

# Gaines Charter Township Public Act 198 Tax Abatement Program Application Checklist

The following is a list of the documents and attachments that must be provided to the Township in order to be considered for a tax abatement through Public Act 198. The Township will not accept an application for tax abatement that does not include the following:

1. If not already submitted, a dated letter on company letterhead requesting that the Township establish an Industrial Development District (IDD) for the company. The letter shall also include the legal name of the company, and the address of the proposed project.

**If not submitted with item # 1 above, the following items are required before the Township will schedule a public hearing on the establishment of an IDD:**

2. One original and three (3) copies of the State of Michigan *Application for Industrial Facilities Exemption Certificate* (form 1012)
3. A certified survey and legal description of the parcel on which the proposed project is located.
4. A copy of the building lease, if the building is to be leased and a copy of the lease for equipment if equipment is to be leased. The lease(s) must show that the business is responsible for the taxes on the building and/or machinery and equipment. The period of the lease must exceed the abatement period.
5. A list of machinery and equipment existing currently and that which will be purchased.
6. A written overview of the company, the type of business, future plans for expansion, reason for needing the abatement.
7. A \$2,000 processing fee to Gaines Charter Township for most projects. For very small projects, a lesser fee may be charged not to exceed 2% of the overall benefit of the tax abatement over the term of the abatement.

Once the Industrial Facilities Tax Exemption Certificate (IFTEC) has been approved by the Township, a signed **Tax Abatement Agreement** between the Township and the applicant that details the expectations of the Township with respect to project costs, job creation and reporting, and fee requirements must be executed. **A sample Tax Abatement Agreement has been provided for your review.**

Please contact the Township Planner or Assessor if you have any questions or would like to schedule a meeting to review the application packet materials or this process. We look forward to working with your business.