

NEW SALEM RENAISSANCE ZONE

PROCEDURES

- A. **Applying for Designation as a Renaissance Zone Project**
1. Verify that the proposed project is located within the City's Renaissance Zone.
 2. Review the Goals and Objectives for the Renaissance Zone to verify that the proposed project conforms to these goals and objectives.
 3. Review the Minimum Criteria for Project Approval to verify that the proposed project will meet the criteria established by the City to encourage and reward significant levels of investment within the Renaissance Zone.
 4. Review the Project Review Guidelines to understand how the Renaissance Zone Committee will evaluate the proposed project.
 5. All construction and renovation activities associated with a Zone project must comply with the State Building Code and State Energy Codes, and any local amendments, including the Americans with Disabilities Act Accessibility Guidelines.
 6. Read more about the Renaissance Zone tax incentives to verify that the proposed project is eligible for tax incentives under the program. The North Dakota Renaissance Zone Tax Incentives Guideline published by the North Dakota Office of State Tax Commissioners, at <http://www.state.nd.us/taxdpt/genpubs/renaissance.pdf>
 7. Verify whether or not the proposed project is also a historic property. A historic property is a property that is: 1) listed on the National Register of Historic Places; 2) a contributing structure within a National Historic District or certified state or local historic district; or 3) eligible for listing on the National Register of Historic Places. If the proposed project involves a historic property, the preservation or rehabilitation of the property may be eligible for additional state and/or federal tax credits. Application for these credits is a separate process that is administered by the State Historical Society and all work must conform to the Secretary of the Interior's Standards for Rehabilitation. Information on applying for these rehabilitation tax credits can be found on the State Historical Society's web site at <http://www.state.nd.us/hist/RehabCredits.htm>.
 8. Complete and submit the Renaissance Zone Project Application, Certificate of Good Standing and provide all required information. Applications that are complete and thoroughly describe the project will allow for a speedy review of the proposed project. Applications that are incomplete or inadequate will likely delay review of the proposed project. **A Zone Project must be approved by both the City and the State before the qualifying event occurs (purchase, rehabilitation, lease or new construction).**

B. City Review of a Proposed Renaissance Zone Project

1. City staff will review the Renaissance Zone Project Application within 10 working days. If the City requests additional information during this initial review period, the information should be provided promptly in order to avoid delays.
2. If it is determined that the application is complete and the proposed project generally meets the requirements for a Renaissance Zone project, a hearing will be scheduled before the Renaissance Zone Committee within 30 calendar days. A copy of the application will be provided to each member of the Renaissance Zone Committee to allow for a thorough review of the proposed project prior to the hearing. A notice of the hearing will be posted utilizing the City of New Salem's public notice procedures.
3. The Renaissance Zone Committee will meet to hear and discuss the application and the proposed project. During this hearing, the applicant or his/her representative may make an oral presentation to the Committee. Other interested parties may also make oral presentations either supporting or opposing the application. In order to expedite the hearing process, it is suggested that any written materials and/or comments be prior to the meeting. Following the meeting, the Renaissance Zone Committee will either continue deliberations to a future meeting or make a recommendation on the proposed project to the New Salem Board of City Commissioners.
4. A recommendation from the Renaissance Zone Committee will be placed on the next available agenda of the New Salem City Council. The New Salem City Council will have final approval authority for all Renaissance Zone projects.
5. Upon approval of a Renaissance Zone project by the City, the project must also be approved by the North Dakota Department of Commerce - Division of Community Services.
6. City staff will continue to work with the applicant to ensure the project is completed as proposed and that all required documentation is submitted.
Any material change to an approved Renaissance Zone Project, including changes to building materials, building elevations or site design, must be approved by the Renaissance Zone Committee. An approved Renaissance Zone Project not completed within 12 months of the anticipated completion date is subject to review by the Renaissance Zone Committee.