



City of Three Rivers Brownfield Redevelopment Program

Brownfield Redevelopment Authority Project Application Form

This application form must be completed by the applicant to initiate the process of applying with the city's Brownfield Redevelopment Authority. There are no deadlines for the submittal of applications – applications will be accepted on an ongoing basis.

Please Note: submitting a project concept plan is the first step for all projects to be considered by the city's Brownfield Redevelopment Authority.

City Staff approval of an Application does **not** constitute, nor should be considered a form of, approval of a Brownfield project/plan and any requested Tax Increment Financing (TIF) which requires formal approval of the Three Rivers City Commission and the City of Three Rivers Brownfield Redevelopment Authority board.

1. Applications will be administratively reviewed by Staff and legal counsel prior to being placed on an agenda for consideration.
2. Following the administrative review, information will be forwarded to the Brownfield Redevelopment Authority for formal review and consideration.
3. If applicant's project is supported by the Brownfield Redevelopment Authority, the authority will recommend the application and forward it to City Commission for further review and consideration.
4. With a recommendation from the city's governing body, City Commission will forward the application and corresponding development or site plan, along with any recommended changes, back to the city's Brownfield Redevelopment Authority for final consideration for approval.

Proposed Brownfield redevelopment projects will not be reviewed until all application requirements are submitted. Before submitting a project application, please make sure all items on the attached checklist are included; see page 6 for project application checklist.



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APPLICANT INFORMATION

Date: _____

Project Applicant Name: _____

Mailing Address: _____

**Contact Person for
Applicant:** _____

Telephone/Fax Numbers: _____

E-mail Address: _____

Property Owner Name: _____

Mailing Address: _____

**Contact Person for
Property Owner (if
different from above):** _____

Telephone/Fax Numbers: _____

E-mail Address: _____

PROJECT INFORMATION

Project Address: _____

Parcel ID Number(s): _____

Legal Description: _____

Is the project located within the Downtown Development Authority (DDA) district? _____



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Proposed Project Description (attach additional pages as necessary):

**Attach copies of proposed preliminary site development or concept plans to illustrate how the proposed redevelopment and land uses will be situated on the subject property, and documenting access to all necessary utilities and infrastructure.*

Proposed Redevelopment Use(s) (attach additional pages as necessary):

Anticipated Project Schedule/Critical Dates (attach additional pages as necessary):

Status of Development Permits and Applications (attach additional pages as necessary):



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Description of Known or Suspected Environmental Contamination Concerns

List all environmental activities and reports completed to date.

Report/Activity	Date	Attached(y/n)

**Attach additional pages if needed and supporting documentation or reports if available.*

Summary of Necessary Eligible Activities and Projected Costs (if known):

**Attach additional pages if needed and supporting documentation or reports if available.*

Projected Private Investment in Redevelopment:



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Proforma/Financial Analysis:

- *Attach detailed proforma and project budget illustrating all related project expenses, sources of financing, and project financing gap.*

Anticipated Job Creation or Retention Impacts:

Other Significant Project Information:

On this date indicated below the Applicant submits the following application to the City of Three Rivers Brownfield Redevelopment Authority for the purpose of requesting consideration for reimbursement of certain eligible activities. It is understood the City's Brownfield Redevelopment Authority will rely on the information provided herein in making its decision. The undersigned warrants and represents the information herein submitted to be true and correct in all respects, and the Authority may consider this representation continuing until written notice to the contrary is received by the City of Three Rivers from the undersigned. The Applicant also acknowledges the City's Brownfield Redevelopment Authority is authorized to make any and all inquiries it or the City deems necessary to ratify the accuracy of the information provided herein, or to further determine, at the City's discretion, the undersigned's ability to perform the proposed project.

Dated: _____

X_____

X_____



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PROJECT APPLICATION CHECKLIST

Proposed Brownfield redevelopment projects will not be reviewed until all application requirements are submitted. Before submitting a project application, please make sure all items on the attached checklist are included.

Ownership Documentation

- ☐ If the property owner is not the project applicant, please attach a signed and notarized letter from the property owner authorizing the applicant to submit this application form for consideration by the BRA.
- ☐ Attach copy of current title and proof of ownership.

Site Plan

- ☐ Attach copies of proposed preliminary site development or concept plans to illustrate how the proposed redevelopment and land uses will be situated on the subject property, and documenting access to all necessary utilities and infrastructure.

Financial Information and Eligible Activities

- ☐ Attach a copy of TIF Table showing projected increment broken down by taxing jurisdiction.
- ☐ Attach detailed project budget/proforma illustrating all related project expenses, sources of financing, and project financing needs.
- ☐ Ensure project proforma is adequate to conduct Financial Analysis.

Environmental Work Completed

- ☐ Attach all environmental reports that have been completed for this site. (i.e. Phase I, Phase II, BEA , Due Care, etc.)