

City of Ellendale, ND

Renaissance Zone Project Checklist

Proposed Renaissance Zone Projects must be submitted to and approved by the Ellendale Economic Development Director, 58 1st Avenue S, Diemert Building, prior to the purchase of property or start of renovation, construction or lease. The developer will then send the project proposal to the ND Department of Commerce-Division of Community Services for approval. The estimated time for all reviews and approvals is three to four weeks. You need to obtain the following list of documentation in order to have your project approved.

- City of Ellendale Renaissance Zone Project Application (available at the Economic Development office)
- Legal description and street address of property (available at the Economic Development office)
- Current zoning status of property (available at the Economic Development office)
- Floor plan of building (post construction or renovation)
- Estimate of total construction, renovation or acquisition costs
- Estimated annual property tax to be exempted (available at the Economic Development office)
- Estimated annual state income tax to be exempted (prior state income tax returns)
- Certificate of Good Standing letter from North Dakota Tax Commissioner
- Proof that local property taxes have been paid (Complete form and submit to County Treasurer for signature.)
- Approval of City of Ellendale Renaissance Project Application by Ellendale Economic Development Director

City of Ellendale, ND

Renaissance Zone Project Application

Proposed projects must be submitted to and approved by the Ellendale Economic Development Director prior to the purchase of property or start of renovation, construction or lease. The project must also be reviewed by the North Dakota Department of Commerce-Division of Community Services. The estimated time for all approvals and reviews is three to four weeks. Please submit a project proposal that addresses ALL of the following checklist items. Your initial application will be reviewed to confirm that all checklist items have been addressed.

Federal law may require this construction project to conform to the Americans with Disabilities Act Accessibility Guidelines for Buildings and Facilities.

CHECKLIST:

1. Legal description and street address of proposed project

Legal Description:

Street Address:

2. Current property owner(s): -----

3. Name of applicant with current telephone, address and description of business entity (i.e., Partnership, Corporation, Sub-Chapter S Corp, Cooperative, Sole Proprietor, LLC or Limited Liability Partnership)

Name: -----

Phone: -----

Address: -----

Business Entity: -----

4. Social Security or Federal Tax Identification number: _____

5. Is applicant subject to financial institution or ND gross premium tax? Yes _____ No _____

6. Use and Zoning of property. Current Use and Zoning: _____

Would property need to be re-zoned? Yes _____ No _____

7. Square footage of the lot and of the building - each floor should be listed separately:

Lot size: _____

Building:	Floor	Square Footage
	_____	_____
	_____	_____

8. Describe the impact this project has on any historical properties. If requesting a historic tax credit, provide a letter of clearance or other documentation from the State Historical Society for improvements made to a historical building or structure:

9. Identify type of investment (check one that applies):
New construction ----- Purchase of building only -----
Purchase with major improvements -----
Rehabilitation of existing building (remodel or rehabilitation) -----
Lease of building with rehabilitation of existing building by owner
or lessee -----
Investment in building and rehabilitation of existing building -----

10. Date of acquisition (purchase or lease) of property or proposed
acquisition and/or expected renovation completion date.
Purchase or lease date: -----
Estimated date to complete construction/renovation:-----

11. Describe scope of work, including a detailed cost estimate of capital
improvements and work to be completed. Attach if necessary.

12. Describe the extent of the exterior renovation and/or property
improvements - include site and/or building plans or renderings or floor
plan. Attach documents if necessary.

13. Provide documentation that the project cost meets the city's minimum guidelines for project approval (20% of home value, 50% of business building value)

14. Estimate the Property and/or State Income and/or Historical tax credits requested.

Estimated Annual Property Tax to be exempt: \$_____

Estimated Annual State Income Tax to be exempt: \$_____

Estimate of Historical Tax Credits to be requested: \$_____

15. True and Full Value of the building: (Contact City Assessor.)

Land Value: \$_____

Building Value: \$_____

Total \$_____

16. Provide evidence that the applicant is current on state and local taxes - Certificate of Good Standing letter from the State Tax Commissioner and copies of receipts from Dickey County Treasurer showing proof that local real estate taxes have been paid.

17. Attach letter from Economic Development Director that the Renaissance Zone Project Building/Site plans have been examined for compliance with building code and zoning.

18. Sign Certification.

Certification

I, _____, do hereby certify that the answers to the above questions and all of the information contained in the application, including attachments hereto, are true and correct to the best of my knowledge and belief and that no relevant fact pertaining to the ownership or operation of the project has been omitted.

Signature

Date

**Submit completed project proposals to:
City of Ellendale Renaissance Zone
Economic Development Director
58 1st Avenue S
Ellendale, ND 58436**

Reviewed by the City of Ellendale Renaissance Zone Manager:

(Signature)

(Title)

(Date)