

# Application for Industrial Facilities Tax Exemption Certificate

Issued under authority of P.A. 198 of 1974, as amended. Filing is mandatory.

**INSTRUCTIONS:** File the original and two copies of this form and the required attachments (three complete sets) with the clerk of the local government unit. The State Tax Commission (STC) requires two complete sets (one original and one copy). One copy is retained by the clerk. If you have any questions regarding the completion of this form or would like to request an informational packet, call (517) 373-3272.

To be completed by Clerk of Local Government Unit	
Signature of Clerk	Date received by Local Unit
STC Use Only	
Application Number	Date Received by STC

## APPLICANT INFORMATION

All boxes must be completed.

1a. Company Name (Applicant must be the occupant/operator of the facility)	1b. Standard Industrial Classification (SIC) Code - Sec. 2(10) (Four Digit Code)	
1c. Location of Facility (Street, City, State, ZIP Code)	1d. Name of City/Township/Village (Indicate which)	1e. County
2. Type of Approval Requested <input type="checkbox"/> New (Sec. 2(4)) <input type="checkbox"/> Transfer (1 copy to only) <input type="checkbox"/> Speculative Building (Sec. 3(8)) <input type="checkbox"/> Rehabilitation (Sec. 3(1)) <input type="checkbox"/> Research and Development (Sec. 2(9))	3a. School District where facility is located	3b. School Code
	4. Amount of years requested for exemption (1-12 Years)	
5. Thoroughly describe the project for which exemption is sought: Real Property (Type of Improvements to Land, Building, Size of Addition); Personal Property (Explain New, Used, Transferred from Out-of-State, etc.) and Proposed Use of Facility. (Please attach additional page(s) if more room is needed).		
6a. Cost of land and building improvements (excluding cost of land) ..... _____ * Attach list of improvements and associated costs. <span style="float: right;">Real Property Costs</span> * Also attach a copy of building permit if project has already begun.		
6b. Cost of machinery, equipment, furniture and fixtures ..... _____ * Attach itemized listing with month, day and year of beginning of installation plus total costs <span style="float: right;">Personal Property Costs</span>		
6c. Total Project Costs ..... _____ <span style="float: right;">Total of Real &amp; Personal Costs</span>		
7. Indicate the time schedule for start and finish of construction and equipment installation. Projects must be completed within a two year period of the effective date of the certificate unless otherwise approved by the STC.		
	<u>Begin Date (M/D/Y)</u>	<u>End Date (M/D/Y)</u>
Real Property Improvements	_____	_____ <input type="checkbox"/> Owned <input type="checkbox"/> Leased
Personal Property Improvements	_____	_____ <input type="checkbox"/> Owned <input type="checkbox"/> Leased
8. Are State Education Taxes reduced or abated by the Michigan Economic Development Corporation (MEDC)? If yes, applicant must attach a signed MEDC Letter of Commitment to receive this exemption. <input type="checkbox"/> Yes <input type="checkbox"/> No		
9. Number of existing jobs at this facility that will be retained as a result of this project.	10. Number of new jobs at this facility expected to be created within two years of project completion.	
11. Rehabilitation applications only: Complete a, b and c of this section. You must attach the assessor's statement of valuation for the entire plant rehabilitation district. The SEV data below must be as of December 31 of the year prior to the rehabilitation.		
a. SEV of Real Property (excluding land) ..... _____		
b. SEV of Personal Property (excluding inventory) ..... _____		
c. Total SEV ..... _____		
12a. Check the type of District the facility is located in: <input type="checkbox"/> Industrial Development District <input type="checkbox"/> Plant Rehabilitation District		
12b. Date district was established by local government unit	12c. Is this application for a speculative building (Sec. 3(8))? <input type="checkbox"/> Yes <input type="checkbox"/> No	

**APPLICANT CERTIFICATION**

The undersigned, authorized officer of the company making this application certifies that, to the best of his/her knowledge, no information contained herein or in the attachments hereto is false in any way and that all are truly descriptive of the industrial property for which this application is being submitted.

It is further certified that the undersigned is familiar with the provisions of P.A. 198 of 1974, as amended, being Sections 207.551 to 207.572, inclusive, of the Michigan Compiled Laws; and to the best of his/her knowledge and belief, (s)he has complied or will be able to comply with all of the requirements thereof which are prerequisite to the approval of the application by the local unit of government and the issuance of an Industrial Facilities Exemption Certificate by the State Tax Commission.

13a. Preparer Name	13b. Phone Number	13c. Fax Number	13d. E-mail Address
14a. Name of Contact Person	14b. Phone Number	14c. Fax Number	14d. E-mail Address
15a. Name of Company Officer (No Authorized Agents)			
15b. Signature of Company Officer (No Authorized Agents)			15c. Date
15d. Mailing Address (Street, City, State, ZIP)		15e. Phone Number	15f. E-mail Address

**LOCAL GOVERNMENT ACTION & CERTIFICATION**

This section must be completed by the clerk of the local governing unit before submitting application to the State Tax Commission. Check items on file at the Local Unit and those included with the submittal.

16. Action taken by local government unit <input type="checkbox"/> Abatement Approved for _____ Years (1-12) After Completion <input type="checkbox"/> Yes <input type="checkbox"/> No  <input type="checkbox"/> Denied (Include Resolution Denying)	16b. The State Tax Commission Requires the following documents be filed for an administratively complete application: <b>Indicate N/A if Not Applicable</b> <input type="checkbox"/> 1. Original Application plus attachments, and one complete copy <input type="checkbox"/> 2. Resolution establishing district <input type="checkbox"/> 3. Resolution approving/denying application. <input type="checkbox"/> 4. Letter of Agreement (Signed by local unit and applicant) <input type="checkbox"/> 5. Affidavit of Fees (Signed by local unit and applicant) <input type="checkbox"/> 6. Building Permit for real improvements if project has already begun <input type="checkbox"/> 7. Equipment List with dates of beginning of installation <input type="checkbox"/> 8. Form 3222 (if applicable) <input type="checkbox"/> 9. Speculative building resolution and affidavits (if applicable)
16a. Documents Required to be on file with the Local Unit <b>Indicate N/A if Not Applicable</b> <input type="checkbox"/> 1. Notice to the public prior to hearing establishing a district. <input type="checkbox"/> 2. Notice to taxing authorities of opportunity for a hearing. <input type="checkbox"/> 3. List of taxing authorities notified for district and application action. <input type="checkbox"/> 4. Lease Agreement showing applicants tax liability.	
17. Name of Local Government Body	18. Date of Resolution Approving/Denying this Application

**Attached hereto is an original and one copy of the application and all documents listed in 16b. I also certify that all documents listed in 16a are on file at the local unit for inspection at any time.**

19a. Signature of Clerk	19b. Name of Clerk	19c. E-mail Address
19d. Clerk's Mailing Address (Street, City, State, ZIP)	19e. Phone Number	19f. Fax Number

State Tax Commission Rule Number 57: Complete applications approved by the local unit and received by the State Tax Commission by October 31 each year will be acted upon by December 31. Applications received after October 31 may be acted upon in the following year.

Local Unit: Mail one original and one copy of the completed application and all required attachments to:

**State Tax Commission  
Michigan Department of Treasury  
P.O. Box 30471  
Lansing, MI 48909-7971**

STC USE ONLY			
LUCI Code	Begin Date	End Date	End Date2

## Instruction for Form 1012, Industrial Facilities Tax Exemption (IFT) Application

The completed original application form 1012 (formerly L-4380) and all required attachments, plus two additional copies, **MUST** be filed with the clerk of the local unit of government where the facility is or will be located. Complete applications must be received by the State Tax Commission by October 31 to ensure processing and certification for the following tax year. Applications received after the October 31 deadline will be processed as expeditiously as possible.

Please note that attachments listed on the application in number 16a are to be retained by the local unit of government, and attachments listed in number 16b are to be included with the application when forwarding to the State Tax Commission (STC).

(Before commencement of a project the local unit of government must establish a district, or the applicant must request in writing a district be established, in order to qualify for an IFT abatement. Applications and attachments must be received by the local unit of government within six months of commencement of project.)

**The following information is required on separate documents attached to form 1012 by the applicant and provided to the local unit of government (city, township or village) in triplicate. (Providing an accurate school district where the facility is located is vital.):**

1. Legal description of the real property on which the facility is or will be located. Also provide property identification number if available.
2. Personal Property Requirements: Complete list of new machinery, equipment, furniture and fixtures which will be used in the facility. The list should include description, beginning date of installation or expected installation by month/day/year, and costs or expected costs. Detail listing of machinery and equipment must match amount shown on question 6b of the application. Personal property applications must have attached a certified statement/affidavit as proof of the beginning date of installation.
3. Real Property Requirements: Proof of date the construction started (groundbreaking). Applicant must include one of the following if the project has already begun; building permit, footings inspection report, or certified statement/affidavit from contractor indicating exact date of commencement.
4. Complete copy of lease agreement as executed, if

applicable, verifying lessee (applicant) has direct ad valorem real and/or personal property tax liability. The applicant must have real and/or personal property tax liability to qualify for an IFT abatement on leased property. If applying for a real property tax exemption on leased property, the lease must run the full length of time the abatement is granted by the local unit of government.

The following information is required of the local unit of government: (Please note that only items 2, 4, 5, 6, & 7 when applicable, are forwarded to the State Tax Commission with the application, along with items 2 & 3 from above. The original and one complete copy are required by the STC. The remaining items are to be retained at the local unit of government for future reference. The local unit must verify that the school district listed on all IFT applications is correct.)

1. A copy of the notice to the general public and the certified notice to the property owners concerning the establishment of the district.
2. Certified copy of the resolution establishing the Industrial Development District (IDD) or Plant Rehabilitation District (PRD), which includes a legal description of the district. If the district was not established prior to the commencement of construction, the local unit shall include a certified copy or date stamped copy of the filing of the request to establish the district.
3. Copy of the notice and the certified letters to the taxing authorities regarding the hearing to approve the application.
4. Certified copy of the resolution approving the application. The resolution must include the number of years the local unit is granting the abatement and the statement "the granting of the Industrial Facilities Exemption Certificate shall not have the effect of substantially impeding the operation of (governmental unit), or impairing the financial soundness of a taxing unit which levies ad valorem property taxes in (governmental unit).
5. Letter of Agreement (signed by the local unit of government and the applicant per P.A. 334 of 1993).
6. Affidavit of Fees (signed by the local unit of government and the applicant), (Bulletin 3, January 16, 1998). This statement may be incorporated into the Letter of Agreement.

7. Treasury Form 3222 (if applicable) - Fiscal Statement for Tax Abatement Request.

**The following information is required for rehabilitation applications in addition to the above requirements:**

1. A listing of existing machinery, equipment, furniture and fixtures which will be replaced or renovated. This listing should include description, beginning date of installation or expected installation by month/day/year, and costs or expected costs.
2. A rehabilitation application must include a statement from the Assessor showing the taxable valuation of the plant rehabilitation district, separately stated for real property (EXCLUDING LAND) and personal property only applications should have attached a certified statement or affidavit as proof of the date personal property installation commenced.

**The following information is required for speculative building applications in addition to the above requirements:**

1. A certified copy of the resolution to establish a speculative building.
2. A statement of non-occupancy from the owner and the assessor.

CITY OF MUSKEGON  
INDUSTRIAL TAX EXEMPTION GUIDELINES

The following guidelines are intended to provide direction for determining the length of all tax abatements as well as other potential components of a tax abatement such as employment composition and site/facility requirements. The City Commission reserves the right to adjust the length of any tax abatement or add or subtract any conditions placed on a tax abatement based upon other community benefits including but not limited to capital investment, jobs retained, wage/salary levels, and facility/site improvements.

A. *Duration of Abatements*

The following section represents the number of years to be granted for projects containing personal property and those containing real property. If an application contains both real and personal property the resolution approving the abatement may include separate lengths for both components.

*Standard Exemption:*

Real Property	12 Years
Personal Property	6 Years

*Employment/Investment Bonus:*

5-9 Jobs	1 Year	\$3 million	1 Year
10-19 Jobs	2 Years <i>or</i>	\$5 million	2 Years
20+ Jobs	3 Years	\$8 million	3 Years

*Diversification Bonus:*

Diversification of Production	9 Years
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The standard exemption will apply to all applications. Personal property abatement extensions may be obtained through exercising the potential bonuses available to the applicant (only personal property abatement may be extended through the bonus program). An abatement may receive a longer term through the creation of additional employment opportunities (see above).

A nine (9) year personal property exemption (total exemption of nine years not a nine year extension) may also be obtained if an applicant is diversifying production. A Diversification Bonus shall only be granted when a company installs new or modifies existing equipment or machinery for the purpose of manufacturing new products for an industry not currently served by the company. (For example, if Company X produces rocker arms for the automotive industry it cannot receive the Diversification Bonus for any property related to the manufacturing of automobile parts. It

may receive the bonus for machinery and/or equipment used for the production of goods for other industries such as, but not limited to, office furniture, aerospace, construction, etc.) A copy of a customer list and a signed affidavit from the company stating the intended use of the machinery and equipment listed in the application for the Diversification Bonus shall be required.

Employment and Diversification Bonuses may not be combined. That is, if a company receives a Diversification Bonus it cannot receive an Employment Bonus and vice versa.

*B. Site/Facility Requirements*

Any site or facility associated with a request for tax abatement shall be reviewed for conditions that may be determined to be detrimental to the safety, health and welfare of the community. If such conditions are determined to exist at the applicant's facilities/site, the applicant will be notified by the appropriate City department. Existing facility/site conditions shall be reviewed against the State of Michigan Certified Industrial Park industrial development standards.

The City shall utilize the Certified Industrial Park standards because they are widely accepted throughout the State of Michigan as representing responsible industrial development as well as providing a pleasant and desirable location in which to work and/or conduct business.

*C. Employment Requirements*

All tax abatement applicants are encouraged to have a labor force consisting of a representative percentage of minorities and females. All applicants will be required to submit a workforce breakdown to include the total number of employees along with the number of minority and female personnel. If, at the time of application, the company does not meet the above requirement, the company shall endeavor to create a workforce that is representative of the community's labor force.

The Company shall also agree to work with the City's Affirmative Action Director to market and publish notices regarding employment opportunities to underserved populations.

All new jobs promised at the time of application must be filled within two years and must be maintained over the life of the abatement. **Therefore, companies are encouraged to project employment creation and/or retention as accurately as possible.**

POLICY NO. \_\_\_\_\_

CITY OF MUSKEGON  
INDUSTRIAL FACILITIES TAX EXEMPTIONS  
ACT 198 of 1974

1.0 STRATEGIC PLANNING PROCESS

The City Commission, in January 2000, determined that the following policy is necessary to replace the former Industrial Facilities Exemption Policy of 1990 for the following reasons:

- Significant amendments have been made to the enabling legislation (P.A. 198 of 1974)
- The economic circumstances of the community have improved dramatically

This policy of the City of Muskegon continues to be endorsed by the City Commission as a result of the identification of specific goals and objectives through a Strategic Planning Process conducted by the City Commission and Administration in February 1990.

2.0 PURPOSE

The Muskegon City Commission is a strong advocate of economic development activities, programs, and structures designed to create and promote employment opportunities and expand the local tax base through the retention, rehabilitation, and expansion of existing businesses and industries, the expansion and/or retention of employment opportunities for all, with particular attention to opportunities for women, minorities, and the disadvantaged. The City Commission believes that it should be an active participant and a leader where appropriate in the economic development of the City.

The City of Muskegon supports the establishment of policies, programs, and facilities, permitted by law, which will carry out this policy. For the City to accomplish these purposes in an orderly fashion, it must be assured that the use of tax abatements is judicious, fair, and responsibly accomplished. The City adopts this policy, not only to encourage the use of tax abatements, but to articulate the reasonable expectations of performance by those directly benefiting from the policy.

3.0 POLICY

- A. It is the policy of the City of Muskegon to provide tax abatements to qualifying applicants under certain State laws. The policy will increase the tax base of the community, attract new business,

housing and industry, and will result in the expansion, modernization, and rehabilitation of existing businesses, industrial facilities and housing.

- B. Multiple abatements by the same applicant are permitted, if authorized by State law, based upon previous performance and compliance with projections and conditions of previous applications. Specific monitoring techniques will be employed which analyze the results of the tax abatement program overall and specifically of each applicant on an annual basis. An annual performance report will be prepared for review by the Commission to determine the need for amendment to this policy.
- C. It is the intent of the City of Muskegon that each application be reviewed against this policy, procedures and the reports to determine on a case-by-case basis that the application meets the goals and objectives of the City.

### 3.1 *Duration of Abatements*

The policy of the City of Muskegon is to determine the length of any abatement based upon the amount of capital invested in each project. The following schedule represents the number of years to be granted for projects containing personal property and those containing real property. If an application contains both real and personal property the resolution approving the abatement may include separate lengths for both components.

#### Personal Property:

Less than \$100,000	2 years
\$100,000 - \$1,000,000	4 years
\$1,000,000 - \$10,000,000	6 years*
Over \$10,000,000	9 years**

(\*\* - only applications consisting primarily of long life personal property)

#### Real Property

Less than \$500,000	8 years
\$500,000 - \$1,000,000	10 years
Over \$1,000,000	12 years

The scale noted above serves as a guide for determining the length of all tax abatements. The City Commission reserves the right to adjust the length of any tax abatement based upon community benefits other than capital investment. Other such benefits may include but are not limited to job creation/retention, wage/salary levels, facility/site improvements, and diversification of the local economy.

### 3.2 *Site/Facility Requirements*

Any site or facility associated with a request for tax abatement shall be reviewed for conditions that may be determined to be detrimental to the safety, health and welfare of the community. If such conditions are determined to exist at the applicant's facilities/site, the applicant will be notified by the appropriate City department. Existing facility/site conditions shall be reviewed against the State of Michigan Certified Industrial Park industrial development standards.

The City shall utilize the Certified Industrial Park standards because they are widely accepted throughout the State of Michigan as representing responsible industrial development as well as providing a pleasant and desirable location in which to work and/or conduct business.

Any request for tax abatement that includes the construction of new facilities (i.e. structures, additions to existing structures, parking lots, loading bays, etc.) shall comply with the development requirements of the State of Michigan Certified Industrial Park industrial development standards, which are as attached as Exhibit A.:

Signs, setbacks, and environmental conditions (e.g. litter, vegetation, etc.) of the applicants facility/site shall also be reviewed for compliance with appropriate city codes or ordinances.

### 3.3 *Employment Requirements*

All tax abatement applicants should have a percentage of its employees consisting of minorities and women equal to that found in the labor force population of the labor market area. If at the time of application the company does not meet the above requirement, the company shall endeavor to fill a percentage of the new jobs to be created with minorities and women equal to that found in the labor force of the labor market area.

All new jobs promised at the time of application must be filled within two years and must be maintained over the life of the abatement.

(EXAMPLE: If the labor market area has a minority labor force of 15% then the company requesting a tax abatement should have a workforce consisting of 15% minorities. Also, if the labor market composition is 30% females, then the company should have 30% of its workforce comprised of females. If the applicant did not have the appropriate workforce, they would endeavor to fill 15% of the total new jobs with minority applicants, while undertaking to fill 30% of the new jobs with females.)

The Company shall also agree to work with the City's Affirmative Action Director to market and publish notices regarding employment opportunities.

#### 3.4 *Tax Abatement Criteria*

The criteria to be considered by the City Commission in approval of applications, including applications for the establishment of districts, as well as the issuance of certificates, are the following:

1. Compliance with the tax abatement policy as adopted by the City Commission.
2. Increased employment and tax base of the project.
3. The compliance of the petitioner in meeting previous tax abatement investment and employment goals and investment projections.
4. Requirements for additional public safety services.
5. Impacts on water supply systems, sanitary and storm sewer systems.
6. Impacts on air and water quality, solid waste generation, or reduction.
7. Nuisance consideration such as dust, noise, glare, or vibration emissions,
8. Use of Muskegon County and more specifically City of Muskegon labor or contractors, especially those that are minority or female owned and operated.
9. Impacts on public right of way and general circulation patterns.

10. Potential for general site aesthetics considerations such as paving, parking areas, increases in landscaping ground vegetation, and signage improvements.
11. History of the applicant in payment of taxes, water bills, or any other obligations to the City. "Applicant," for this purpose, shall include any entity controlled by the principal officers or owners of the entity signing the present application. The City shall not issue a certificate or approve a district in cases where the "applicant" as here defined, is delinquent in any tax, water bill, or obligation to the City.
12. The location of the proposed improvements and whether the general area is or was characterized by obsolete commercial or industrial property and a decline in commercial or industrial activity.
13. The size and extent of the capital outlay and its relative size to the existing value of the property.
14. The impact on property values in the general area of the project.
15. The extent of providing a service need or commercial or industrial activity currently not available in the market area.
16. The impact of the property improvement or tax abatement on competitors in the general area of the project and Citywide.
17. Tax abatements previously granted or denied to competitors in the general area and Citywide.
18. The willingness of the applicant to agree to use local contractors and hire local residents for permanent employment opportunities, and to extend meaningful opportunities for employment to minorities and women.
19. The extent to which the project can be serviced by existing streets, utilities, police, fire, and other municipal operations.
20. The consistency of the project with adopted codes, ordinances and plans.
21. Performance in fulfilling construction and employment estimates as stated in previous approved abatement applications.

22. Other considerations considered unique or of benefit to the community.

### 3.5 *Impact Analysis*

Before consideration of any application by the City Commission, City staff shall provide an impact analysis of the requested abatement. The analysis shall include the following:

- Impact on local income taxes
- Impact on local operational millages
- Any potential environmental impact
- Impacts on transportation systems
- Impact on other economic segments of the community (i.e. spin-off effects such as indirect job creation and income generation or construction jobs used in project)
- Impact on property values in project area
- Impact on public services including water, sewer, police, fire, schools, etc.
- Impact on general land use patterns of the community

### 3.6 *Administration & Monitoring Procedures*

The City of Muskegon Planning & Economic Development Department shall be the administrator of the application process on tax abatements. Prior to presenting an application to the City Commission for approval the Planning & Economic Development Department, in conjunction with any other appropriate city departments, shall review the employment and general facility/site conditions at the project location and recommend any conditions to be placed upon approval by the City Commission.

The Affirmative Action Department, in conjunction with the Planning & Economic Development Department, shall be responsible for the monitoring of approved applications for conformance with this policy.

For each approved application, the company receiving the abatement shall submit semi-annual monitoring reports. These reports will include the following information:

- New Jobs Created
- Workforce Breakdown (by race and gender)
- Capital Investment Expended
- Status of Any Required Site/Facility Improvements

The City of Muskegon shall provide the report forms to the company in the months of January and July.

The Planning & Economic Development and Affirmative Action Department shall provide an annual report on the status of active tax abatements to the City Commission in February of the following year. (i.e. 1999 annual report shall be submitted in February of 2000).

### 3.7 *Application Procedures*

The following procedures are intended to implement the foregoing policy and provide complete applications upon which to base a decision for approval or denial. It is intended that the administration of this procedure and the application process be efficient and flexible do as to meet the applicant's needs while complying with the policy as adopted.

1. Applications
  - a. Application forms (Exhibit A) provided by the City shall be filled out completely and additional required documents shall be attached when submitted to the City Clerk.
  - b. All fees shall be paid with the application. The Clerk will not process any application without the payment of all required fees.
2. Processing of Applications; Schedule. The application will be processed on the following schedule.
  - a. Properly completed application for tax abatement will be submitted to the City Clerk. Copies will be forwarded to the Planning & Economic Development Department and other appropriate person(s).
  - b. Construction site plan submitted (if applicable).
  - c. Meeting scheduled with applicant to go over application, missing items, affirmative action plan, etc.
  - d. A public hearing may (if required) be scheduled and resolution drafted to approve a district or certificate.
  - e. A public hearing notice prepared by Planning & Economic Development staff for publication and forwarded to the City Clerk for publication in the Muskegon Chronicle. (if applicable)

- f. Certified mailing to property owners and taxing authorities with notification of application and public hearing date prepared and executed. (If applicable) Notice will be given to all of the following:
- ◆ Property Owner
  - ◆ Business Owner (if other than property owner)
  - ◆ Muskegon School District or Orchard View School District (whichever is applicable)
  - ◆ Muskegon Community College
  - ◆ Muskegon Area Intermediate School District
  - ◆ City of Muskegon Assessor's office
- g. Time requirements set forth in any applicable statute or regulation shall be observed.
- h. After approval by City Commission, the City Clerk will review all application and attachments for completeness, then sign the application and send copies to the appropriate persons. A copy of the completed application will be forwarded to the business owner and the original application to the appropriate State Agency.

3.8 *Establishing Industrial Development Districts & Approving Industrial Facilities Exemption Certificates*

The City Commission will approve the establishment of an Industrial Development District only after the terms of the abatement are finalized and the Contract for Tax Abatement is executed. The resolution creating the Industrial Development District will note all terms and conditions to be met by both the applicant and the community, if any. The District shall be approved by resolution of the City Commission to include the boundaries of the district.

A Certificate for Industrial Facilities Exemption shall be approved only after the creation of the Industrial Development District. The Certificate shall be approved by resolution of the City Commission to include the boundaries of the Industrial Development District, the length of the abatement (length may differ between personal and real property), and any conditions the City Commission deems appropriate for the issuance of the Certificate.

Upon expiration of any tax abatement, the Industrial Development District created for the purpose of granting said abatement shall be immediately revoked.

3.9 *Filing and Compliance Monitoring Fee*

The filing and monitoring fee shall be paid by the applicant at the time the application is made. No applications shall be submitted to City Commission for approval prior to the payment of this fee. The fee may be equal to 2% of the abated taxes or \$1,766 whichever is less.