

Brownfield Application Process

Timeframe: The community engagement and pre-approval process can take one to four (1-4) months depending on the project's location.

Call the City of Grand Rapids [Economic Development Department](#) to schedule a Pre-Application Meeting

Pre-Application Meeting:
Does project qualify for the program, and contribute to City priorities?

Applicant does not proceed.

Yes

Submit Online Application ([Instructions](#))

Review of applicant compliance with City policies:

- [Assessor's](#)
- [Code Compliance](#)
- [Environmental Services](#)
- [Income Tax](#)
- [Planning](#)
- [Treasurer's](#)

Compliance Issues Identified

No Compliance Issues

Application does not proceed.

Resolve compliance issues.

Community Engagement: May include meetings with: Neighborhood Association, Business Association, Corridor Improvement District Authority, Business Improvement District Authority, Downtown Development Authority, Downtown Improvement District, Monroe North Tax Increment Financing Authority, Smart-ZoneSM Local Development Finance Authority, etc.

Economic Development Department Review:
Revise application materials as necessary

Timeframe: The local approval process takes three to four (3-4) months depending on meeting schedules.

Economic Development Project Team Meeting:
*Review of project

Brownfield Redevelopment Authority Meeting 1:
*Consideration of the Brownfield Plan Amendment

Not Approved

Approved

City Commission Meeting 1:
Community Development Committee schedules public hearing on the Brownfield Plan Amendment

City Commission Meeting 2:
*Public hearing on the Brownfield Plan Amendment

City Commission Meeting 3:
Committee of the Whole consideration of the Brownfield Plan Amendment

Not Approved

Approved

Brownfield Redevelopment Authority Meeting 2:
Consideration of Work Plan and Development & Reimbursement Agreement

Prepare Act 381 Work Plan

Approved

Timeframe: The state approval and the post-approval process depends on the applicant.

State Approvals—Michigan Economic Development Corporation and/or Michigan Strategic Fund: The Economic Development Department will work with the applicant to obtain the necessary approvals from the State.

Construct Project

Submit Invoices for Eligible Activity Costs

Brownfield Redevelopment Authority Meeting 3:
Consideration of Invoices

Approved

Eligible to receive reimbursement for actual costs over time.

* Applicant attendance is required.