

RENAISSANCE ZONE APPLICATION  
CITY OF JAMESTOWN  
JAMESTOWN CITY HALL  
102 3RD AVENUE SOUTHEAST  
JAMESTOWN, NORTH DAKOTA  
TELEPHONE 701-252-5900  
JANUARY, 2014  
Website: [jamestownnd.org](http://jamestownnd.org)

To: Renaissance Zone Applicants:

Enclosed find the following information as an introduction to the Jamestown Renaissance Zone Program to assist you in completing your application:

- Renaissance Zone Information for Applicants
- Instructions and Application form for Certificate of Good Standing from the N.D. State Tax Department
- Application for Property Tax and/or State Income Tax incentives

The North Dakota Renaissance Zone Program information from the North Dakota Department of Commerce Division of Community Services is available on their website [www.communityservices.nd.gov](http://www.communityservices.nd.gov) under the community development tab as a reference if you care to look at it.

The Renaissance Zone Act Tax Incentives Guideline from the North Dakota Office of State Tax Commissioner is available on their website [www.nd.gov/tax/taxincentives](http://www.nd.gov/tax/taxincentives).

There are three different tax incentives available, with either full or partial benefits;

- Property Tax Incentives
- North Dakota State Income Tax Credits
- Income Exemptions

Each is described within the 'Information for Applicants' booklet. Incentives are based on the true and full value of buildings (the value used in determining property taxes); however no incentives are available for the purchase of the land. Incentives are available to both landlords (investors) and tenants (business owners). The Renaissance Zone Program is a fifteen (15) years program, extending to the year 2014.

A qualified improvement is one in which the cost of the capital improvement equals or exceeds 50% of the current true value of the zone project property (building) before improvements are made, with a minimum capital investment of \$10,000 required. The proposed capital improvements must substantially improve the life expectancy of the property.

We would like to assure you that the Renaissance Zone application and approval process is very user friendly and not a time consuming or drawn out process. Assistance is available with any questions you might have.

The first thing is to determine just what you expect your project to accomplish. We suggest you proceed as follows:

- Review the entire program.
- Decide what you intend to do.
- Seek assistance from members of the Renaissance Zone Authority or the City Administrator in those areas you wish guidance.
- Complete the application for a Certificate of Good Standing found in the enclosed packet and mail it to the North Dakota office of State Tax Commissioner.
- Finalize your improvement and financial plans and submit the completed application to the Renaissance Zone Authority for approval before starting the project

The Renaissance Zone Authority consists of members from the City Council Finance & Legal Committee. Of course, your attorney and accountant should be consulted regarding your specific situation, particularly on income tax incentives.

Once your application has been received, the Renaissance Zone Authority will review the project and make a recommendation for approval or disapproval to the City Council. After the City Council has approved the project, final approval will come from the North Dakota Department of Commerce Division of Community Services in Bismarck to insure that it falls within the scope of the State Legislation.

Information relative to Historical Tax Credits may be obtained by contacting Barb Lang at 252-4570.

We hope the enclosed information will assist you in completing your project and if we can be of any more assistance, please contact any member of the Renaissance Zone Authority or City Administrator.

Jeff Fuchs  
City Administrator  
City of Jamestown  
701-252-5900

RENAISSANCE

ZONE

INFORMATION

FOR

APPLICANTS

CITY OF JAMESTOWN  
RENAISSANCE ZONE  
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Attachments:

Application for Property Tax Incentives and / or State Income Tax  
Exemptions for Renaissance Zone Projects

Application for Requesting a Certificate of Good Standing from the  
N.D. State Tax Department

## DEFINITIONS

**Boundary** - means the boundary established by vote of the city governing body and approved by the DCS.

**Historic Property** - Property that is: (1) listed on the National Historic Register of Historic Places; (2) a contributing structure within a National Register Historic District or a certified state or local historic district; or (3) eligible for listing in the National Historic Register of Historic Places.

**Investment** - For the purpose of North Dakota Century Code § 40-63-04(2), investment means the holding of residential or commercial property that is not used in the taxpayer's trade or business.

**Lease** - means the lease of space in a building in a designated renaissance zone by a new business moving into the zone or by an existing zone business expanding in the zone, and the continuation of a lease of an existing zone tenant in a building rehabilitated as an approved zone project. For existing zone tenants expanding in the zone, the term does not include existing leased space.

**Local Zone Authority** - means the city or the entity designated by the city to promote, develop, and manage the zone and may include any nonprofit incorporated entity such as an economic development corporation, community development corporation, main street organization, or chamber of commerce.

**Primary Residence** - An individual taxpayer's primary place of residence is the person's true, fixed, and permanent home, and is the place to which, whenever absent, the taxpayer intends to return.

**Rehabilitation** - as used in sections 40-63-04 and 40-63-05, means the repair or remodeling of a building at a cost that is equal to or exceeds 50 percent of the current true and full value for commercial buildings and 20 percent for single-family homes. The primary purpose of rehabilitation is to repair or remodel existing homes or commercial structures to bring them up-to-date with current building codes and standards and/or to repair or remodel dilapidated conditions. However, a city may also approve a remodeling project for a residential or commercial building that is intended specifically to increase the current true and full value of the property by an amount defined by the city, and may approve remodeling of a commercial building, to include building additions for business expansion.

**Single-Family Residential Property** - For the purpose of the Renaissance Zone Act, the purchase by an individual taxpayer of single-family residential property for the individual's primary place of residence will include a single-family detached home, single unit in a duplex, townhouse, and condominium.

**Taxpayer** - means an individual, corporation, financial institution, or trust subject to the taxes imposed by chapter 57-35.3 or 57-38 and includes a partnership, subchapter S corporation, limited partnership, limited liability company, or any other pass-through entity.

**Zone** - means a Renaissance Zone proposed by a city and designated by the DCS.

**Zone Project** - means the purchase, lease, rehabilitation, or historical preservation or renovation of a building or space in a building approved for zone incentives by a majority vote of the city governing body or zone authority.

## **RENAISSANCE ZONE LEGISLATION**

The Renaissance Zone Legislation was designed as an innovative approach to promote reinvestment in and development of residential and commercial properties that have lost their original uses over the years. Projects in the Zone will create new uses for those properties with the help of a variety of incentives such as property tax exemptions, historic/preservation tax credits and North Dakota State income tax credits

To make the Renaissance Zone a viable area of redevelopment, the plan describes both the designated blocks and the strategy for redevelopment.

Each community designates a Renaissance Zone Authority to promote, develop and manage the Zone. The Zone Authority must review each project and recommend that the City Council approve the project and tax incentives, in order to be eligible for the incentives offered in the legislation. The maximum duration of the zone is 15 years. The Act is effective as of January 1, 1999, but does not apply to investment activities prior to an individual community's plan being approved by the state.

### **INCENTIVES: TAX EXEMPTIONS AND CREDITS**

The Renaissance Zone legislation allows the local Zone Authority to recommend:

- Up to a five (5) year Property Tax Exemption
- Up to a five (5) year North Dakota State Income Tax Exemption.
- Up to a fifty (50) percent Historic/Preservation Tax Credit.

### **PROPERTY TAX EXEMPTIONS**

- Property tax incentives are administered by City Assessment officials and the City Council.
- The property tax exemption transfers with the transfer of the property to a qualified user.

### **NORTH DAKOTA STATE INCOME TAX CREDITS**

- Individual State Income Tax Credits up to \$10,000 per year for five years for purchasing a single-family residence as the primary place of residence.
- State Income Tax Credits up to fifty percent (50%) of the amount invested to preserve or renovate historic property, with a five-year carry forward of the excess credit.
- State Income Tax Credits up to fifty percent (50%) of the amount invested in a Renaissance Fund Corporation, with a five-year carry forward of excess credit.

### **INCOME EXEMPTIONS**

- Five-year Business Income Exemption for purchasing or leasing real property for use in a business, or for improving real property used in an existing business.
- Five-year Investment Income Exemption for purchasing residential or commercial property solely for investment purposes.
- Five-year exemption period is deemed to mean a period of sixty consecutive months.
- A qualified improvement is one in which the cost of the improvement equals or exceeds fifty percent (50%) of the current true and full value of the zone project property before improvements are made.
- The exemption is allowed with respect to the taxpayer's North Dakota Business Income that is attributable to the zone project property.

## **NORTH DAXOTA STATE TAX CREDITS FOR HISTORIC PROPERTY**

An Income Tax Credit is allowed for income tax purposes to an individual, an estate or trust, a corporation or a financial institution.

Historic property means property that the North Dakota Historic Society certifies as being (1) listed on the National Historic Register of Historic Places (2) a contributing structure within a National Register Historic District (also state and local) and (3) eligible for listing on the National Historic Register of Historic Places.

- The Credit equals 50% of the amount invested during the tax year; credit in excess of the tax liability may be carried forward and used in the five (5) years following the tax year in which the investment is made.

## **JAMESTOWN RENAISSANCE ZONE AUTHORITY**

### **PRIMARY RESPONSIBILITIES:**

The Jamestown Renaissance Zone is established with three primary objectives:

- Economic Development in a revitalized 'central city'
- Promotion of the Renaissance Zone objectives
- Administration of the Renaissance Zone program and incentives.

The Zone Authority shall be responsible for the review of all Zone project applications. If there is a need for any changes to local zoning and/or regulations, the Authority will assist with the referrals to the City Planning Commission

A quorum of members of the Zone Authority shall be present to vote for recommended approval or rejection of a project application.

The Zone Authority may recommend approval, rejection or continue to negotiate an application for Renaissance Zone designation.

All recommendations of the Zone Authority go to the City Council for final approval.

Upon approval by the City Council, the City Auditor will forward the application to the Division of Community Services in Bismarck for final reviews and approval.

The Authority shall meet as called to review applications.

**Jamestown Renaissance Zone Authority Membership consists of the City Council's Finance and Legal Committee.**

## **ATTRACTING NEW BUSINESSES**

It shall be the policy that all persons or organizations involved in the Jamestown Renaissance Zone assure that no business will be actively recruited to relocate their business from any other North Dakota community to the City of Jamestown. The exception would be a business that is considering 'an expansion of their business to Jamestown' for economic reasons.

## **LOCAL DEVELOPMENT REGULATIONS**

The Jamestown City Planning Commission has created zoning laws that have been approved by the City Council. The zoning process is a means to ease any real or perceived regulatory barriers to the future development of the City. It allows a broad range of uses, permitting varied means of development through out the City. The intent is to allow the developer the flexibility that is needed to work with historic properties and allow mixed use projects within designated areas.

The City believes that no exigent regulatory burden exists; however, if a developer is faced with what he/she feels is an unnecessary regulatory burden, he/she may make a request to the City Planning Commission that the regulation changed. Each request will be seriously considered and evaluated on its own merit as an enhancement, but also in light of its overall impact on the health, safety and welfare of the community.

All projects must be designated as a 'zone project' by the city and state prior to the transfer of property or any other authorized act to be considered for any tax incentives.

## **INDIVIDUAL PROJECT REVIEW AND SELECTION**

Any project requiring a change in 'zoning' must be submitted to, and approved by, the City of Jamestown Planning Commission prior to final approval by the Zone Authority.

Any project requesting Historical/Preservation tax credits must be submitted to, and approved by, the Jamestown Historical Society prior to final approval of the Authority.

Each potential Renaissance Zone project, must meet the minimum criteria as defined herein. Each project will be evaluated by the Zone Authority and rated according to a number of factors. ('Project Review Guidelines' are outlined in the following section.) The purpose of the review process is to determine whether an activity will qualify as an approved Renaissance Zone project, and if it does, to determine the nature and extent of the incentive package that should be offered.

The City of Jamestown feels confident that the 'project review guidelines' and the 'criteria for project approval') as established in this plan, together with the general administration procedures, will provide for the preservation, renovation, redevelopment and enhancement of the Zone area and meet the State of North Dakota's objectives in providing for the creation of Renaissance Zones within the State.

## **PROJECT REVIEW GUIDELINES**

Each proposed Renaissance Zone project will be evaluated by the Zone Authority and rated according to a number of factors. The Zone Authority will have the discretion of recommending to the City Council that incentives be awarded up to a certain level, within the defined guidelines, or submit the project with no recommendations.

Zone projects involving tax incentives for single family dwellings will require an affidavit by the applicant that they intend the housing unit to be their primary residence. This includes single family homes; detached or attached homes, twin homes, town houses and condominiums.

The following guidelines are factors that are to be used to evaluate the varied range of projects that are likely to come before the Zone Authority. Note, compliance with each of the guidelines, as defined below, is not necessary for project approval, the guidelines are simply factors to be used to evaluate the varied range of projects that are expected to be presented.

**1. High Priority Land Use.** Redevelopment or reinvestment to a higher priority land use

- \* Primary sector business
- \* Active commercial, specialty retail and/or entertainment
- \* Mixed use development (with a combination of housing, commercial and/or retail either above or adjacent to the other)
- \* Large upscale residential units
- \* (Note-- Creation of adult entertainment or single room apartments are not consistent with the goals outlined in the Renaissance Zone Plan.)

**2. Targeted Areas.** Redevelopment or reinvestment in a targeted area.

- \* Parcels that have been vacant or underutilized for an extended period of time
- \* Properties specifically targeted for demolition or clearance
- \* When title for property presently owned by the railroad is transferred to a private party, it will become eligible for application as a Zone project

**3. Public Space.** Redevelopment or reinvestment to create civic space or to strengthen pedestrian corridors.

- \* Incorporation of ‘civic or public’ space within a development proposal will receive additional consideration
- \* Attention must be given to ‘street-scape’ amenities.

**4. Investment.** Amount of actual capital investment proposed for the project.

- \* Consideration can be given for the level of capital investment in a project i.e. additional consideration can be given for higher levels of investment)

**5. Relocation.** Movement of commercial businesses to and within the Zone

- \* Commercial tenants that are re-locating within the Zone are not eligible for tax incentives without special approval from the Zone Authority and City Council
- \* Tenants relocating from another North Dakota community to the Jamestown Renaissance Zone are not eligible for tax incentives without special approval from the Zone Authority and City Council

## CRITERIA FOR PROJECT APPROVAL

**The intent of the criteria is to encourage and reward significant levels of investment in Renaissance Zone properties.** The City of Jamestown seeks to encourage significant investment within the Renaissance Zone to improve deteriorating properties and to curtail the vacating of buildings with the eventual decline in property taxes. The Renaissance Zone is planned to meet the future needs of the community. Use of property must be consistent with the Visions and Goals for the Renaissance Zone as previously outlined in this document.

Each project is rated based on its own merits. The City Council may waive any, but not all requirements, if they deem a project should be entitled to benefits for the good of the community. **In the Jamestown Renaissance Zone, a transfer of property does not automatically qualify the transaction as an approved Zone project.**

A Renaissance Zone project must be able to address some or all of the following listed criteria, regardless of whether or not the project involves a new purchase (by an individual or a group of investors) or an existing ownership arrangement.

### All Proposed Projects

Building permits must be applied for in accordance with City of Jamestown building codes. All building construction and renovation activities must comply with the State Building Code and State Energy Code, and any local amendments, and the Americans with Disabilities Act Guidelines. Final inspection by the City of Jamestown Building Inspector of work completed will suffice to show compliance with the ADAAG.

*Exterior rehabilitation must be sufficient to eliminate any and all deteriorated conditions that are visible on the exterior of the building.* Square footage to calculate any required investment level will be based on the square footage of the entire building, excluding basements. A differentiation will be used on projects with mixed commercial and residential usages. All dollar values will be in Year 2000 dollars, adjusted for inflation utilizing the Consumer Price Index.

### Current Residential Property

- Ownership of the property is transferred after the state authorizes the local zone
- Property must be zoned residential
- Property owner makes ‘capital improvements’ equal to the greatest of
  - \*\* Fifty percent (50%) of the true and full value of the property prior to making the improvements (or)
  - \*\* \$10,000 capital improvement investment
- The capital improvements, as proposed, must substantially improve the life expectancy of the property
- The addition of garages may be included if it is determined that all other necessary improvements have been made to the existing principle structure

### New Residential Construction

Property must be of conforming use

## **Current Commercial Property**

- Property ownership must be transferred after the State has authorized the local zone to be eligible for both real estate and income tax exemptions. If the existing owner remodels without transfer of ownership, N.D.C.C.57-02.2 allows the City the granting of a remodeling exemption for that portion of the project.
- Property owner makes ‘capital improvements’ equal to the greatest of
  - \*\* Fifty percent (50%) of the true and full value of the property prior to making the improvements (or)
  - \*\* \$10,000 investment in ‘capital improvements’
- The capital improvements, as proposed, must substantially improve the life expectancy of the property

## **New Commercial Construction or Additions**

Minimal investment of \$20 a square foot for capital improvements

## **Vacant Properties**

- At the present time all vacant lots within the Renaissance Zone, with the exception of city owned parking lots adjacent to the railroad tracks, could be considered for Renaissance Zone incentives.
- Vacant lots that have never been developed, or built on, are not eligible for Zone incentives according to State requirements
- Properties with a history of long term vacancies may be given special consideration by waiving some of the above mentioned requirements

## **Commercial Leases**

- Tenant must be leasing space in a building that has been approved as a Renaissance Zone project for either current or new commercial property
- If the Zone Authority has determined a building has been restored or rehabilitated prior the establishment of the Renaissance Zone, and meets all required criteria, the building owner may request additional incentives to bring the building to full capacity.

## **Percentage of Exemption**

- State Publication (N.D.C.C.ch 40-63) provides information on North Dakota Renaissance Zone incentives
- Property that is targeted for demolition in the Renaissance Zone may be eligible for up to 100% exemption from property taxes if the existing property is demolished and replaced by a new structure. Note: Property taxes on the land are not exempt.
- Non-conforming properties that make structural changes to provide for a change in use to bring the property into compliance with city plans and ordinances, may be eligible for up to 100% property tax exemption.

- Property meeting the criteria for the Renaissance Zone may be eligible for up to 100% property tax exemption on the existing building and improvements.
- A business operating in an approved Renaissance Zone project, may be eligible for a business tax exemption for income generated in that project.
- Tenants leasing space in an approved Renaissance Zone project may be eligible for a business tax exemption of up to 100% for income generated in that project.

## **EXAMPLES OF TAX EXEMPTIONS AND CREDITS AVAILABLE**

### **1. Income Tax Exemptions and Credits**

- a. An individual taxpayer who purchases or rehabilitates single-family residential property for the individual's primary place of residence as a zone project is exempt from up to ten thousand dollars of personal income tax liability as determined under section 57-38-29 or 57-38-30.3 for five taxable years beginning with the date of occupancy or completion of rehabilitation. (See Part 2 of Tax Guide)
- b. Any taxpayer that purchases, leases, or rehabilitates residential or commercial property for any business or investment purpose as a zone project is exempt from any tax on income derived from the business or investment locations within the zone for five taxable years, beginning with the date of purchase, lease, or completion of rehabilitation. (See Part 3 of Tax Guide)
- c. If the cost of a new business purchase or expansion of an existing business, approved as a zone project, exceeds seventy-five thousand dollars, and the business is located in a city with a population of not more than two thousand five hundred, an individual taxpayer may, in lieu of the exemption provided in subsection b above, elect to take an income tax exemption of up to two thousand dollars of personal income tax liability as determined under section 57-38-29 or 57-38-30.3. The election must be made on the taxpayer's zone project application. The election is irrevocable and binding for the duration of the exemptions provided in subsection b and c. If no election is made on the zone project application, the taxpayer is only eligible for the exemption provided in subsection b. (See Part 4 of Tax Guide)
- d. The exemptions provided by this section do not eliminate any duty to file a return or to report income as required under chapter 57-35.3 or 57-38.

NOTE: Insurance companies subject to North Dakota's gross premium tax under N.D.C.C. ch. 26.1-03 are not eligible for any tax incentives under the Act.

NOTE: The ownership or lease of, or investment in a parcel of property may qualify for an exemption only once, but during the five taxable years of eligibility, the exemption may transfer with the transfer of the property to a qualified user on a prorated basis. If such a transfer occurs, the zone authority must notify the DCS and provide the applicable taxpayer information identified in Section XI of this Program Statement.

### **2. Property Tax Exemptions** (See Part 1 of tax guide)

- a. A municipality may grant a partial or complete exemption from ad valorem taxation on single-family residential property, exclusive of the land on which it is situated, if the property was purchased or rehabilitated by an individual for the individual's primary place of residence as a zone project. An exemption granted under this subsection may not extend beyond five taxable years following the date of acquisition or rehabilitation.

b. A municipality may grant a partial or complete exemption from ad valorem taxation on buildings, structures, fixtures, and improvements purchased or rehabilitated as a zone project for any business or investment purpose. An exemption under this subsection may not extend beyond five taxable years following the date of purchase or rehabilitation.

NOTE: A parcel of property may be exempted from property taxes only once, but during the five taxable years of eligibility for that exemption, the property tax exemption may transfer with the property to a qualifying user. If such a transfer occurs, the zone authority must notify the DCS and provide the applicable taxpayer information identified in Section XI of this Program Statement.

### 3. Historic Preservation and Renovation Tax Credit (See Part 5 of Tax Guide)

A credit of twenty-five percent of an investment is allowed for the preservation and renovation of eligible historic property that is part of a zone project up to a maximum of \$250,000. This credit is against state tax liability as determined under sections 57-35.3-03, 57-38-29, 57-38-30, and 57-38-30.3 of the North Dakota Century Code. The credit may be claimed in the year in which the preservation or renovation is completed. Any excess credit may be carried forward for a period of up to five years from the date of the investment.

THE FOLLOWING  
ARE AVAILABLE TO APPLICANTS  
FOR THEIR REVIEW AND GUIDANCE

PUBLICATIONS

(N.D.C.C. ch. 40-63)

North Dakota Renaissance Zone Program  
North Dakota Division of Community Services  
Website [www.communityservices.nd.gov](http://www.communityservices.nd.gov)

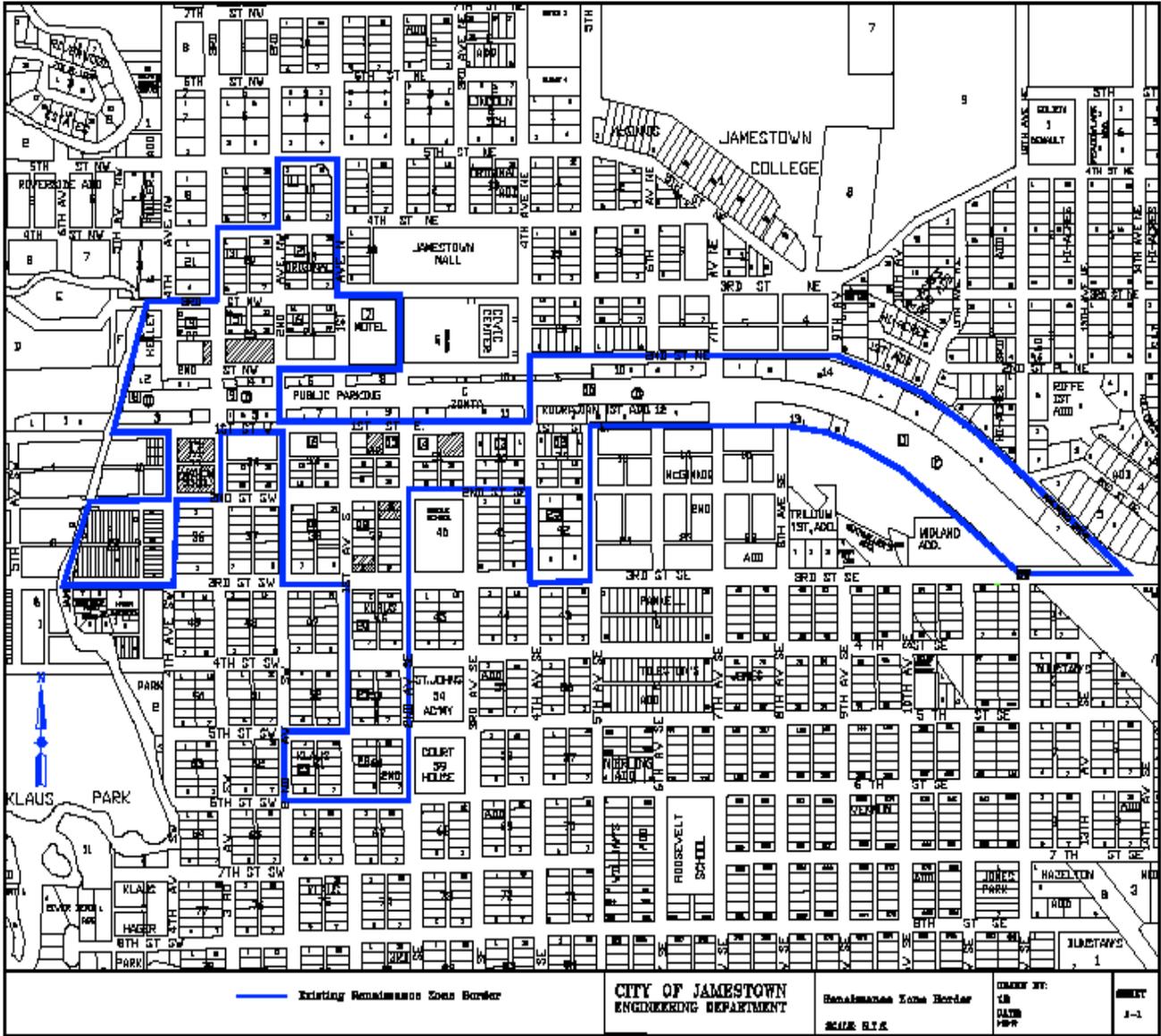
North Dakota Renaissance Zone  
Tax Incentive Guideline  
North Dakota Office of State Tax Commissioner  
Website [www.nd.gov/tax/taxincentives](http://www.nd.gov/tax/taxincentives)

RENAISSANCE ZONE FORMS

Request for Renaissance Zone Certificate of Good Standing – State Taxes Only  
City of Jamestown Application for Property and/or State Income Tax Incentives

These publications may be revised - either visit the website or  
contact Jamestown City Hall for most current publication date

(Publications and Forms are available at the Jamestown City Hall)



CITY OF JAMESTOWN  
APPLICATION FOR PROPERTY TAX INCENTIVES AND / OR STATE INCOME TAX  
EXEMPTIONS FOR RENAISSANCE ZONE PROJECTS

**(THIS APPLICATION IS A PUBLIC RECORD)**

IDENTIFICATION OF PROJECT OPERATOR:

1. Name of project operator \_\_\_\_\_
2. Address of project \_\_\_\_\_  
City \_\_\_\_\_ County \_\_\_\_\_
3. Mailing address of project operator \_\_\_\_\_  
City, State, Zip Code \_\_\_\_\_
4. Type of ownership of project:  
Partnership \_\_\_\_\_ Cooperative \_\_\_\_\_  
Corporation \_\_\_\_\_ Individual proprietorship \_\_\_\_\_  
Subchapter S corporation \_\_\_\_\_ Limited liability company \_\_\_\_\_
5. Federal ID No. or Social Security No. \_\_\_\_\_
6. North Dakota Sales and Use Tax Permit No. \_\_\_\_\_
7. If a corporation, specify the state & date of incorporation:  
\_\_\_\_\_
8. Name and title of individual to contact \_\_\_\_\_  
Mailing address \_\_\_\_\_  
City, State, Zip Code \_\_\_\_\_  
Telephone No. \_\_\_\_\_
9. Indicate terms for Property Tax Exemption and be specific:  
\_\_\_\_\_ Number of years  
\_\_\_\_\_ Percent of exemption
- 9a. Indicate terms for State Income Tax Exemption and be specific:  
\_\_\_\_\_ Number of years  
\_\_\_\_\_ Percent of exemption

10. Which of the following would best describe the project for which this application is being made?  
\_\_\_\_\_ New business project  
\_\_\_\_\_ Expansion of an existing business project

11. Legal description of project real property \_\_\_\_\_  
\_\_\_\_\_

12. Will the project property be owned or leased by the project operator?

Owned \_\_\_\_\_ Leased \_\_\_\_\_

If the answer to 12 is leased, will the benefit of any incentive granted accrue to the project operator?

Yes \_\_\_\_\_ No \_\_\_\_\_

If the property will be leased, attach a copy of the lease or other agreement establishing the project operator's benefits.

13. Will the project be located in a new structure or an existing facility?

New construction \_\_\_\_\_ Existing facility \_\_\_\_\_

If existing facility, when was it constructed? \_\_\_\_\_

If existing facility, what improvements are to be made and expected cost?

Roofing \_\_\_\_\_ Electrical \_\_\_\_\_ Heating/Cooling \_\_\_\_\_ Plumbing \_\_\_\_\_

Doors/Windows \_\_\_\_\_ Exterior Improvements \_\_\_\_\_

Interior Improvements \_\_\_\_\_ Elevator \_\_\_\_\_ Other \_\_\_\_\_

If new construction, complete the following

a. Estimated date of commencement of construction of the project covered by this application

\_\_\_\_\_

b. Description of project to be constructed including size, type and quality of construction

\_\_\_\_\_

\_\_\_\_\_

c. Projected number of construction employees during the project construction \_\_\_\_\_

14. Approximate date of commencement of operations for this project \_\_\_\_\_

15. Estimated market value of the property used for this project:
- a. Land ..... \$ \_\_\_\_\_
  - b. Existing buildings and structures for which an exemption is claimed ..... \$ \_\_\_\_\_
  - c. Newly constructed buildings and structures when completed ..... \$ \_\_\_\_\_
  - d. Total ..... \$ \_\_\_\_\_
  - e. Machinery & Equipment \$ \_\_\_\_\_

16. Estimate taxable valuation of the property eligible for exemption by multiplying the market values
- a. Land (not eligible) ..... XXXXXX
  - b. Eligible existing buildings and structures ..... \$ \_\_\_\_\_
  - c. Newly constructed buildings and structures when completed ..... \$ \_\_\_\_\_
  - d. Total Taxable valuation of property eligible for exemption ..... \$ \_\_\_\_\_
  - e. Enter the consolidated mill rate for the appropriate taxing district ..... \$ \_\_\_\_\_
  - f. Annual amount of the tax exemption (Line d multiplied by line e) ..... \$ \_\_\_\_\_

Description of Project Business:

• Note: “project” means a newly established business or the expansion portion of an existing business. Do not include any established part of an existing business.

17. Type of business to be engaged in:

- Ag processing \_\_\_\_\_ Manufacturing \_\_\_\_\_ Retailing \_\_\_\_\_
- Wholesaling \_\_\_\_\_ Warehousing \_\_\_\_\_ Services \_\_\_\_\_

18. Describe in detail the activities to be engaged in by the project operator, including a description of any products to be manufactured, produced, assembled or stored (attach additional sheets if necessary).

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19. Indicate the type of machinery and equipment that will be installed:

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20. Projected annual revenue, expense, and net income of the project for each year for the first five years.

Year	_____	_____	_____	_____	_____
Annual revenue	_____	_____	_____	_____	_____
Annual expense	_____	_____	_____	_____	_____
Net income	_____	_____	_____	_____	_____

21. Projected annual average number of persons to be employed by the project for the first five years and the estimated annual payroll.

Year	_____	_____	_____	_____	_____
No. of Employees (1)	_____	_____	_____	_____	_____
(2)	_____	_____	_____	_____	_____

(1) - Full Time (2) – Part Time

Project operator’s Application for State Income Tax Exemption:

22. Number of Years for which an Income Tax Exemption is requested \_\_\_\_\_

23. Indicate the percentage of income from the project for which the exemption is requested.

The maximum percentage allowable is 100% of the income attributable to the project. \_\_\_\_%

Previous Business-Activity

24. Is the project operator succeeding someone else in this or a similar business activity  
Yes \_\_\_\_\_ No \_\_\_\_\_

25. Has the project operator conducted this business at this or any other location either in or outside of the state?

Yes \_\_\_\_\_ No \_\_\_\_\_

26. Has the project operator or any officers of the project received any prior property tax incentives?

Yes \_\_\_\_\_ No \_\_\_\_\_

If the answer to 24, 25, or 26 is yes, give details including locations, dates, and name of former business (attach additional sheets if necessary). \_\_\_\_\_

TAX LIABILITY DISCLOSURE STATEMENT

26. Does the project operator own real property in North Dakota which has delinquent property tax levied against it?

Yes \_\_\_\_\_ No \_\_\_\_\_

27. Does the project operator own a greater than 50% interest in a business that has delinquent property tax levied against any of its North Dakota real property?

Yes \_\_\_\_\_ No \_\_\_\_\_

If the answer to 26 or 27 is Yes, list and explain: \_\_\_\_\_

28. Does the project operator have any delinquent State Income Tax payments in arrears or delinquent?

Yes \_\_\_\_\_ No \_\_\_\_\_

29. Does the project operator own a greater than 50% interest in a business that has State Income Tax payments in arrears or delinquent?

Yes \_\_\_\_\_ No \_\_\_\_\_

If the answer to 28 or 29 is Yes, list and explain: \_\_\_\_\_

I, \_\_\_\_\_, do hereby certify that the answers to the above questions and all of the information contained in this application, including attachments hereto, are true and correct to the best of my knowledge and belief and that no relevant fact pertaining to the ownership or operation of the project has been omitted.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

**CERTIFICATION OF GOVERNING BODY**

(To be completed by the Auditor of the City)

The municipality shall, after granting any property tax incentives, certify the findings to the State Tax Commissioner and Director of Tax Equalization by submitting a copy of the project operator's application with the attachments. The governing body, on the \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_ granted the following the following property tax exemption:

\_\_\_\_\_ Number of Years

\_\_\_\_\_ Percent of Exemption

and further recommends that the State of North Dakota grant the following State Income Tax exemption:

\_\_\_\_\_ Number of Years

\_\_\_\_\_ Percent of Exemption

\_\_\_\_\_  
City Auditor



STATE OF NORTH DAKOTA  
**OFFICE OF STATE TAX COMMISSIONER**  
 Cory Fong, Commissioner

**Request for Renaissance Zone Certificate of Good Standing—  
 State Taxes Only**

To obtain a Renaissance Zone Certificate of Good Standing for state tax purposes, please complete this form. Submit completed form to the Office of State Tax Commissioner—see bottom of page.

1. Name of taxpayer applying for zone project \_\_\_\_\_  
*(If a sole proprietorship, provide name of business and name of individual who owns the business.)*
2. Applicant is a(n):  Individual (or sole proprietorship)  Partnership (all types)  
 Regular ("C") corporation  Subchapter S corporation  Limited liability company  
 Other \_\_\_\_\_
3. Taxpayer's mailing address \_\_\_\_\_
4. Taxpayer's social security number or federal employer identification number (FEIN) \_\_\_\_\_  
*If a sole proprietorship, provide social security number of owner and, if applicable, FEIN of the business. If a new business and an FEIN is pending from the Internal Revenue Service, write "Pending from IRS."*
5. Is taxpayer a newly created business this year? If yes, skip question 6.  Yes  No
6. Did taxpayer file a North Dakota income tax return for last year?  Yes  No  
 If no, please explain: \_\_\_\_\_
7. If taxpayer is a business, what is the principal business activity?  
 \_\_\_\_\_
8. If taxpayer is a partnership, subchapter S corporation, or a limited liability company treated like a partnership, complete page 2 of this form.
9. a. Does (or will) taxpayer sell tangible personal property or services for which North Dakota sales tax must be collected from the customer?  Yes  No  
 b. If yes, has taxpayer applied for or obtained a North Dakota sales tax permit?  Yes  No  
 If not, please explain: \_\_\_\_\_
10. a. Does (or will) taxpayer have employees from whom North Dakota income tax must be withheld?  Yes  No  
 b. If yes, has taxpayer registered for North Dakota income tax withholding?  Yes  No  
 If not, please explain: \_\_\_\_\_
11. Taxpayer's signature \_\_\_\_\_

*Signature*

*Printed name*

12. **Mail request to:** Individual Income Tax Section **Or fax request to:** 701.328.1942  
 Office of State Tax Commissioner  
 600 East Boulevard Avenue, Dept. 127  
 Bismarck ND 58505-0599

**Important:** The certificate of good standing will be sent only to the taxpayer or to the taxpayer's representative designated by the taxpayer on a properly completed North Dakota Form 500.

If the taxpayer is a partnership, subchapter S corporation, or limited liability company treated like a partnership, provide the name and social security number (SSN) or federal employer identification number (FEIN) for each of the entity's owners.

Name of owner \_\_\_\_\_  
SSN or FEIN \_\_\_\_\_

Name of owner \_\_\_\_\_  
SSN or FEIN \_\_\_\_\_