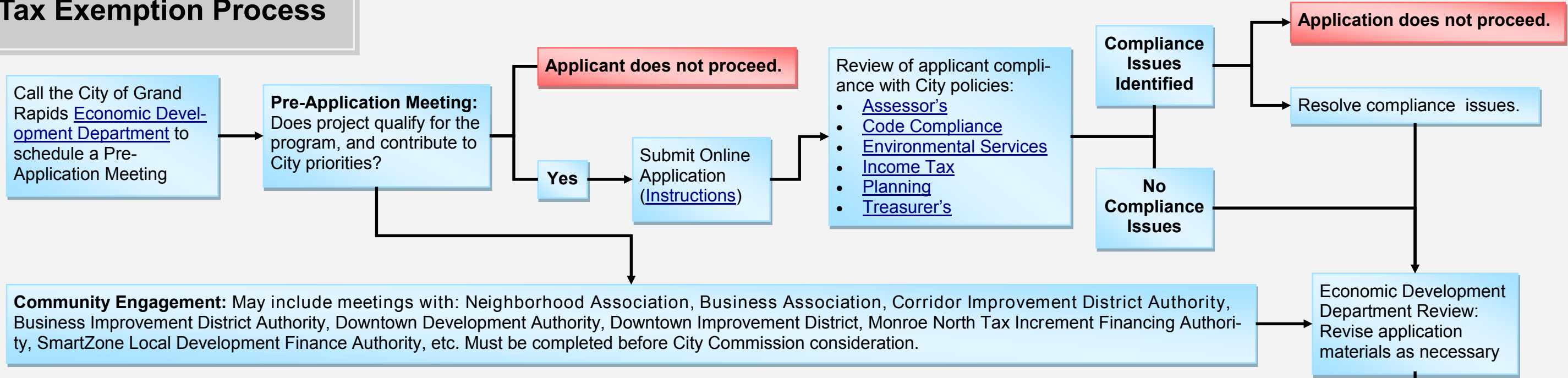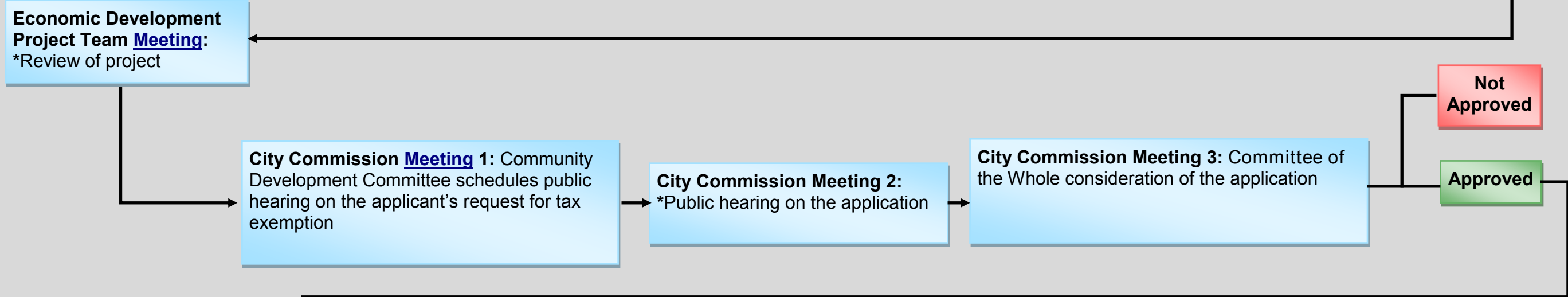# New Personal Property Tax Exemption Process
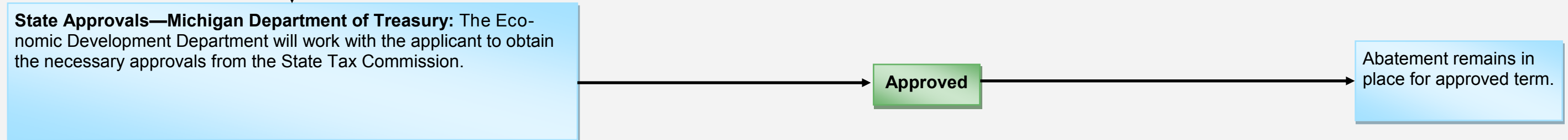
Timeframe: The community engagement and pre-approval process can take one to four (1-4) months depending on the project's location.

Call the City of Grand Rapids Economic Development Department to schedule a Pre-Application Meeting

Pre-Application Meeting: Does project qualify for the program, and contribute to City priorities?

Applicant does not proceed.

Yes

Submit Online Application (Instructions)

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

Compliance Issues Identified

No Compliance Issues

Application does not proceed.

Resolve compliance issues.

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, SmartZone Local Development Finance Authority, etc. Must be completed before City Commission consideration.

Economic Development Department Review: Revise application materials as necessary

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

Economic Development Project Team Meeting: *Review of project

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

City Commission Meeting 2: *Public hearing on the application

City Commission Meeting 3: Committee of the Whole consideration of the application

Not Approved

Approved

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

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.

Approved

Abatement remains in place for approved term.

* Applicant attendance is required.