



City of Rugby
 223 S Main Ave • Rugby, ND 58368
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 jstewart@gondtc.com

RENAISSANCE ZONE PROJECT APPLICATION

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

Application submitted for (check all that apply):

- New Construction Commercial Lease
 Rehabilitation Primary Residential Purchase

APPLICANT	
Name:	
Mailing Address:	

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

Is this property listed on or a contributing structure to the National Register of Historic Places? Yes No

PROJECT INFORMATION			
Total Project Cost (qualified capital improvements)			
Anticipated Use Upon Completion:			
Legal Description (Lot, Block, Addition)			
Estimated Start Date		Estimated Occupancy Date	
Estimated Property Tax Benefit: (Over five year exemption period)		Estimates 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 and streetscape elements and landscaping proposed with the project.

[Empty text box for project description]

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.

[Empty text box for community benefit]

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 Rugby Renaissance Zone
- Expanding Business moving to Rugby Renaissance Zone
- Existing Business Expanding Within Rugby 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 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 are provided to the Community Development Department for the purpose of communicating with an applicant and are exempt from this requirement and are considered to be confidential/non-public information.

The portion of the application must be completed, but it will be kept with 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:		Email:	

PROPERTY OWNER (IF DIFFERENT THAN APPLICANT)

Name:			
Daytime Phone Number:		Email:	

CONTACT PERSON/AGENT (IF DIFFERENT THAN APPLICANT/PROPERTY OWNER)

Name:			
Daytime Phone Number:		Email:	

APPLICATION DEADLINES:

The Renaissance Zone Authority meets regularly on the 3rd Wednesday of the month when applications are submitted at City Hall.

- **Renaissance Zone** applications are due by 5:00 pm on **the Monday that is 21 calendar days** prior to the Renaissance Zone Authority 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 Rugby website. Links are provided on digital versions of this application.

- Renaissance Zone Designation
 - <https://www.communityservices.nd.gov/uploads/27/NDRenaissanceZoneProgramGuidelines.pdf>

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 Rugby and the State of North Dakota governing the Renaissance Zone program:

Applicant's Signature	Printed Name	Date
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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
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Additional Property Owner's Signature, if applicable	Printed Name	Date
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THE FOLLOWING CHECKLIST MUST BE COMPLETED AND SUBMITTED WITH THE APPLICATION FORM

Applying for:

Submitted

***Renaissance Zone
Designation***

Application fee of \$50.00

Current photos of property, relevant to project scope:

Certificate of Good Standing from the office of the State Tax
Commissioner

Business Incentive Agreement from the Department of
Commerce for all non-residential projects

Exterior Building Condition Assessment form for
rehabilitation/improvement projects