



**VAN BUREN COUNTY BROWNFIELD REDEVELOPMENT AUTHORITY
BROWNFIELD PROJECT/PLAN PRE-APPLICATION MEETING AGENDA**

Development Name: _____

Development Address: _____

Date: _____

For all Projects:

1. Describe development project and environmental challenges.
2. Is the site a facility? Blighted or functionally obsolete? Historic?
3. Is the developer a responsible or potentially responsible party?
4. Is the project plan consist with zoning and Land Use Plan of local municipality? Is there Local municipality support for the project?
5. What are the potential eligible activities?
6. What of these are expenses that would normally be encountered on a greenfield site?
7. What is the value creation of project / investment on site?
8. Any planned sustainability initiatives associated with the project?
9. What is the phasing and timeline of project?
10. Review of Guidelines for Eligibility and Evaluation of Brownfield Financing Requests.

For projects involving Brownfield Plans:

11. Local municipality approval is required, but is not a guarantee that the final Brownfield Plan will be approved by Van Buren County.
12. Are taxes being captured already (i.e., by the DDA)?
13. What are interest expense expectations?
14. Tax capture process, base year, incremental capture, reimbursement timing.
15. School tax capture, Act 381 Work Plan requirement.
16. Who has the responsibility for pro-forma estimates and brownfield plan preparation?
17. Timeline, expenses and procedure to continue towards an approved brownfield plan.
18. Example Brownfield Plan.
19. Example Reimbursement Agreement and Reimbursement Procedures.
20. Other issues, concerns.

Adjourn.