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

- Yes: Submit Online Application (Instructions)
- No: Applicant does not proceed.

**Review of applicant compliance with City policies:**
- Assessor’s
- Code Compliance
- Environmental Services
- Income Tax
- Planning
- Treasurer’s

**Compliance Issues Identified:**
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.

**City Commission Meeting 1:**
Committee of the Whole consideration of the request to establish an NEZ. Must be at least 60 days after City Commission Meeting 1 (MCL 207.773(3))

**City Commission Meeting 2:**
*Public Hearing on the request to establish an NEZ

**City Commission Meeting 3:**
*Committee of the Whole consideration of the request to establish an NEZ

**City Commission Meeting 4:**
Committee of the Whole consideration of the NEZ Exemption Certificate Application

**Abstract:**
- **Neighborhood Enterprise Zone Tax Exemption Application Process**
- **Community Engagement:**
- **Timeframe:** The local approval process takes three to four (4-5) months depending on meeting schedules.
- **Timeframe:** The community engagement and pre-approval process can take one to four (1-4) months depending on the project’s location.
- **Timeframe:** The state approval and the post-approval process depends on the applicant.

**State Approvals—State Tax Commission:**
The Economic Development Department submit the NEZ Certificate Application to the State. The State will approve the exemption and hold it in abeyance (i.e. approved pending project completion)

- **Not Approved:** Construct Project
- **Approved:** State Approval: State will remove the NEZ Certificate from Abeyance

**Economic Development Project Team Meeting:**
*Review of project

- Not Approved: Economic Development Department Review: Revise application materials as necessary
- Approved: Application proceeds.

**State Approval:**
State will remove the NEZ Certificate from Abeyance

- **Not Approved:** NEZ Exemption remain in place for approved term
- **Approved:** NEZ Exemption remain in place for approved term

* Applicant attendance is required.