

NORTH DAKOTA RENAISSANCE ZONE APPLICATION
DIVISION OF COMMUNITY SERVICES
SFN 55205 (8/11)

APPLICANT			
Name of City		Contact Person	
Address		City	State ZIP Code
Telephone Number		Email Address	
Brief Description of Proposed Renaissance Zone :			
Number of Square Contiguous Blocks			
Number of Properties Targeted for Residential Use			
Single Family Units			
Multi-Family Units			
Number of Properties Targeted for Commercial Use			
Number of Targeted Historic Properties			
Proposed Zone Duration (Years)			
Is a Renaissance Fund Organization Requested?		Yes <input type="checkbox"/> No <input type="checkbox"/>	
Approved by: Signature		Name (Please Print)	
Title		Date	
Send To: Division of Community Services 1600 East Century Avenue, Suite 2 PO Box 2057 Bismarck, ND 58502-2057		<i>THIS SECTION FOR DCS USE ONLY</i>	

Development Plan

I. Description of the Proposed Renaissance Zone

Provide a map which identifies the geographic boundaries and blocks in the proposed Renaissance Zone. Number each proposed block.

1. To claim half blocks because of government buildings, identify the tax exempt government buildings.

RZ Block Number	Building(s)

2. Indicate for those properties to be initially targeted the types of projects the city wants to encourage in those properties.

3. Provide a list of the natural and historical assets/sites in the zone, the location of each, and description of how they will fit into and be enhanced by the zone.

4. Provide a description of any local regulatory burdens that may affect renovation of historic properties and the incorporation of mixed use development, and how these burdens will be eased for developers and investors.

- Use the format in the example below **on your own excel spreadsheet** to provide an inventory of the buildings on each block indicating block number, owner, address and their present use and condition, and identify those properties to be initially targeted for projects.

	Owner	Address	Present Use	Condition
1	Simon	301 1 st St.	Commercial	Fair
1	Sampson	105 2st St.	Commercial	Good
1	Jones	500 Main St.	Commercial	Good
1	Smith	550 Main St.	Commercial	Fair
1	Bennett	560 Main St.	Vacant	Poor
1	Johnson	16 Oak St.	Residential	Poor

II. Management of the Renaissance Zone

- Identify who will manage day-to-day Renaissance Zone activities and, the membership of the local zone authority, if one is established.
- Describe how the city will market and promote its Renaissance Zone.
- Describe how the city will monitor the progress of each zone project until it is completed.
- Describe how the city will monitor projects during the five-year tax exemption period for possible transfer of the tax exemption to another qualified taxpayer or for termination of the tax exemptions.

5. Describe how the city will maintain records on each Renaissance Zone project, to include collecting required reportable information (See Section XIII of the program guidelines).

III. Goals and Objectives of the Zone

1. Describe what the city hopes to accomplish in its zone. Include a description of the city's vision for the area and the major activities such as rehabilitation of buildings, new construction, leasing of buildings, etc. it wants to encourage.
2. Describe how the city's goals and objectives for the Renaissance Zone fit into the overall comprehensive or strategic plans for the city.
3. Identify milestones or benchmarks to monitor progress of the Renaissance Zone in achieving the city's goals and objectives for the zone.

IV. Selection of Projects in the Zone

1. For commercial zone projects describe the local requirements for project approval. These may include such things as a minimum cost per square foot for rehabilitation; requiring rehabilitation when someone purchases a building; job creation; an expected increase in property value after rehabilitation; landscaping; leasehold improvements; etc. The city may with DCS approval, revise the selection criteria and local requirements.

2. For single-family zone projects, describe how the city will determine “primary residence,” and describe any local requirements that must be met, such as rehabilitation or other work to increase property value in order to be approved as a zone project. The city may, with DCS approval, revise the local requirements.

3. Describe types of projects, if any, that the city will not approve for state and tax exemptions. One example might be not approving a purchase of a building that does not need to be rehabilitated, unless it is for the purpose of preventing a building from becoming vacant or for job retention or creation. Other examples might be not approving specific types of businesses or projects that only involve a purchase.

4. Describe the process for receiving, reviewing, and approving applications for zone projects to determine if they meet state and local requirements, and to assure that the purchase, rehabilitation, lease, and historical preservation and renovation has not started or been completed before local and state approval as a zone project.

5. Describe how projects will be reviewed to determine public benefit, and not just benefit to the taxpayer.

6. Describe the basis for determining the amount of local property tax to be exempted for five years. Some examples are 100% exemption of the current taxes for five-years; 100% of the cost for improvements; some other percentage for purchases of buildings that don't require rehabilitation; a sliding scale exemption; different percentages for exemption for residential versus commercial; etc. Each potential zone project applicant must be able to determine from the description the amount of the exemption that will be approved for his or her potential zone project. The city, with DCS approval, may revise the property tax exemptions.

7. State in the plan if the city will allow utility infrastructure projects. If the city will allow projects then the city must describe how they will monitor the approved projects in and outside the Renaissance Zone.

a. How they will work with the State Board of Equalization to determine the property tax exemption and what the property tax exemption is for the utility companies

V. Renaissance Fund Organization

Does the city wish to establish a Renaissance Fund at this time? Yes No
(If no, move to Section VI, Local Commitment)

1. Describe if the city will establish its own Renaissance Fund Organization or contract with an existing or new organization to act as its Renaissance Fund Organization.

2. Describe how the Renaissance Fund Organization will be managed and marketed, how it will obtain commitments from investors, and how it will keep track of original investors.

3. Describe how the Renaissance Fund Organization and local zone authority or other designated entity will work together to assure that funds raised are allocated to approved zone projects or other investments in the city or in other Renaissance Zone cities. If an organization is under contract by more than one Renaissance Zone city, describe how the city will assure that the organization will keep track separately of funds raised and allocated for its Renaissance Zone. Describe the city's role in deciding if its investor funds will be used in non-zone projects in its own city or other Renaissance Zone cities.

4. If a new organization will be established by the city, provide copies of the legal documentation for the creation of the Renaissance Fund Organization. If the city intends to contract with an organization, provide a copy of the contract. If the city intends to contract with an organization that does not yet exist, describe the organization to be created and the expected date for the creation of the organization.

5. If the city wants to establish a Renaissance Fund or Organization at a later date, explain why and whether it intends to establish its own or to contract with an organization.

VI. Local Commitment

1. Describe the results of the final legal public hearing on the Development Plan. How many people attended? What issues were raised? How did the city address the issues?

2. Provide letters of support from the community. A letter of support from the school district and county must be included.

3. Provide a resolution from the city indicating that it will approve the tax exemptions and credits provided for in the Renaissance Zone Act (See sample resolution in Appendix C of the Renaissance Zone Program Statement).

NOTE: The DCS reserves the right to ask for additional information deemed necessary to review the Development Plan.

Please include a Table of Contents with your Development Plan that clearly identifies where to find the discussion of each of the above questions.

(Submit the original and 1 copy of the Development Plan).