



Neighborhood & Business Services

Community & Commerce Division

BROWNFIELD ASSESSMENT: COMMUNITY-WIDE AND LOCAL PROGRAM APPLICATION

RETURN APPLICATION TO:

City of Charlotte
 Neighborhood & Business Services
 600 East Trade Street, Suite 311
 Charlotte, NC 28202

Chris Hemans
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 704-432-3025 (office)
 704-336-3959 (fax)

PLEASE NOTE, THIS APPLICATION WILL BE CONSIDERED INCOMPLETE AND RETURNED IF ALL ITEMS ARE NOT ANSWERED AND ALL REQUIRED ATTACHMENTS INCLUDED.

GRANT PROGRAM OF INTEREST:

Community-wide Assessment Program Local Assessment Program

SECTION 1: APPLICANT INFORMATION (ALL ITEMS MUST BE ANSWERED)

Every person or other entity that holds 10% or more of the beneficial ownership of the applicant property (as member, partner, shareholder, or otherwise) must provide the City with their name, date of birth, address and telephone number. Upon the City's request, the applicant must provide documentation to support the information that the applicant provides pursuant to this paragraph.

Applicant's Name: _____ Tax Identification Number: _____

Contact Person's Name (if applicant is not an individual): _____

Title (if applicant is not an individual): _____

Phone: _____ Fax: _____

Email: _____

What is your legal interest in the property? (*owner; developer; etc.*)

APPLICANT PERSONAL BACKGROUND INFORMATION (ALL ITEMS MUST BE COMPLETED)

The City conducts a criminal background check on all program applicants and/or all principals of the Company. For this reason, it is important that the questions in this section be answered completely and truthfully. An arrest or conviction record will not necessarily disqualify you. An untruthful answer, however, will cause your application to be denied. Attach additional sheets as necessary.

Provide the full name, birth date (DOB), address, years at address for each applicant, and % of ownership in company for each company principal if applicant is a company.

Name	DOB	Address	Yrs There	%Ownership
_____	_____	_____	_____	%
_____	_____	_____	_____	%

Each applicant and/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. (This must be provided for each applicant and/or principal in the company and attached to this application form).

Have you ever been charged with or arrested for any criminal offense other than a minor vehicle violation? (*This question must be answered for each applicant / principal in the business. All arrests and charges must be explained, including the outcome of each, on an attached sheet.*)

Yes No

Are the personal local, state and federal taxes of each applicant / principal paid up-to-date?

Yes No

Please list all property owned in Mecklenburg County. Use a separate sheet of paper if necessary.

SECTION 2: SITE INFORMATION (ALL ITEMS MUST BE ANSWERED)

Property Address: _____
Tax Parcel Number: _____
Property Square Footage: _____ Zoning of Property: _____

CURRENT SITE OWNERSHIP

Current Property Owner Name: _____
Address: _____
Phone: _____ Fax: _____
Email: _____

OWNER'S REPRESENTATIVE

Name: _____
Address: _____
Phone: _____ Fax: _____
Email: _____

PROPOSED SITE BUYER

Proposed Buyer's Name: _____
Address: _____
Phone: _____ Fax: _____
Email: _____

BUYER'S REPRESENTATIVE

Name: _____
Address: _____
Phone: _____ Fax: _____
Email: _____

SECTION 3: 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.

Provide an estimate of the number of permanent jobs that will be housed in the completed project:

SECTION 4: ENVIRONMENTAL INFORMATION - Attach any and all environmental reports.

Explain, below, what evidence of suspected – or actual – contamination exists on the site. Use a separate sheet of paper if necessary. Attach any supporting reports if available.

Have any environmental studies on the site been started – or completed – on this project? Yes No

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

Have any cleanup 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 cleanup activities and the status of each below, attached all supporting documentation:

Provide an estimate of the number of construction and cleanup jobs that will be created by this project:

Construction Jobs:

Cleanup Jobs:

What is the total estimated construction cost of the project?

SECTION 5: USEPA COMMUNITY-WIDE BROWNFIELD GRANT

(questions apply to Community-Wide Grant only)

1. Is the applicant a potentially responsible party that has caused or contributed to the contamination of the property to be assessed, or did the applicant own the property at the time contamination occurred?

Yes



Funding cannot be used to assist potentially responsible parties.

No

2. Does the property meet the definition of “Brownfield” as defined in the federal [Small Business Liability Relief and Brownfields Revitalization Act](#) (Section 211(a)(39) of the Public Law 107-118 (H.R. 2869)

Yes

The property is an abandoned or vacant industrial/commercial facility. If yes, explain how long the property has been vacant or abandoned and the circumstances surrounding its disuse:

Yes

The property is an active, but underutilized industrial/commercial use. If yes, what percentage of the property is currently utilized:

No



Not eligible

SECTION 5: USEPA COMMUNITY-WIDE BROWNFIELD GRANT - Continued

(questions apply to Community-Wide Grant only)

3. Does the applicant have or can it obtain access to 100% of the property to be assessed?

Yes

Applicant owns property and will permit access to the site.

Yes

Access agreement is in place with current owner(s).

No

Presently working on an access agreement with current owner(s).

No *Project is ineligible if the City cannot obtain an access agreement.*

4. Has the applicant received in the past, is it currently receiving, or has it applied for federal brownfield assessment or cleanup funding for this property?

Applied

Already applied for but not currently receiving funding.

Receiving

Currently receiving Federal Brownfield Funding may prohibit the use of City's services.

Received
in past

If yes, list the activities for which the funds were used:

No federal
funding

5. Is the property a former gas station or has it been contaminated by petroleum products only?

Yes *(additional Site Eligibility criteria may apply –see City's Grant Administrator)*No Unknown

6. The type of work requested is (check all that apply):

 Phase I Environmental Site Assessment (report summarizing a review of historical records) Phase II Site Assessment - (includes sampling of soil, water, air) (Note: an additional Phase 2 Site Eligibility Form will be completed by consultant and must be approved by USEPA). Cleanup Redevelopment Planning Community Involvement**Note:** If a sampling plan has already been developed by a consultant, please provide a copy.

7. Is there a specified timeline in which site assessment activities need to be performed?

No Yes

Please define timeline/deadlines for the project (include timelines for redevelopment, etc.):

SECTION 6: ATTACHMENTS

Copies of all reports addressing environmental conditions at the site. Check here if not applicable:

Plans and specs or other conceptual designs of proposed end-use of property. Check here if not applicable:

Personal Background Exhibits, if applicable (see Section 1). Check here if not applicable:

Other: _____

SECTION 7: APPLICANT'S SIGNATURE

By signing below, the Applicant acknowledges that he/she has received and read the program guidelines for the Brownfield Assessment Grant Program. Also, the individual signing acknowledges that he/she is duly authorized to act on behalf of the Applicant and/or each principal of the company and that the Applicant, if a company, is properly organized and licensed to conduct business in the state of North Carolina.

The Applicant assures that the above information is true and correct and agrees to comply with all City of Charlotte guidelines applicable to this program. The applicant also agrees that in the event of his/her/their breach of any condition or provision, or if any of the above information is found to be false, or whenever deemed to be in the interest of the City of Charlotte in its sole discretion, the City has the right to terminate the program agreement.

The Applicant authorizes the City of Charlotte to request criminal record information about **each principal** of the Company/Applicant for the purpose of determining eligibility for this grant. The Applicant understands that the City will conduct a review of local property taxes on the Applicant, each principal thereof, and any related entities for the purpose of determining eligibility for this grant. All costs incurred by the City pursuant to these records searches will be paid by the Applicant.

Applicant further understands that he/she must submit detailed cost documentation, including canceled checks, billing invoices, together with all project related environmental reports, once the project has been completed.

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.

Date Signed

Signature

The City of Charlotte reserves the right to request additional information as needed to process this application.