

Owner Authorization Letter (if owner is not applicant): If applicant is not the property owner, include a notarized letter from property owner authorizing submission of this application on their behalf.

Site Control & Title Evidence: Provide a copy of the executed warranty deed, lease, or purchase agreement as proof of site control, accompanied by a current title insurance commitment (issued within the last 90 days). The commitment must include Schedules A, B-I, and B-II to verify legal ownership and disclose any liens, easements, or deed restrictions.

Draft Brownfield Plan Amendment: Provide a draft proposed brownfield plan including photos, maps and site plans.

Environmental Site Assessment: Include a summary of all assessments completed to date.

Sources And Uses/Proforma:

Demonstration of Financial Capacity: Bank Commitment, term sheet, or audited financial statement or demonstration of financial capacity to complete the project.

Basis of Qualification:

- Facility Qualification: Attach supporting documents (BEA, Phase I, Phase II etc.) and a summary of known environmental conditions.
- Functionally Obsolete Qualification: Attach a statement from a Level III or IV assessor attesting to the functionally obsolete status per MCL 125.2652(u). The Affidavit should include information that supports the functionally obsolete determination.
- Blighted Qualification: Attach the Brownfield Redevelopment Authority resolution indicating how the property meets the standard for blighted property per MCL 125.2652(e).

Site Plan: Engineering Site Plan(s) or at minimum preliminary site plans that illustrate how the proposed redevelopment and land uses will be situated on the subject property with access to necessary utilities and infrastructure.

Photos: Include photos of the current condition of the eligible property.

Renderings (Optional): Include any renderings of the proposed project, if available.

Letters of Support (Optional): Include any letters demonstrating community support you may have gathered from community-based organizations that have reviewed the project.

APPLICANT INFORMATION

Project Applicant Name & Tax ID:

Property Owner & Tax ID (if different from above):

Project Mailing Address:

Applicant Contact Person:

Applicant Phone/Fax:

Applicant Email:

Property Owner Contact Person (if different from above):

Property Owner Phone/Fax (if different from above):

Property Owner Email (if different from above):

PROJECT INFORMATION

Project Address:

Parcel ID Number(s):

Legal Description:

Summary of Proposed Project:

Proposed Redevelopment Use(s):

Anticipated Project Start Date, Completion Date & Other Critical Dates:

Status of Development Permits and Applications:

Description of Known or Suspected Environmental Contamination Concerns:

Summary of Needed Eligible Activities and Projected Costs:

Total Private Investment for Project:

Anticipated Number of Jobs Created and/or Retained:

Other Significant Project Information:

Important Note: The application and processing fee for the City of Madison Heights Brownfield Redevelopment Authority do not include other fees required for applicable review or permits (rezoning, site plan, special use, engineering review, building permits, etc.) Additional fees may be charged by the State of Michigan, MDEQ or MEDC.

Applicant is required to supply a Development and Reimbursement Agreement in order to qualify for any financial assistance or reimbursement.

Acknowledgment and Agreement

Applicant affirms that they are not involved in any litigation of any kind against the City, including actions in the Michigan Tax Tribunal and actions initiated under section 211.154 of the General Property Tax Act against the City. Additionally, if the Applicant institutes or becomes involved with litigation of any kind against the City after the application and/or the Work Plan has been approved, the applicant shall consent to a request by the MHBRA to terminate any or all agreement, including any approval of a Work Plan executed between the applicant and the MHBRA.

Signature: _____ Date: _____

(Company Officer, no authorized agents or consultants)

Applicant, whether a corporate entity, partnership, or other legal type of business entity or an individual, acknowledges and verifies that it is current on all tax obligations, assessments or other governmental levies and assessments and that the same have been paid when due and payable and no delinquencies exist at the time of application. Please note as part of the application process, all information will be verified and confirmed

Signature: _____
Date: _____

(Company Officer, no authorized agents or consultants)

Applicant submits the final application along with all necessary supporting documents and appropriate fees.

Date: _____