



423 6th St NE  
Devils Lake, ND  
701-662-7600 Ext 3  
www.dvln.com

**RENAISSANCE ZONE PROJECT APPLICATION**

Name of Applicant: \_\_\_\_\_ Phone #: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Email: \_\_\_\_\_

Name of Property Owner: \_\_\_\_\_ Parcel #: \_\_\_\_\_

Property Address: \_\_\_\_\_ RZ Block #: \_\_\_\_\_ RZ Project #: \_\_\_\_\_

Legal Description: \_\_\_\_\_

Current use of Property:  Commercial  Residential  Vacant

Future use of Property:  Commercial  Residential

Current True and Full Value: \$ \_\_\_\_\_ Improvement Cost: \$ \_\_\_\_\_ RFO Funded:  Yes  No

Documents to be attached to application:

- Detailed description of project and expected completion date
- Owner's statement of the project's benefit for the public
- Proof of ownership and type or statement of intent to buy/build
- Building permit application
- Contractor's detailed cost estimate and drawings
- Proof of payment of current real estate taxes
- Statement from Ramsey County Auditor – no delinquent tax history
- Certificate of good standing from ND State Tax Commissioner
- Estimate of income tax benefit
- List of funding sources
- Credit statement (if applicable)
- (Historical Society statement (if applicable))

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

.....  
*(for office use only)*

Review by Renaissance Zone Authority  Approve  Deny Date: \_\_\_\_\_

Review by City Commission  Approve  Deny Date: \_\_\_\_\_

Review by DCS  Approve  Deny Date: \_\_\_\_\_

Date of Actual Project: \_\_\_\_\_

Zone Admin Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# RENAISSANCE ZONE PROJECT APPLICATION

NORTH DAKOTA DEPARTMENT OF COMMERCE

DIVISION OF COMMUNITY SERVICES

SFN 59291 (5/16)

**In order to receive DCS approval on zone projects, the following information must be submitted to the DCS:**

1. Type of project

Business  Residential  Utility Infrastructure Project (UIP)

2. If this is a UIP, project is the applicant a renaissance zone project? Yes  No

a. To be considered a Renaissance Zone project, the project would need to take place in the Renaissance Zone and be a utility company.

b. If this is a property owner affected by a UIP not participating in a renaissance zone project, is the property owner in the Renaissance Zone? Yes  No

3. Name of applicant(s)/or business name \_\_\_\_\_

If business, type of entity \_\_\_\_\_

Provide a copy of the Certificate of Good Standing from Tax Department)

Address and renaissance zone block number as it appears in the development plan property listings.

Address \_\_\_\_\_

City \_\_\_\_\_ Renaissance Zone Block \_\_\_\_\_

4. For residential projects provide evidence that the home purchased is the taxpayer's primary residence.

5. Project Type:

a. Purchase (to include new construction)

b. Purchase with major improvements

c. Lease

i. What type of lease?

New  Expansion  Continuation of a Lease  Leasehold Improvement

If this an expansion, what is the additional square feet of the expansion? \_\_\_\_\_

ii. If it is a lease project, does it involve the relocation of a business from one location in the city to the Renaissance Zone or from one zone property to another zone property? Yes  No

d. Rehabilitation

i. Commercial 50% of the True and full value

Or

ii. Residential 20% of the true and full value

iii. Current true and full value \$ \_\_\_\_\_

iv. For rehabilitation projects, provide a description of the work and the estimated costs.

| Work to be Done | Estimated Cost |
|-----------------|----------------|
|                 |                |
|                 |                |
|                 |                |
|                 |                |

6. Does this project involve historical preservation or renovation? Yes  No

a. For projects that involve historical preservation or renovation, but are not part of a rehabilitation project, provide a description of the work and the estimated costs. **A letter of approval from the Historical Society is required to claim any historical tax credits either on a rehabilitation project or renovation.**

b. Information for historical properties may be obtained by contacting the Historical Society at: (701) 328- 2666.

7. For projects other than the purchase(includes new construction) or rehabilitation of a single family home and historical preservation and renovation, describe how the overall benefit(s) of the project to the community meets or exceeds the financial and tax benefit to the businesses or investor.

8. Is the project being funded by a Renaissance Fund Organization? Yes  No

If yes, describe the type and amount of financing and name of the Renaissance Fund Organization.

9. Provide the estimated state and local tax benefit to the taxpayer for five years (applies to all projects).

Total State tax benefit for five years \$ \_\_\_\_\_

Total Property tax benefit for five years \$ \_\_\_\_\_

Total Non-participating owner tax credit \$ \_\_\_\_\_

10. Zone Authority and City Documentation:

Date of approval or conditional approval \_\_\_\_/\_\_\_\_/\_\_\_\_

Provide a copy of minutes or other supporting documentation that indicates the formal approval by the approving entity.

11. Identify from the Development Plan the specific criteria used to approve the project

12. Evidence that the taxpayer is current on state taxes. **(Taxpayers can contact the Office of State Tax Commissioner to receive a Certificate of Good Standing. This request must indicate that it is for a Renaissance Zone Project.)** See Appendix E.

Letter of Good Standing Attached? Yes  No

13. Expected date of occupancy \_\_\_\_/\_\_\_\_/\_\_\_\_

**NOTE:** The DCS reserves the right to reject a zone-approved project or to continue negotiating its approval. When a project is approved by the DCS, the local zone authority will be notified in writing.

If after a project is approved and the property changes hands or a replacement project is approved during the five year exemption period, the DCS does not need to approve the transfer or the replacement project. The zone authority, however, must notify the DCS of the change and provide the applicable information about the new homeowners, business, and/or investor. The zone authority must also notify the DCS if any other change occurs in the status of the business or investor tax would affect the exemption approved.

**Once the project is completed**, DCS must be informed by email, Fax or letter of the exact date of completion, and project number before the final letter of approval can be issued.

**On historical Renovations/rehabilitations** documentation from the Historical Society approving the final restorations must be submitted to DCS prior a final letter of approval can be issued.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date