

Project Address:

Street Name: _____ City: _____ State: _____ Zip Code: _____

Tax Parcel Number: _____ Zoning Designation: _____

Property Square Footage: _____

What is your legal interest in the building?

- Property Owner
- Developer (if developer, the property owner must complete an Owner Consent Form)

Are there any known code violations existing at the site?

- Yes No

If yes, explain:

1. Applicant

Legal Name of Applicant: _____

Primary Contact Name: _____

Primary Contact Title: _____

Primary Contact Email and Telephone: _____

Mailing Address: _____

City/State: _____

Zip Code: _____ Tax Identification Number: _____

Website: _____

If applicant is a business, indicate the business type and attach supporting documentation (articles of incorporation, etc.):

- Corporation Partnership Other
- LLC Sole Proprietorship

Are all of Applicant's local, state and federal taxes current?

Yes No (provide explanation)

2. Personal Background Information

Provide the full name, birth date (DOB), address and years at address for each applicant and/or company principal owning more than 10% beneficial ownership if applicant is a company. Each Applicant or company principal must provide a list of all of his/her prior addresses for the past five years including street address, city and state.

Name	Date of Birth	Address	Years There	% Ownership In Business

Are all personal local, state and federal taxes of each applicant / principal in the business current?

Yes No (explain below)

List all Mecklenburg County property owned by Applicant and all business principals owning more than 10% in the business. Attach a separate sheet if necessary.

1. _____
2. _____
3. _____
4. _____

3. Current Ownership and Representative

Owner Name: _____

Address (street, city, state, zip): _____

Phone: _____ Email: _____

Owner's Representative: _____

Address (street, city, state, zip): _____

Phone: _____ Email: _____

4. Proposed Site Buyer and Representative

Site Buyer Name: _____

Address (street, city, state, zip): _____

Phone: _____ Email: _____

Buyer's Representative: _____

Address (street, city, state, zip): _____

Phone: _____ Email: _____

5. Final Project Information

Provide a brief description of the proposed end-use of the property. Include plans and/or conceptual information regarding the future use of the property, zoning changes, etc. Use a separate sheet of paper if necessary. Attach any plans and specs, if available, together with any other related documentation regarding the site's proposed future use.

Number of Jobs once project is completed: _____

Description of Jobs:

6. Environmental Information

(A) Explain what evidence of suspected-or actual- contamination exists on the site. Use a separate sheet of paper if necessary. Attach all available supporting reports.

(B) For this site and project, have any environmental studies been started – or completed?

Yes No

If yes, indicate the amount expended to-date on the environmental assessment activities: \$ _____

(C) Have any clean-up activities already occurred- or been started- on the site?

Yes No

If yes, provide the amount expended on clean-up activities to-date: \$ _____

If yes, provide a description of the clean-up activities and the status of each below, attach all supporting documentation

(D) Provide an estimate of the number of jobs that will be created by this project:

Construction Jobs _____ Clean-up Jobs _____

(E) What is the total estimates construction cost of the project? \$ _____

7. Brownfield Status

(A) Is the applicant a potentially responsible party that caused or contributed to the contamination to be assessed, or did the applicant own the property at the time contamination occurred?

Yes No

(B) Does the property meet the definition of a *Brownfield* as defined in the Federal Small Business Liability Relief and Brownfield Revitalization Act (Section 211(a)(39) of the Public Law 107-118 (H.R. 2869)?

Yes No (STOP-project may be ineligible)

(C) Does the applicant have or can it obtain 100% access to the property to be assessed?

- Yes, Applicant owns the property
- Yes, Access agreement is in place with current owner(s)
- No, presently working on an access agreement with the current owner(s)
- No, STOP project may be ineligible

(D) Is the applicant receiving, has received or has applied for federal, state or local brownfield assessment or cleanup funding for this property?

- No
- Applied
- Receiving
- Received in the Past
- Already applied but not receiving Federal State Local
- Currently receiving funding from Federal State Local

List source and activities for which funds were used: _____

(E) Is the property a former gas station or has it been contaminated by petroleum products only?

Yes No Unknown

(F) Indicate the type of work being requested (check all that apply)

- Phase I site assessment (cost estimates required)
- Phase II site assessment (cost estimates required)
- Clean-up (include supporting environmental reports, description of activities and cost estimates)

(G) Is there a specified timeline to complete the site assessment? _____

Checklist

Complete this checklist to ensure all required documents are included. Incomplete applications cannot be considered.

<input type="checkbox"/>	Completed Application.
<input type="checkbox"/>	Organizational Documentation. (articles of incorporation, LLC operating agreement, etc.) (See Section 1).
<input type="checkbox"/>	Personal Background Exhibits (See Section 3).
<input type="checkbox"/>	Plans and specs or other conceptual designs of proposed end-use of property. (See Section 9)
<input type="checkbox"/>	<p>Copies of all reports addressing environmental conditions at the site. (See Section 10).</p> <p><input type="checkbox"/> Phase I</p> <p><input type="checkbox"/> Phase II</p> <p><input type="checkbox"/> Other</p> <p><input type="checkbox"/> Check here if not applicable. BY checking here Applicant acknowledges that there have been no known environmental reports or assessments of any kind conducted as of the date hereof.</p>
<input type="checkbox"/>	Cost estimates Attach two competitive estimates for each expense.(See Section 11F)
<input type="checkbox"/>	Owner Consent Form – Required if Applicant is not the owner of the real estate
<input type="checkbox"/>	Other.

Applicant Signature

By signing below the Applicant acknowledges that he/she has read and understands the program guidelines for the Brownfield Grant Program available at <http://nbs.charlottenc.gov>. Applicant understands that costs incurred prior to application approval and grant contract signing are not eligible for reimbursement. Incomplete applications cannot be considered. The Applicant assures that the information contained in the application is true and correct and agrees to comply with all City of Charlotte guidelines applicable to this program. The Applicant authorizes the City to use his/her/its name, likeness, photos and/or information about the project participating in the Program for promotional purposes.

By signing below, the Signatory acknowledges he/she is duly authorized to act on behalf of the Applicant and that the Applicant is properly organized and licensed to conduct business in the state of North Carolina.

Applicant Name:	
Print Name:	Title
Signature	Date

RETURN COMPLETED APPLICATIONS with all required attachments to:

City of Charlotte Neighborhood & Business Services ATTN: Lori Lencheski
lori.lencheski@charlottenc.gov
Office: 704.336-3285
600 E. Trade Street, Suite 300
Charlotte NC 28202
Electronic copies are preferred