

# City of Coldwater

## Industrial Facilities Tax Abatement Certificate Application Process

Some highlights of the Policy include the following: The maximum allowable exemption request for real property is twelve (12) years. The maximum allowable exemption request for personal property is six (6) years. The application process involves two (2) City Council meetings. Both the City and State applications are presented to the City Council at the same meeting. You will be notified of the meeting dates. The City Council meets on the 2<sup>nd</sup> and 4<sup>th</sup> Monday of each month, City Council Chambers, 1 Grand Street. It is recommended that a company representative be present at the Council meetings. The application fee is determined when your application is submitted for preliminary review by the Assessor. If a district must be established, there is also a \$300.00 filing fee required, however both the City Industrial Parks are established districts. One (1) copy of all related documents are required.

**Step #1 Letter of Request** – This letter should be a brief request for the abatement as allowed by P.A. 198 of 1974.

**Step #2 Industrial Facilities Tax Abatement Agreement** – This agreement should be completed with the appropriate figures, company name, signed and dated.

**Step #3 City of Coldwater Application** – Complete this application with attachments.

**Step #4 Michigan Department of Treasury State Tax Commission Application** – Complete this application with attachments.

**Step #5 Preliminary Review** – Return **one** copy of the following completed forms and attachments for a preliminary review with the Assessor's Office. (For your convenience they may be faxed):

- Letter of Request
- Industrial Facilities Tax Abatement Agreement
- City of Coldwater Application
- Michigan Department of Treasury State Tax Commission Application

**Step #6 Fee Assessment Affidavit** – This affidavit will be submitted to you, for your signature, with a determination of the application fee. Act 198, as amended by Public Act 323 of 1996, specifically limits the amount of an exemption certificate application fee that can be charged by a unit of local government to the lesser of the actual cost of processing the application or two percent of the total property taxed abated during the term that the exemption is in effect. This process can not be determined until we received the above items and the formula is applied. This affidavit must be included with one (1) copy of your completed application.

**Step #7 Council Review**

**First Meeting:** The first available date of the City Council meeting will be designated for the initial review of agreement and application. At that time, the public hearing will be set.

**Second Meeting:** Public Hearing – consideration of approval of application.

If you have any questions, please feel free to contact our office between the weekday hours of 8:00 a.m. and 5:00 p.m. at 517-279-5901 or email [lludlow@coldwater.org](mailto:lludlow@coldwater.org).

Laurie A. Ludlow  
City Assessor