

## **To the applicant of 198 tax abatements:**

The attached packet contains the following:

- A COPY OF THE POLICY GUIDELINES FOR TAX ABATEMENTS AS ADOPTED BY CITY COUNCIL
- AN APPLICATION FOR A DISTRICT (if applicable)
- AN APPLICATION FOR A CERTIFICATE

**A \$500 FEE (check made out to City of Grandville) MUST ACCOMPANY THE COMPLETED APPLICATION(S)**

**The applications will not be processed unless they are complete with all attachments. It is the applicant's responsibility to fulfill these requirements – not the assessor or City office staff.**

### **Step One - Application for District**

- The City Assessor reviews documents and advises applicant if not complete.
- The Business Relations Committee meeting is held. The applicant or a representative will attend the meeting. The minutes of the meeting with a recommendation will be forwarded to the City Council.
- The City Council will set a public hearing date relative to establishing a district.
- The public hearing is held to receive public comment relative to establishing a district.
- The City Council adopts a resolution to establish a district.

## **Step Two - Application for Certificate**

- The City Assessor reviews documents and advises applicant if not complete.
- The Business Relations Committee meeting is held. The applicant or a representative will attend the meeting. The minutes of the meeting with a recommendation will be forwarded to the City Council.
- The City sets a public hearing date relative to an Industrial Facilities Exemption Certificate.
- The public hearing is held to receive public comment relative to an Industrial Facilities Exemption Certificate.
- The City Council adopts a resolution to approve the certificate.