



City of Bismarck
 Community Development Department
 Planning Division
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planning@bismarcknd.gov

Last Revised 11/29/2019

RENAISSANCE ZONE PROJECT APPLICATION

NOTE: ALL FUNDING REQUESTS MUST BE APPROVED BEFORE A QUALIFYING EVENT OCCURS (REHABILITATION, OCCUPATION, ETC.)

Application submitted for (check all that apply):

- | | |
|---|---|
| <input type="checkbox"/> New Construction | <input type="checkbox"/> Commercial Lease |
| <input type="checkbox"/> Purchase with Major Improvements | <input type="checkbox"/> Primary Residential Purchase |
| <input type="checkbox"/> Rehabilitation | |

APPLICANT	
Name:	
Mailing Address:	

CONTACT PERSON (IF DIFFERENT THAN APPLICANT)	
Name:	
Mailing Address:	

PARCEL INFORMATION	
Street Address:	
Legal description: (Lot, Block, Addition)	
Current Property Owner: (if different than applicant)	
Current Use of Property:	

- Is this property within the DC – Downtown Core or DF – Downtown Fringe zoning districts, requiring Downtown Design Review approval in conjunction with the request?* Yes No
- Is this property listed on or a contributing structure to the National Register of Historic Places?* Yes No
- Do you intend to apply for a Historic Preservation Tax Credit in conjunction with this project?* Yes No

PROJECT INFORMATION			
Total Project Cost (Qualified capital improvements)			
Anticipated Use Upon Completion:			
Estimated Start Date:		Estimated Occupancy Date:	
Estimated Property Tax Benefit: (Over five year exemption period)		Estimated State Income Tax Benefit: (Over five year exemption period)	
Current Employees (Full-time equivalent):		Anticipated Employees (Full-time equivalent):	

PROJECT DESCRIPTION

Complete project description including all proposed rehabilitation or construction work, both exterior and interior, updates, modifications, additions, and/or removals. Include a full list of proposed exterior materials, colors and alterations. List any streetscape elements and landscaping proposed with the project.

COMMUNITY BENEFIT

Describe how completion of the project will meet the goals and objectives of the Renaissance Zone program. Please reference the Renaissance Zone Development Plan goals and objectives available on the Renaissance Zone page of the City website.

ADDITIONAL PROJECT INFORMATION

New Construction/Rehabilitation/Purchase with Improvements Only

Current Building Value: (taxable improvement value)		Estimated Building Value Upon Completion: (taxable improvement value)	
Building Area Upon Completion (SF):		Number of Stories Upon Completion:	

Commercial Lease Only

Lease Area Upon Completion (SF):	
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Type of Business

- New Business moving to Bismarck Renaissance Zone
- Expanding Business moving to Bismarck Renaissance Zone
- Existing Business Expanding within Bismarck Renaissance Zone
- Continuation of a lease within a building rehabilitated as a Renaissance Zone project

Primary Residential Only

Is this property your primary place of residence for at least six months of every year? Yes No

CONFIDENTIAL INFORMATION

This application is an open record under NDCC 44-04 and will be available to the public for review. Telephone numbers and e-mail that are provided to the Community Development Department for the purpose of communicating with an applicant are exempt from this requirement and are considered to be confidential/non-public information.

This portion of the application must be completed, but it will be kept separate from the rest of the application and the contact information contained herein will not be available to the public for review.

APPLICANT			
Name:			
Daytime Phone Number:		E-mail:	

PROPERTY OWNER (IF DIFFERENT THAN APPLICANT):			
Name:			
Daytime Phone Number:		E-mail:	

CONTACT PERSON/AGENT (IF DIFFERENT THAN APPLICANT/PROPERTY OWNER):			
Name:			
Daytime Phone Number:		E-mail:	

APPLICATION DEADLINES:

The Renaissance Zone Authority regularly meets on the Second Thursday of each month at 4:00 pm in the in the David J. Blackstead Meeting Room, City-County Office Building, 221 North 5th Street, Bismarck, North Dakota. For consideration during a monthly meeting:

- **Renaissance Zone** applications are due by 5:00 pm on the **Monday that is 24 calendar days** prior to that meeting.

REQUIREMENTS, POLICIES, AND GUIDELINES:

The Renaissance Zone is administered according to the following written documents, each of which are available on the City of Bismarck website. Links are provided on digital versions of this application.

- **Renaissance Zone Designation**
 - City of Bismarck Renaissance Zone Development Plan
 - North Dakota Renaissance Zone Program Guidelines
 - Both documents are summarized in the Renaissance Zone Program Information Guide.

Renaissance Zone projects may also require Downtown Design Review approval. Requirements and guidelines are available here:

- **Downtown Design Review**
 - City of Bismarck Code of Ordinances Title 14 (includes hyperlinks in the Table of Contents):
 - Section 14-04-21.1 (Downtown Core)
 - Section 14-04-21.2 (Downtown Fringe)
 - City of Bismarck Code of Ordinances Title 4 (includes hyperlinks in the Table of Contents)
 - Section 4-04-09 (Relating to Downtown Signs)
 - 2015 Downtown Design Guidelines

CERTIFICATION:

Applicant certifies that, to the best of his/her knowledge and belief, the information contained in the application and attached hereto is true and correct. Applicant certifies that he/she has satisfied all state and local tax obligations and tax liens of record for taxes owed to North Dakota or a political subdivision, as required by NDCC § 54-35-26. Applicant also certifies that he/she understands all written requirements, policies, and guidelines of the City of Bismarck and the State of North Dakota governing the Renaissance Zone program:

(Applicant's Signature) (Printed Name) (Date)

If the property owner(s) and applicant are different, the property owner certifies that he/she has full knowledge of this application and consents to its submission:

(Property Owner's Signature, if different) (Printed Name) (Date)

(Additional Property Owner's Signature, if applicable) (Printed Name) (Date)

THE FOLLOWING CHECKLIST MUST BE COMPLETED AND SUBMITTED WITH THE APPLICATION FORM:

Applying for:

		Submitted	N/A
<input type="checkbox"/> Renaissance Zone Designation	Application fee of \$150.00	<input type="checkbox"/>	
	Current photos of property, relevant to project scope:	<input type="checkbox"/>	
	<u>Certificate of Good Standing</u> from the Office of the State Tax Commissioner	<input type="checkbox"/>	
	<u>Business Incentive Agreement</u> from the Department of Commerce for all non-residential projects	<input type="checkbox"/>	<input type="checkbox"/>
	<u>Exterior Building Condition Assessment</u> form for rehabilitation/improvement projects	<input type="checkbox"/>	<input type="checkbox"/>

		Submitted	N/A
<input type="checkbox"/> Downtown Design Review <i>New Construction, Rehabilitation, or Purchase with Improvements only</i>	Scaled and dimensioned site plan, showing:	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> • building location and adjacent structures • off-street parking • driveways and curb cuts • landscaping • streetscape elements including street lights, benches, etc. • any other site elements relevant to the ordinance or guidelines. 		
	Building elevations clearly defined for all sides visible from a public right of way, showing:	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> • exterior building material(s) and color(s) • locations of windows and doors • location of finished floor levels • any projections from the building face (e.g. cornices, eaves, canopies, signs, etc.) • the locations of any mechanical, electrical, or utility-related equipment and any proposed screening thereof • any other building elements relevant to the ordinance or guidelines. 		
	Samples of proposed materials	<input type="checkbox"/>	<input type="checkbox"/>