

City of Kentwood

Tax Abatement Program Application Checklist Through Public Act 198

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

1. One original and one copy of the State of Michigan Application for Industrial Facilities Exemption Certificate
2. One copy of the City of Kentwood Application for tax abatement through Public Act 198.
3. A dated letter on company letterhead requesting the city to establish an Industrial Development District for the company. The letter shall also include the legal name of the company, and the address of the proposed project.
4. The signed Affidavit of True Cash Value
5. Other attachments:
 - Legal description of parcel on which the proposed project is located and survey
 - Building lease, if building is to be leased and 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.
 - List of machinery and equipment existing currently and that which will be purchased
 - Signed Affidavit of Tax Abatement Fee
 - Signed Public Act 198 Agreement between the city and the applicant that details the expectations of the city with respect to project costs, job creation and reporting
 - A written overview of the company, the type of business, future plans for expansion, reason for needing the abatement
6. A \$2,000 processing fee to the City of Kentwood for projects less than \$5,000,000. A project over five million dollars is charged 1/20th of 1% of the amount of the project over 5 million dollars, up to a maximum of \$3,500. 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.

Please contact Lisa Golder at 554-0709 if you have any questions regarding the application or attachments.