

**CITY OF WYANDOTTE, MICHIGAN
PROCEDURES TO ESTABLISH AN OBSOLETE PROPERTY REHAB DISTRICT & PROCESS AN APPLICATION**

Project: _____

ACTION	DATE	
	Proposed	Actual
1. Determination if the property is a "facility," "functionally obsolete" or "blighted" -Applicant submits documentation to City Assessor (with a copy to the Community Development Director (CDD)) to determine if the property is eligible. If eligible, proceed to Step 2.	_____	_____
2. Initiate Action to Establish an Obsolete Property Rehabilitation District -Request initiated by City Council or request of property owner(s). The obsolete property must be either of the following: in an area characterized by obsolete commercial property or commercial property that was owned by the governmental unit on June 6, 2000 and later conveyed to a private owner. Application Fee of \$210 due.	_____	_____
3. Send & Publish Notice Before adopting resolution -City Clerk sends written notice of a public hearing by certified mail to owners of all real property in the proposed District. -Publish notice in News Herald not less than 10 days or more than 30 days before hearing date -Place resolution on Council agenda.	_____	_____
4. By Resolution, Council Approves or Disapproves establishing the District	_____	_____
5. Owner Files an Application for Exemption on current State Tax Commission Form 3674 -Must include detailed architectural plans for exterior renovations. -Must include letter that rehab would not be undertaken without receipt of exemption certificate. -Application Fee of \$410 due.	_____	_____
6. OPRE Review Committee -City staff reviews the application and plans and makes a recommendation to City Council.	_____	_____
7. City Sends and Publishes Notice of Hearing -City Clerk sends notice to the applicant, Assessor, each taxing unit levying taxes and the general public on a public hearing on the application. Publish Hearing Notice in the News Herald not less than 10 days or more than 30 days before the hearing date.	_____	_____
8. Assessor's Determination - Prior to the hearing, the City Clerk (or CDD) shall request the Assessor to determine if the taxable value of property proposed for exemption, considered together with IFEC & OPRE property already exempt, exceeds 5% of the City's taxable value.	_____	_____
9. Treasurer's Determination -Prior to the hearing, the City Clerk (or CDD) shall request the Treasurer to determine if the applicant is delinquent in any taxes related to the facility.	_____	_____
10. Public Hearing before City Council on Application -The City Council, not more than 60 days after receipt of a <u>complete</u> application by the City Clerk, shall by resolution either approve or disapprove the application.	_____	_____
11. State Tax Commission (STC) -If City Council approves, City Clerk (or CDD) forwards the application & resolution to the STC. -If disapproved, the reasons shall be set forth in writing in the resolution, and the City Clerk shall send, by certified mail, a copy of the resolution to the applicant and the Assessor. An application and resolution is not effective unless approved by the STC. -Not more than 60 days after receipt of a copy of the application and resolution from the City, the STC shall approve or disapprove the application and resolution. -Following approval by the City Council and the STC, the STC shall issue to the applicant an Exemption Certificate. The STC shall file with the City Clerk a copy of the Exemption Certificate. The STC shall also send, by certified mail, a copy of the Exemption Certificate to the applicant and the Assessor.	_____	_____