**Industrial Facilities Tax Exemption Process**

**Timeframe:** The community engagement and pre-approval process can take one to four (1-4) months depending on the project's location.

1. **Pre-Application Meeting:** Does project qualify for the program, and contribute to City priorities?
   - Yes: Submit Online Application (Instructions)
   - No: Applicant does not proceed.

2. **Review of applicant compliance with City policies:**
   - Assessor's
   - Code Compliance
   - Environmental Services
   - Income Tax
   - Planning
   - Treasurer's

3. **Compliance Issues Identified**
   - No Compliance Issues: Economic Development Department Review: Revise application materials as necessary
   - Compliance Issues: Resolve compliance issues.

4. **Community Engagement:** May include meetings with: Neighborhood Association, Business Association, Corridor Improvement District Authority, Business Improvement District Authority, Downtown Development Authority, Downtown Improvement District, Monroe North Tax Increment Financing Authority, Smart-Zone Local Development Finance Authority, etc. Must be completed before City Commission consideration.

5. **City Commission Meeting 1:** Community Development Committee schedules public hearing on the applicant's request for tax exemption

6. **City Commission Meeting 2:** *Public hearing on the application

7. **City Commission Meeting 3:** Committee of the Whole consideration of the application

8. **Economic Development Project Team Meeting:** *Review of project

9. **State Approvals—Michigan Department of Treasury:** The Economic Development Department will work with the applicant to obtain the necessary approvals from the State Tax Commission.

10. **Timeframe:** The local approval process takes approximately three months depending on meeting schedules.

11. **Timeframe:** The state approval and the post-approval process depends on the State Tax Commission meeting schedule.

   - Approved: Submit project completion form to Treasury and City Assessor
   - Not Approved: Applicant does not proceed.
   - Approved: Abatement remains in place for approved term.

* Applicant attendance is required.