



## 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 or enter into a lease, depending upon your type of 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 SFN 28220 (09-2017) 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, [bisdev@cityofmandan.com](mailto:bisdev@cityofmandan.com).
4. The Business Development office will then assist with preparation of a Business Incentive agreement for applicant completion and signature.
5. 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, 205 Second Ave NW. If the committee recommends approval ...
6. 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 ...
7. 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.
8. 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

1. The City of Mandan Business Development Office will report project completion to the N.D. Commerce Department — Division of Community Services.
2. 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.
  - o The City of Mandan Assessing Department receives a copy of the letter for its records to implement the property tax exemption.
3. Response to annual requests for reports regarding job creation as well as wages and benefits where applicable

***RETAIN THESE FIRST TWO PAGES OF APPLICATION INSTRUCTIONS AND CLOSE-OUT PROCEDURES FOR YOUR OWN RECORDS***



# 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, [bizdev@cityofmandan.com](mailto:bizdev@cityofmandan.com).

## APPLICANT INFORMATION

1. Type of property:      Commercial/Business      Residential
  
2. Type of project:      New construction      Purchase with improvements      Rehabilitation  
                                  Leasehold improvements      Lease  
                                      New  
                                      Expansion - additional square footage \_\_\_\_\_  
                                      Continuation of a lease
  
3. 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
  
4. Name of applicant(s)/or business name \_\_\_\_\_  
       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
  
5. Mailing address \_\_\_\_\_

## PROJECT INFORMATION

6. Street address of proposed project \_\_\_\_\_
  
7. Legal description (lot, block, addition) \_\_\_\_\_
  
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. Project description (scope of work including breakout of capital improvements, both interior & exterior)
  
  
  
  
  
  
  
13. Estimated state income tax benefit (annually) \_\_\_\_\_ (five years) \_\_\_\_\_

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

15. Current employees (*full-time equivalents*) \_\_\_\_\_

16. Anticipated employees in 2 years (*full-time equivalents*) \_\_\_\_\_

17. Project timeline including anticipated start, completion, or occupancy dates  
Est. start date \_\_\_\_\_ Est. completion or occupancy date \_\_\_\_\_

18. 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*

**ADDITIONAL PROJECT INFORMATION (*New Construction, Rehabilitation, Purchase with Improvements only*)**

19. Current true and full value of the building \_\_\_\_\_

20. 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.*

21. Estimated value of building after improvements have been completed \_\_\_\_\_

22. Estimated property tax benefit (*annually*) \_\_\_\_\_ (*five years*) \_\_\_\_\_

23. 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.

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

**CONFIDENTIAL INFORMATION**

*This application is an open record under NDCC 44-04 and will be available to the public for review. Telephone numbers and e-mails that are provided to the Business Development Office for the purpose of communicating with an applicant are exempt from this requirement and are considered to be confidential/non-public information.*

*This portion of the application must be complete, but it will be kept separate from the rest of the application and the contact information contained herein will not be available to the public for review.*

25. Applicant Tax identification or social security number *(both for joint filers)*

\_\_\_\_\_ / \_\_\_\_\_

26. Applicant Phone number \_\_\_\_\_

27. Applicant E-mail address \_\_\_\_\_

## **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% of the current and true value of the, of which not less than 80% and at least \$40 psf will be used for capital improvements
  - Residential — must demonstrate that the proposed re-investment is at least 20% of the current and true value of the building, of which not less than 80% and at least \$15 psf will be used for capital improvements and no more than 20% for detached out buildings
- New construction — documentation that the proposed investment is at least \$100 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 06/2015*)

## **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

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**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<br>Division of Community Services | _____       | Approval or Denial    |

Renaissance Zone Block \_\_\_\_\_ Renaissance Zone Project \_\_\_\_\_

Date of actual project completion \_\_\_\_\_

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