



RENAISSANCE ZONE PROJECT APPLICATION

A Renaissance Zone project must be approved by the Mandan Renaissance Zone Committee, Mandan City Commission and the N.D. Commerce Department — Division of Community Services before the qualifying event occurs (purchase, rehabilitation, lease or new construction). Submit applications to the City of Mandan Business Development Office, 205 Second Avenue NW, Mandan, ND 58554, phone 701-667-3485.

APPLICANT INFORMATION

1. Type of project

- Commercial/Business
- Residential

2. Name of applicant(s)/or business name _____

Tax identification or social security number (both for joint filers)

_____/_____

Legal name (if different than trade name) _____

Type of entity (for commercial/ business applications)

- Partnership
- Corporation
- Subchapter S corporation
- Cooperative
- Sole proprietorship
- Limited liability company
- Limited liability partnership_

3. Mailing address _____

4. Phone number _____

5. E-mail address _____

PROJECT INFORMATION

6. Street address of proposed project _____

7. Legal description _____

8. Current owner (if different than applicant) _____

9. Current use of property _____

10. Parcel size (in square feet) _____

11. Building floor area (in square feet) _____

12. Type of project

New construction

Purchase with improvements

Rehabilitation

Leasehold improvements

Lease

New

Expansion – additional square footage _____

Continuation of a lease

If a lease project, does it involve relocation of a business from one location in the city's Renaissance Zone to another location in the Renaissance Zone?

Yes

No

13. Project description (scope of work including breakout of capital improvements)

14. Current true and full value of the building _____

15. Total estimated cost of improvements (attach cost estimates) _____

Note: Any grant funds may not be counted in determining if the cost of improvements or rehabilitation meets or exceeds the minimum requirements.

16. Estimated value of building after improvements have been completed _____

17. Estimated property tax benefit (annually) _____ (five years) _____

18. Estimated state income tax benefit (annually) _____ (five years) _____

Is the entity subject to the financial institution tax (NDCC 57-35.3)?

Yes

No

19. Describe how the project benefits the community (Examples: Business created, expanded or retained, additional jobs created, additional products or services available, improved property, etc.)

20. Project timeline including anticipated start and completion dates.

21. Does this project involve historical preservation or renovation?

- Yes
- No

For projects that involve historical preservation or renovation, but are not part of a rehabilitation project, provide a description of the work and the estimated costs. A **letter of approval from the Historical Society is required to claim any historical tax credits either on a rehabilitation project or renovation.** Information for historical properties may be obtained by contacting the Historical Society at: (701) 328- 2666.

22. Evidence that the taxpayer is current on local and state taxes?

- Yes
- No

Attach copy of certificate of Good Standing from the N.D. Tax Department and proof of payment of current real estate taxes such as a copy of a receipt from the Morton County Treasurer's Office.

23. For residential projects, please provide evidence that the home is the taxpayer's primary residence.

SUMMARY OF ATTACHMENTS

Documents to be submitted along with application:

- Certificate of Good Standing from N.D. Tax Commissioner
- Proof of payment of current real estate taxes
- Contractor(s) detailed cost estimate(s) — for improvements, rehab or new construction with capital improvements delineated as compared to non-capital improvements. Capital improvements include, but are not limited to, replacement or updating of roof, foundation, structure, siding, windows, doors or other weatherization improvements, electrical, plumbing, heating, ventilation or central air conditioning. Non-capital improvements are items such as floor coverings, wall treatments, cabinets, furnishings, and window treatments.
 - Rehabilitation
 - Commercial — must demonstrate that the proposed re-investment is at least 50 percent of the current and true value of the, of which not less than 80 percent will be used for capital improvements
 - Residential — must demonstrate that the proposed re-investment is at least 20 percent of the current and true value of the building, of which not less than 80 percent will be used for capital improvements and no more than 20 percent for detached out buildings
 - New construction — documentation that the proposed investment is at least \$55 per square foot
- Current photo(s) of property showing all sides of any existing building(s) — for improvements, rehab
- Site plan — for new construction or expansion
- Proposed building elevations, with exterior building material and color clearly indicated — for improvements, rehab, new construction
- Proof of primary residence — for residential applications
- Proof of benefit from property tax exemption — for leasehold improvement applications
- Business Incentive Agreement (see SF 59686 (11/2010))

NOTICE OF ADDITIONAL LOCAL REQUIREMENT

Voters in the Nov. 4, 2008, election in the City of Mandan approved an initiated ordinance that states, "Installation of electric handicap accessible entrance doors are required on every building open to the public that has received public funds in any form whatsoever." Include an estimate for an automatic door at least for the main entrance if subject building or business space does not have one.

APPLICANT CERTIFICATION

Applicant certifies that, to the best of his or her knowledge and belief, the information contained in the application and attached hereto is true and correct.

Signature of applicant: _____ **Date:** _____

BUILDING OWNER CERTIFICATION — For lease-hold improvement projects only

I, as owner of the property at _____, which includes an approximate _____ square foot lease space addressed _____, grant permission to _____ (applicant) to make leasehold improvements to this space as a Renaissance Zone project. I understand and acknowledge that if there is any rehabilitation to the building at a future date that this space does not qualify as a Renaissance Zone project.

Building Owner Name – printed

Building Owner Signature

Date

FOR OFFICE USE ONLY

	<u>Date</u>	<u>Recommendation</u>
Review by Mandan Renaissance Zone Committee	_____	Approval or Denial
Review by City Commission	_____	Approval or Denial
Review by N.D. Commerce Department Division of Community Services	_____	Approval or Denial

Renaissance Zone Block _____ Renaissance Zone Project _____

Date of actual project completion _____



RENAISSANCE ZONE

APPLICATION & CLOSE-OUT CHECKLIST

1. Send or fax request for Certificate of Good Standing to the N.D. Tax Department
2. Fill out Renaissance Zone application completely.

The application will have to be submitted and approved by all parties BEFORE you start your construction or improvement project. Review of the application takes approximately 3 to 4 weeks from the time of submittal until final approval.

3. Submit completed application packet with Certificate of Good Standing and Business Incentive Agreement to the City of Mandan Business Development Office, City Hall, 205 Second Avenue NW, Mandan, ND 58554, phone 701-667-3485.
4. You will be required to attend the Renaissance Zone Committee meeting to assist in presenting your project. It will take approximately 15 minutes. Be prepared to talk about your business and project plans. You will be notified of the date and time for the meeting by the Business Development Office. The location will be City Hall. If the committee recommends approval ...
5. You will be required to attend the Mandan City Commission meeting when your project is presented. City Commission meetings are typically held the first and third Tuesday of the month, beginning at 5:30 p.m. Be prepared to answer any questions about your business and project plans. You will be notified of the date and time for the meeting by the Business Development Office. The location will be the Ed "Bosh" Froehlich Room of City Hall. If approved ...
6. The Business Development Office will submit minutes from the City Commission meeting to the N.D. Commerce Department — Division of Community Services with a summary of your application for review.
7. The N.D. Commerce Department — Division of Community Services will issue a letter of approval to the City of Mandan. The Business Development Office will send a copy to you. After you receive official approval, you may then proceed with construction, the closing on the purchase of a property, or the signing of a lease.

Close-Out Procedures

For construction projects

1. Set up a time for the Building Inspection Department (phone 667-3230) to review the project to assure it meets appropriate codes and received a certificate of occupancy.
2. Set up a time for the Business Development Director to tour the project to verify that all construction parameters have been met according to the commitments made in the approved application.
3. Submit copies of all invoices to verify costs as outlined in your approved application. Additionally submit a summary of costs if there are multiple receipts and invoices.

Close-Out Procedures (continued)

For lease projects

1. Set up a time for the Business Development Director to tour your lease space.
2. Submit a copy of the signed lease.

For all projects

- The City of Mandan Business Development Office will report project completion to the N.D. Commerce Department — Division of Community Services.
- The applicant will get a copy of the final letter of approval issued by the State of North Dakota along with a letter from the City of Mandan indicating the property tax exemption and state income tax exemption periods.
 - The City of Mandan Assessing Department receives a copy of the letter for its records to implement the property tax exemption.
- Response to annual requests for reports regarding job creation as well as wages and benefits where applicable