



## MERIDIAN REDEVELOPMENT FUND (MRF) APPLICATION

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**Step 1.** Create a development plan with renderings that describe the project, purpose of the request, why it is needed and important to the community, and the nature of the enterprise. The development plan should include all elements of the project plan as defined under MCL 125.1608.

**Step 2.** Submit a completed application, including supporting materials and renderings, to the Economic Development Director (EDD). The EDD will review your application for completeness.

**Step 3.** Staff will determine eligibility and feasibility of the project. The EDD may also work with the applicant to clarify any ambiguity.

**Step 4.** If the application meets the criteria as determined by the EDD, the project will be placed on an upcoming meeting agenda of the Meridian Township Economic Development Corporation (EDC). The EDC meets on a monthly basis.

**Step 5.** With the assistance of the EDD, the applicant will present the project funding request to the EDC Board at the scheduled meeting. Depending on the size and scope of the request, the Board may require multiple meetings to garner support for the project. The EDC Board will then make a decision about your application.

**Step 6.** If the EDC votes to proceed with the funding request, the EDD will add the project to an upcoming Township Board meeting agenda, where the EDD, the EDC Board Chair and/or the applicant will present the project and funding request. The Township Board typically meets twice per month. The Township Board will assess the public purpose of the project and, if approved, hold a public hearing as required by the State Act. Depending on the size and scope of the request, the Board may require multiple meetings to garner support for the project.

**Step 7.** If the funding request is approved, Township attorneys and staff will prepare the appropriate loan or grant documents. Applicants will receive a commitment letter summarizing the conditions of the funding agreement, including the required use of the funds, whether the funds are a grant or loan, and repayment terms, where applicable.

**Step 8.** The grant or loan closing will occur and the project can begin.

**Section 1:**

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Company Name:

Primary Contact:

Title:

Address:

Office Phone:

Mobile Phone:

E-Mail:

Corporate Form: (LLC, S-Corp, C-Corp, Sole Proprietorship, Partnership, Other):

Corporate Officers & Titles:

Company Description (who are you and what do you do?):

**Section 2:**

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Describe the project in its entirety (location, extent, character, etc.) and why it benefits Meridian Township and its residents. Include the component you are requesting funding for:

What is your estimate cost for the entire project? Provide, in detail, your personal financial position and general funding or financing sources for this project:

When do you plan to commence and complete work?

Will your end product create jobs? How many, part-time or full-time? Wage range?

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Please provide the names and municipalities of any projects you've completed within the past five years:

List three professional references of people who understand or are involved in your current or past projects:

Name:

Organization:

Phone:

E-Mail:

Name:

Organization:

Phone:

E-Mail:

Name:

Organization:

Phone:

E-Mail:

**Section 3:**

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**Project Plan Requirements:**

The location of existing streets and other public facilities within the project:

The location, character, and extent of the categories of public and private land uses both currently and any proposed changes within the project, including residential, recreational, commercial, industrial, educational, and other uses:

The legal description of the project real estate:

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Describe any existing structure, amenity, or feature to be demolished, repaired, or altered:

Describe the repairs or alterations, and an estimate of the time required for completion:

Describe any construction stages planned and the estimated time of completion of each stage:

Describe any parts of the project to be left as open space and the use contemplated for the space:

Describe any desired zoning changes and changes in streets, street levels, intersections, and utilities:

List any persons who will manage or be associated with the management of the project for at least one year:

Will the project will be leased or sold at completion?

Will there be any sale or lease of municipal property?

Name of person or entity who will own or lease the project and for whose benefit the project is being undertaken (if other than the applicant):

Estimate of the number of persons residing in the project area and the number of families and individuals to be displaced:

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If any families or individuals are to be displaced, provide required demographic information and a housing relocation plan:

Please add any additional information that will help the EDC or Township Board evaluate your request:

Construction projects must commit to paying the prevailing wage and fringe benefit rates for the same or work as determined under 1965 PA 166, MCL 408.551 *et seq.*

My signature below certifies that all the information contained in this application is true and complete. I authorize the Meridian Township staff to verify the information contained on this application by contacting the references given.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant Printed Name