



# Renaissance Zone

## PROGRAM STATEMENT

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# INTRODUCTION

The Fifty-sixth Legislative Assembly created the Renaissance Zone Act under N.D.C.C. 40-63, hereinafter referred to as the “Act”, to make it possible for North Dakota cities to apply to the North Dakota Division of Community Services (DCS) to create a **Renaissance Zone** within their jurisdiction.

Such an area is typically in the central city consisting of residential and commercial properties that need to be revitalized and redeveloped to attract businesses and residents. The Act provides for certain types of tax exemptions and credits to encourage investment in these properties. A city may apply for the designation of one Renaissance Zone with a duration of up to 15 years.

The size of the zone is dependent upon the size of the city applying for the Renaissance zone. For communities with less than 5,000 population, a Renaissance Zone may consist of an area of up to 34 blocks. For communities of more than 5,000 population, the defined geographical area may exceed 34 blocks up to a maximum of 49 blocks, based on one additional block for each additional 5,000 population.

Additional guidelines can be found in page eight Renaissance Zone policies.

The implementation of this Act is the responsibility of DCS and the Office of State Tax Commissioner.

A Renaissance Zone can be a very important and beneficial tool for community redevelopment and economic investment if properly developed, implemented, and managed. It is crucial that a request to designate a Renaissance Zone is not looked upon simply as a method to provide tax exemptions and credits. The community as a whole needs to be involved in creating a zone and the projects that are approved for the zone need to clearly relate to the long-term broader development plans of the city. Local planning and a well thought out and designed

development plan will be keys to whether or not DCS will approve the designation of a Renaissance Zone.

To apply for a Renaissance Zone, a city must first have a locally adopted comprehensive or strategic plan in place. It must then create a development plan (see Appendix B). The development plan will describe the area proposed to be designated as the Renaissance Zone; will describe the city’s vision, goals, and objectives for the zone and discuss how the proposed zone relates to the broader plans for the city; will identify initially targeted properties; will describe the process and selection criteria to be used to select and approve zone projects; and will describe how the zone will be managed and promoted.

The contents of this program statement include a description of responsibilities, the tax exemptions and credits provided in the Act, program definitions, program policies, information required for approved projects, and program procedures. Also included as appendices are the program application form, the contents of a development plan, a sample resolution from the city to provide the tax exemption, a Memorandum of Agreement (MOA) template between DCS and each city with a Renaissance Zone, and the procedures for obtaining a Renaissance Zone Certificate of Good Standing from the Office of the State Tax Commissioner. The Office of the State Tax Commissioner has prepared a separate document that explains the implementation of the tax exemptions and credits.



## THE DIVISION OF COMMUNITY SERVICES IS RESPONSIBLE FOR:

1. Approving or rejecting the geographic boundaries of the proposed Renaissance Zone.
2. Approving or rejecting the duration of the proposed Renaissance Zone.
3. Reviewing each application for a Renaissance Zone designation against the evaluation criteria identified in the Act and designating each zone.
4. Promoting the Renaissance Zone program.
5. Annual monitoring of the progress of each designated Renaissance Zone with the approved Development Plan.
6. Reporting annually to the Interim Finance and Taxation Committee on the progress of the Renaissance Zone program.
7. Reviewing project information and giving final approval to each locally approved zone project.

## THE OFFICE OF STATE TAX COMMISSIONER IS RESPONSIBLE FOR:

1. Administering all tax exemptions and credits for approved Renaissance Zones.
2. Assisting DCS in determining fiscal impacts of approved zone projects.
3. Answering all tax-related questions.
4. Providing a Renaissance Zone Certificate of Good Standing for each taxpayer requesting approval for a zone project.

## THE CITY IN WHICH A RENAISSANCE ZONE IS DESIGNATED IS RESPONSIBLE FOR:

1. Appointing a Local Zone Authority or delegate to manage, promote, and develop the zone, including recordkeeping and reporting.
2. Present projects to the local governing board (city council) for approving or disapproving projects.
3. Complying with the provisions of the Renaissance Zone Program Statement and the City's approved Development Plan.





## DEFINITIONS

**Block** - A piece of land usually bounded on all sides by streets or other transportation routes such as railroad lines, or by physical barriers such as water bodies or public open space, and not traversed by a through street. City blocks, because of the common "gridiron" pattern, usually are rectangular. DCS will consider unusual block configurations such as railroad tracks or a river traversing a block, based on existing city plat or block numbering systems.

1. For the purpose of the Renaissance Zone:
  - a. Typical block areas may not be gerrymandered into irregular patterns for the purpose of creating larger block areas designed to target particular buildings or vacant lots.
  - b. A vacant lot may only be included for tax exemptions or credits if it was previously developed.
  - c. Undeveloped lots, including greenspace development, may not be included in the zone for tax exemptions and credits.

**Boundary** - The boundary established by vote of the city governing body and approved by DCS.

**Development Plan** - A written plan that includes the following:

1. A map of the proposed Renaissance Zone which indicates the geographic boundaries and blocks, a description of the properties and structures on each block, a description of the present use and conditions of the properties and structures in the zone, and an identification of those properties and structures to be targeted for potential zone projects.
2. A description of the existing physical assets, in particular natural or historical assets, of the zone and a plan for the incorporation and enhancement of the assets within the proposed development.
3. An outline of goals and objectives and proposed outcomes, including major milestones or benchmarks, by which to gauge success resulting from the designation of the zone.
4. A description of the types of projects the city would encourage in the city's targeted properties.
5. For a city to allow and approve utility infrastructure projects, the city must address in its Development Plan the following:
  - a. What criteria they will use to approve infrastructure projects.
  - b. How they will monitor projects both in the zone and infrastructure projects outside the zone.
  - c. Determine the tax credits available to property owners affected by the utility infrastructure project.

- d. The city must also agree to work with the State Board of Equalization to determine the property tax exemption for utility projects and state the exemption in their plan.
6. A description of the promotion, development, and management strategies to maximize investment in the zone.
7. Evidence of community support and commitment from residential and business interests. This evidence must include a letter of support from the County Commission and the community's school district, at a minimum.

**Historic Property** - Property that is:

1. Listed on the National Register of Historic Places;
2. A contributing structure within a National Register Historic District or a certified state or local historic district; or
3. Eligible for listing in the National Register of Historic Places.

**Investment** - For the purpose of North Dakota Century Code § 40-63-04(2), investment means the holding of residential or commercial property that is not used in the taxpayer's trade or business.

**Investor** - The individual, partnership, limited partnership, Limited Liability Company, trust, or corporation undertaking a Renaissance zone project.

**Lease** - The lease of space in a building in a designated Renaissance Zone by a new business moving into the zone or by an existing zone business expanding in the zone, and the continuation of a lease of an existing zone tenant in a building rehabilitated as an approved zone project. For existing zone tenants expanding in the zone, the term does not include existing leased space.

**Leasehold Improvement** - Applies to any improvements a leaseholder makes to their space to either expand, or improve the efficacy of their business. The level of investment should increase the current true and full value of the space by an amount defined by the city in their development plan. Since the leaseholder is the person making the improvements the city should expect an investment of at least 50% on the space being improved. Improvements that are normal maintenance cannot be counted, i.e. carpet, paint, etc.

**Local Zone Authority** - The city or the entity designated by the city to promote, develop, and manage the zone and may include any nonprofit incorporated entity such as an economic development corporation, community development corporation, main street organization, or chamber of commerce.

**Non- Zone project** - A non-participating property owner either in the Renaissance Zone or outside the Renaissance Zone that is affected by a public utility

infrastructure project. These projects will have a unique number.

**Primary Residence** - An individual taxpayer's primary place of residence is the person's true, fixed, and permanent home, and is the place to which, whenever absent, the taxpayer intends to return.

**Public utility infrastructure** - Applies to a regulated industry that includes but is not limited to electrical, gas lines, and communication infrastructure. It does not apply to utility infrastructure that a property owner pays special assessments to the city for a specified period of time (example water, sewer, pavement, etc).

**Rehabilitation** - As used in sections 40-63-01, 40-63-04 and 40-63-05, means the repair or remodeling of a commercial building or public utility infrastructure at a cost that is equal to or exceeds 50% of the current true and full value to receive an exemption period of five years. The repair or remodeling of a commercial building at a cost that is equal to or exceeds 75% of the current true and full value of the commercial building or 20% for owner-occupied single-family homes that may receive an exemption period greater than five years and up to the maximum of eight years. The primary purpose of rehabilitation is to repair or remodel existing homes or commercial structures to bring them up-to-date with current building codes and standards and/or to repair or re-model dilapidated conditions. However, a city may also approve a remodeling project for a residential or commercial building that is intended specifically to increase the current true and full value of the property by an amount defined by the city, and may approve remodeling of a commercial building, to include building additions for business expansion.

**Single-Family Residential Property** - For the purpose of the Renaissance Zone Act, the purchase by an individual taxpayer of single-family residential property for the individual's primary place of residence will include a single-family detached home, single unit in a duplex, townhouse, and condominium.

**Taxpayer** - An individual, corporation, or trust subject to the taxes imposed by chapter 57-35.3 or 57-38 and includes a partnership, subchapter S corporation, limited partnership, limited liability company, or any other pass-through entity.

**Zone** - A Renaissance Zone proposed by a city and designated by DCS.

**Zone Project** - The purchase, lease, rehabilitation, or historical preservation or renovation of a building or space in a building approved for zone incentives by a majority vote of the city governing body or zone authority.



# AVAILABLE TAX EXEMPTIONS AND CREDITS

Detailed information on the tax provisions in this law, including forms and procedures, can be obtained from the Office of the State Tax Commissioner or at [tax.nd.gov/renaissance-zone-incentives](http://tax.nd.gov/renaissance-zone-incentives).



## 1. Income Exemptions and Tax Credits

(Unless otherwise stated, these income exemptions and tax credits are allowed for income tax purposes under N.D.C.C. ch. 57-38)

### a. **Single-family residence tax credit** (*individual income tax only*) —

An individual taxpayer who purchases or rehabilitates single-family residential property for the individual's primary place of residence as a zone project is allowed an income tax credit of up to \$10,000 in each of up to eight taxable years beginning with the date of occupancy or completion of rehabilitation. (*See Part 3 of Tax Guide*)

### b. **Business or investment income exemption** — A taxpayer that purchases, leases, rehabilitates, or makes leasehold improvements to commercial residential, public utility infrastructure, or commercial property for a business or investment purpose as a zone project is allowed to exempt part or all of the income derived from the business or investment location within the zone in for up to eight taxable years, beginning with the date of purchase, lease, or completion of rehabilitation. (*See Part 1 of Tax Guide*)

- i. The maximum amount of income that a taxpayer may exempt from tax under this subsection for any taxable year is \$500,000. The limitation in this subdivision applies to the sum of the exempt income derived from the taxpayer's business and investment interests in all zone projects.
- ii. If a zone project consists of a physical expansion of an existing building owned and used by the taxpayer for business or investment purposes, the amount of income exempt from tax under this subsection is limited to an amount equal to the income derived from the business, or from the investment use of the building, during the taxable year multiplied by a ratio equal to the square footage added by the expansion divided by the total square footage of the building after expansion.

### c. **Business purchase, expansion, or leasehold improvement tax credit** (*individual income tax only*) — If the cost of a new business purchase, expansion of an existing business, or leasehold improvement made to real property leased for use in an existing business, approved as a zone project, exceeds \$75,000, and the business is located in a city with a population of not more than 2,500, an individual taxpayer may, in lieu of the income exemption (in part b above), elect to claim an income tax credit of up to \$2,000 in each taxable year up to a maximum of eight, beginning with the date of purchase, or the date the expansion or leasehold improvement work is completed. The election must be made on the individual's timely filed original income tax return. The election is irrevocable. (*See Part 2 of Tax Guide*)

### d. **Nonparticipating property owner tax credit** — If a property owner not participating in a Renaissance Zone project (either in or outside of the Renaissance Zone) is required to make changes in utility services or in a building structure because of changes made to property that is part of a zone project, the owner of the nonparticipating property is entitled to state income tax credits equal to the total amount of the investment necessary to complete the required changes. The credit must be approved by the local Renaissance Zone Authority or delegate. The credit must be claimed in the taxable year in which the related project was completed. The credit may not exceed the taxpayer's tax liability, and an unused credit may be carried forward up to five taxable years. (*See Part 6 of Tax Guide*)



- e. **Historic preservation and renovation tax credit** — A credit of 25% of an investment is allowed for the preservation and renovation of eligible historic property that is part of a zone project, up to a maximum credit of \$250,000. The credit may be claimed in the taxable year in which the preservation or renovation is completed. Any excess credit may be carried forward for a period of up to five taxable years. *(See Part 4 of Tax Guide)*
- f. The income exemptions or tax credits provided by this section do not eliminate any duty to file a return or to report income as required under chapter 57-35.3 or 57-38.

**NOTE: Insurance companies subject to North Dakota's gross premium tax under N.D.C.C. ch. 26.1-03 are not eligible for any tax incentives under the Act.**

**NOTE: The ownership or lease of, or investment in a parcel of property may qualify for an exemption more than once, provided that thirty years has lapsed from the completion of the prior project. Additionally, during the up to eight taxable years of eligibility, the exemption may transfer with the transfer of the property to a qualified user on a prorated basis. If such a transfer occurs, the zone authority or delegate must notify DCS and provide the applicable taxpayer information identified in Section XIV of this Program Statement.**

## 2. Property Tax Exemptions

- a. A municipality may grant a partial or complete exemption from ad valorem taxation on single-family residential property, exclusive of the land on which it is situated, if the property was purchased or rehabilitated by an individual for the individual's primary place of residence as a zone project. An exemption granted under this subsection may not extend beyond eight taxable years following the date of acquisition or completion of rehabilitation.
- b. A municipality may grant a partial or complete exemption from ad valorem taxation on buildings, structures, fixtures, and improvements purchased or rehabilitated as a zone project for any business or investment purpose. The State Board of Equalization may grant a partial or complete exemption from ad valorem taxation on public utility infrastructure rehabilitated as a zone project. An exemption under this subsection may not extend beyond eight taxable years following the date of purchase or completion of rehabilitation.
- c. The property tax year runs from January 1 through December 31. The taxable or exempt status of property for a given property tax year is established on the assessment date of February 1. When applying the Renaissance Zone property tax incentive, the up to eight year property tax exemption period starts with the first assessment date following the project completion date. For example, a project with a completion date in October would receive the property tax incentive beginning January 1<sup>st</sup> of the following calendar year.

**NOTE: A parcel of property may be exempted from property taxes more than once, provided that thirty years has lapsed from the completion of the prior project. Additionally, during the up to eight taxable years of eligibility for that exemption, the property tax exemption may transfer with the property to a qualifying user. If such a transfer occurs, the zone authority must notify the DCS and provide the applicable taxpayer information identified in Section XI of this Program Statement.**

## INCOME TAX STATISTICAL INFORMATION

An exception to the income tax secrecy provision is provided by the Act for the purpose of providing to a local zone authority statistical information regarding the exemptions and credits claimed in a zone. Statistical information is not reportable, either within a particular zone or statewide, if there are fewer than five taxpayers claiming a particular exemption or credit.

## PASS-THROUGH OF TAX EXEMPTION OR CREDIT

A partnership, subchapter S corporation, limited partnership, limited liability company or any other pass-through entity that purchases or leases property in a Renaissance Zone for any business purpose, invests in a historic preservation or renovation of property within a Renaissance Zone must be considered to be the taxpayer for purposes of any investment limitations in Section VI of this program statement, and the amount of the exemption or credit allowed with respect to the entity's investments must be determined at the pass-through entity level. The amount of the total exemptions or credit determined at the entity level must be passed through to the partners, shareholders, or members in proportion to their respective interests in the pass-through entity.

# RENAISSANCE ZONE POLICIES



1. For cities with a population fewer than 5,000, a Renaissance Zone cannot be more than 34 square blocks. For cities with a population greater than 5,000, the Renaissance Zone may be expanded above 34 square blocks by one block for each additional 5,000 population, up to a maximum of 49 blocks. All blocks must have a continual boundary and must be contiguous. If a block with commercial and residential property contains any government-owned buildings, the city may add a half block. However, all counted blocks must still have a continual boundary and must still be contiguous. No further break-down of a block for counting purposes is allowed. Half blocks may only be added after the initial 34 blocks are identified. Half blocks are not permitted when adding blocks based on each 5,000-population increment.
  - a. The exception to the contiguous and continual boundary is a city may have two areas of up to three blocks that are not contiguous with the rest of the Renaissance Zone. These block areas are part of the total blocks a city may use for their Renaissance Zone.
  - b. Once a city has determined that a block has been completed satisfactorily the city may ask that the block(s) be removed from the Renaissance Zone and that additional block(s) be added to the zone. A city will need to submit the following information to DCS:
    - i. Evidence of a public hearing
    - ii. Brief narrative explaining why the block is complete.
    - iii. Minutes from the city council approving the removing of the old blocks and adding of the new blocks.
    - iv. Inventory of the blocks – addresses, owner of the building, condition.
2. The proposed Renaissance Zone must include both commercial and residential property.
3. The initial duration of a Renaissance Zone may not exceed 15 years.
  - a. Once the initial duration of the Renaissance Zone has been completed a city may make application to DCS to extend the duration of the zone in ten-year increments.
  - b. In order to be considered for an extension, DCS will need the following:
    - i. Updated Development Plan, including an updated inventory.
    - ii. Explanation of why extension is needed.
    - iii. Letters of support from the school district and county.
    - iv. Results of the public hearing.
    - v. City council minutes documenting approval.
  - c. A new MOU will be executed upon approval of the extension.
4. A city may not propose or be part of more than one Renaissance Zone. However, if a city's Renaissance Zone has expired and the community would like to reinstate the zone, they may do so under the exact conditions as were present upon expiration (same boundaries, same development plan, etc.). Additionally, the city will have to provide:
  - a. Letters of support from the school district and county.
  - b. Results of a public hearing.
  - c. City council minutes documenting approval.



5. A city may apply for a Renaissance Zone for an area of less than the number of eligible blocks and, at a later date, request expansion of the zone up to the maximum number of blocks permitted.
6. If the city determines that a block(s) within the Renaissance Zone is not progressing (no activities are taking place), the city may request DCS to delete the block(s) and add another equal, contiguous area to the original zone.
7. A city must conduct at least one public hearing on the final Development Plan.
8. A city must have an adopted current comprehensive or strategic plan in order to be eligible to submit an application for the designation of a Renaissance Zone.
9. The use of grant funds as the sole source of investment in the purchase of a building or space in a building does not qualify a taxpayer for any tax exemption or credit available under the Act, and grant funds may not be counted in determining if the cost of rehabilitation meets or exceeds the current true and full value of the building.
10. The income tax exemptions and credits may only be approved with the purchase, lease, or rehabilitation of real property.
11. To be eligible for state tax exemptions or credits, a taxpayer may not be delinquent in payment on any state and local tax liability. The city or local zone authority is responsible for maintaining documentation pertaining to a taxpayer's status with local taxes for each approved zone project.
12. Any project requesting approval for Renaissance Zone historic preservation and renovation tax credits must be reviewed and approved by the State Historical Society.
13. Within its Development Plan, the city must describe how it will assure that it will not actively recruit businesses into its Renaissance Zone from other North Dakota cities.
14. Approved zone projects may only be for activities that occur after the designation by DCS of a Renaissance Zone. In addition, before a potentially eligible purchase, lease or rehabilitation (to include historical preservation and renovation) of property occurs, the zone project must first be approved by the city and DCS as a zone project. In the case where a taxpayer has a potential zone project for the purchase or lease of property but because of an emergency must make the purchase or enter into the lease prior to approval of the zone project by the city and state, the city may consider approving the purchase or lease as a zone project if the taxpayer submits a zone project application to the city within thirty days following the purchase or lease. The city must obtain and maintain documentation indicating the purchase or lease date, and the date of receipt of the zone project application.
15. If a city is not making progress in implementing its Development Plan or is not abiding by the provisions of the MOA, DCS may withdraw the zone designation for future projects.

**NOTE: DCS reserves the right to ask for additional information with respect to demonstrating compliance with all program policies.**



# DCS PROJECT APPROVAL PROCEDURES AND REQUIRED PROJECT INFORMATION

1. Before a locally approved zone project transaction may occur, DCS must also approve the zone project. DCS approval, however, is only to assure that a zone project and its local approval are consistent with the city's Renaissance Zone Development Plan, and that all information about the locally approved zone project and taxpayer are provided. DCS will use the following procedures for its approval:

- a. **Purchase Only** - DCS will give approval to permit a purchase to occur. Following approval of the zone project, the city must then provide DCS with the date of purchase for final approval and designation of the up to eight-year tax exemption or credit period. If the city adds any local requirements, such as for rehabilitation, the up to eight-year tax exemption will start when the local requirements are completed.
- b. **Lease Only** - The same procedures for Purchase Only are used for approval, unless leasehold improvements must be made before a business can occupy a building or space in a building. In such a case, the up to eight-year business income tax exemption period will begin when the business actually takes occupancy.
- c. **Leasehold Improvements** - This pertains to a business where the leaseholder wants to make improvements to their space and because the building is in good condition the property owner does not want to rehab the whole building. The leaseholder may, with the property owner's permission, make this a leasehold improvement project. The same procedure will be used as for the lease and the up to eight-year tax exemption will take place when the local requirements are complete. It is important for the building owner to realize that if they rehab the building at a future date that this space does not qualify as a zone project. Therefore, the property owner must sign the application along with the leaseholder.
- d. **Purchase with Major Improvements** - This pertains to a business that purchases a vacant building for its business, but must first make major improvements before it can occupy or lease out the building. DCS will use the purchase only approval procedures, but the up to eight-year tax exemption period will not begin until the improvements are completed and the business occupies the building. For rental property, the up to eight-year tax exemption period will begin with the date of the first

rental. The city must provide the date the space is occupied or rented for final approval and designation of the up to eight-year business income tax exemption period.

- e. **Rehabilitation Only** - DCS will give conditional approval until the project is completed and the city verifies that the rehabilitation costs meet or exceed at least 50% of the current true and full value of the building for a five-year benefit period and at least 75% of the current true and full value of the building for a benefit period extending beyond five years. At that time, DCS will give final approval and designate the up to eight-year tax exemption period. The city must also give conditional approval until the final costs are verified by the city and indicated to DCS.
- f. **Historical Preservation and Renovation** - If this is a standalone zone project, DCS will give approval for the work to begin, and will start the five-year tax credit period upon completion and verification of final costs by the city and final approval from the State Historical Society. If this is part of a purchase or rehabilitation, those procedures will be used to permit the preservation and renovation to begin. The five-year tax credit period will be determined upon completion and verification of final costs by the city and final approval from the State Historical Society.
- g. **Utility Infrastructure** - In addition to the above requirements for project approval a city must indicate in the Renaissance Zone Project Information whether the project is a utility infrastructure project and type of project.

**NOTE: A potential zone project does not have to be approved just because it meets the minimum state and local program requirements. The city has the right to reject a project, especially if the public benefit is minimal or non-existent or if the benefits to a single project applicant outweigh the benefits to the community.**

2. In order to receive DCS approval on zone projects, the following information must be submitted to DCS:
  - a. Project Information:
    - i. Project description, to include if it involves a purchase, a lease, rehabilitation, purchase with major improvements, historical preservation or renovation, utility infrastructure or a combination of



any of these. If it is a lease project, describe if it is a new lease, the continuation of a lease as a result of a building that has been rehabilitated, a business expansion, new business moving into the zone or a leasehold improvement. For business and investor projects, the description must include what the building will be used for, i.e. type of business.

- ii. Address and Renaissance Zone block number.
- iii. For rehabilitation projects, provide a description of the work, the current true and full value of the building, and the estimated costs.
- iv. For projects that involve historical preservation or renovation, but are not part of a rehabilitation project, provide a description of the work and the estimated costs.
- v. Provide the estimated state and local tax benefit to the taxpayer for the total exemption period, which may be up to eight years.
- vi. Zone Authority and City Documentation:
  - a. Date of approval or conditional approval. Provide a copy of minutes or other supporting documentation that indicates the formal approval by the approving entity.
  - b. For projects involving business or investment property, identify from the Development Plan the specific criteria used to approve the project.
  - c. For business and investor zone projects, describe the benefit to the zone and city.

**NOTE: Even though an activity may be eligible under the program, the city does not have to approve it if the public benefit cannot be determined.**

- vii. Other Documentation:
  - a. For projects involving renovation to historical property, provide a letter of consultation from the State Historical Society. Upon completion, provide documentation of approval from the State Historical Society.
  - b. Evidence that the taxpayer is current on state taxes. (Taxpayers can contact the Office of State Tax Commissioner to receive a Renaissance Zone Certificate of Good Standing.)
- 3. Provide the following information for the applicable type of tax exemption or credit:
  - a. Income tax exemption for purchase or rehabilitation of single-family residential property:

- b. Taxpayer's name (both names for joint filers).
  - c. Tax Department Renaissance Zone Certificate of Good Standing (both for joint filers).
  - d. Taxpayer's telephone number
  - e. Mailing address if different from the project location address.
  - f. Expected date of occupancy and exact date of occupancy when it occurs. Expected date of completion of rehabilitation or historical preservation or renovation and the exact completion date when it occurs.
  - g. Evidence that the home purchased is the taxpayer's primary residence.
- 4. Income tax exemption for the purchase, lease, rehabilitation, and/or historical preservation and renovation by a business or investor:
    - a. Business name (trade name, doing business as) or investor's name.
    - b. Taxpayer's telephone number
    - c. Mailing address if different from the street address identified in 1b above.
    - d. Legal name of business if different from trade name.
    - e. Federal employer identification number or (social security number, if a sole proprietor).
    - f. Type of entity (partnership; corporation; subchapter S corporation; cooperative; sole proprietorship; Limited Liability Company; limited liability partnership).
    - g. Expected date of purchase, lease, completion of rehabilitation and/or historical preservation and renovation, and the exact date when it occurs. For purchase with major improvements include the expected and final purchase date, the expected date of occupancy or first rental, and the final dates when they occur.

**NOTE: DCS reserves the right to reject an approved zone project or to continue negotiating its approval. When a project is approved by DCS, the local zone authority will be notified in writing.**

**NOTE: If after a project is approved and the property changes hands or a replacement project is approved during the up to eight-year exemption period, the city does need to have formal approval for the transfer or the replacement project and must provide a new Renaissance Zone Certificate of Good Standing from the Tax Department. The zone authority must also notify DCS if any other change occurs in the status of the business or investor that would affect the exemption approved. See Section XIV for guidance.**

# PROGRAM IMPLEMENTATION PROCEDURES

## 1. Submission of a Renaissance Zone Application:

There is no specific time frame for submission of an application for a city to receive a Renaissance Zone designation. An application consists of an application form (Appendix A), a Development Plan (See Appendix B for the plan format), and a resolution that the city will provide the tax exemptions and credits permitted in the Act (Appendix C). Applications are to be sent to DCS for review. DCS will review each application using the following criteria provided in the Act:

- a. The viability of the Development Plan.
- b. The incorporation and enhancement of unique natural and historic features into the Development Plan.
- c. Whether the Development Plan is creative and innovative in comparison to other applications.
- d. Public and private commitment to and other resources available for the proposed Renaissance Zone.
- e. How a Renaissance Zone designation would relate to a broader plan for the community as a whole.
- f. How the local regulatory burden, in particular that burden associated with the renovation of historic properties and that burden associated with mixed-use development, will be eased for developers and investors in the Renaissance Zone.
- g. The strategies for the promotion, development, and management of the zone, including the use of a local zone authority if designated.
- h. Any other information required by DCS.

DCS will involve other state agencies as deemed necessary and appropriate in the review of Renaissance Zone applications. DCS will make every effort to conduct an initial review of an application as expeditiously as possible, given availability of staff and the number of applications received. Applications will be reviewed in the order in which they are received.

DCS may approve, reject, or continue to negotiate an application for a Renaissance Zone designation. DCS may also change the requested duration period of the zone.

## 2. Memorandum of Agreement

- a. Upon approval of a Renaissance Zone designation, DCS will develop an MOA (Appendix D) to be signed by DCS and the city. This MOA will serve as an agreement on the part of the city to accept its responsibilities for managing the Renaissance Zone; for submitting required project information to DCS; for maintaining required records and information; for submitting all information requested by DCS for annual reports to the Interim Finance and Taxation Committee; and for permitting DCS to monitor all zone and fund activities as deemed necessary by DCS. Failure to comply with the provisions of the MOA may be grounds for DCS to withdraw the city's Renaissance Zone designation.

## 3. Submission of Approved Projects to the Office of the State Tax Commissioner.

- a. Each time the local zone authority or local governing body approves a zone project, the project information identified in Section XI of this Program Statement must be submitted to DCS for review and final project approval. DCS will maintain the information on all approved zone projects. As requested by the Office of the State Tax Commissioner, DCS will provide any information to the Office of the State Tax Commissioner required for use in processing tax returns for eligible Renaissance Zone tax exemptions and credits. The city must provide any additional information requested by the Office of the State Tax Commissioner.

## RECORDKEEPING FOR ANNUAL MONITORING AND REPORTING

1. Cities that have Renaissance Zone property located within a Tax Increment Financing (TIF) district must report on that property on an annual basis. The form can be found at [www.commerce.nd.gov/sites/www/files/documents/Community%20Services/Community%20Development/Renaissance%20Zone/SFN%2060123%20RZandTIFReport.pdf](http://www.commerce.nd.gov/sites/www/files/documents/Community%20Services/Community%20Development/Renaissance%20Zone/SFN%2060123%20RZandTIFReport.pdf). This report shall be submitted no later than August 1 of the following year.
2. Cities that have a TIF district must also provide a separate report about that District. The report can be found at [www.commerce.nd.gov/form/tif-report](http://www.commerce.nd.gov/form/tif-report).
3. Each city must provide an annual report on the progress of the Renaissance Zone. The information is to be collected and maintained by each zone authority as listed below. This information is to be reported yearly on a date to be determined by DCS, generally by March 1 of each year. Reporting can be done online at [www.commerce.nd.gov/form/renaissance-zone-annual-report](http://www.commerce.nd.gov/form/renaissance-zone-annual-report).
  - a. Number of new businesses created.
  - b. Number of existing businesses in the zone that expanded in the zone.
  - c. Number of businesses that expanded into the zone.
  - d. Number of new jobs created.
  - e. Number of new commercial residential buildings constructed and number of units.
  - f. Number of existing commercial residential buildings purchased and number of units.
  - g. Number of commercial residential buildings rehabilitated and number of units.
  - h. Number of commercial buildings or space in buildings, leased and amount of space leased.
  - i. Number of new residents.
  - j. Estimated increased value of properties declared as zone projects

## PROCEDURES TO TRANSFER STATE AND LOCAL TAX EXEMPTION AND CREDITS

If the owner or lessee of property who received approval for a zone project should vacate the property, the Renaissance Zone program contains a unique incentive to encourage a new qualified taxpayer to purchase or lease the property. Under N.D.C.C.40-63-03(6), the tax exemptions and credits approved for the original zone project may be transferred during the up to eight year eligibility period to another qualified taxpayer, **with the exception of historical tax credits, and non-participating property owner affected by a zone project.**

The following describes the procedures to request a transfer of the state and local tax exemptions and credits:

1. The new taxpayer must apply for the transfer.
2. The city must determine if the new taxpayer qualifies under the state program and the city's Development Plan. The city does not have to request formal approval from the city council or commission.
3. The city must notify DCS that the original taxpayer is no longer eligible for the tax exemption and provide a final date of eligibility.
4. The city must provide the following information:
  - a. Date business, investor, or homeowner vacated the property.
  - b. Date of transfer.
  - c. The new qualified taxpayer's name, address, telephone number and, as applicable social security or federal identification number.
  - d. A brief description of the new taxpayer's business or investment. No description is needed if the transfer is for a primary residence.
5. DCS will send a letter canceling the original taxpayer's eligibility and issue, under the same zone project number, an approval for the transfer. The approval letter will identify the remaining tax exemption eligibility period for the new qualified taxpayer.

## TECHNICAL ASSISTANCE

For questions  
concerning this  
Program Statement  
and the Development  
Plan contact:

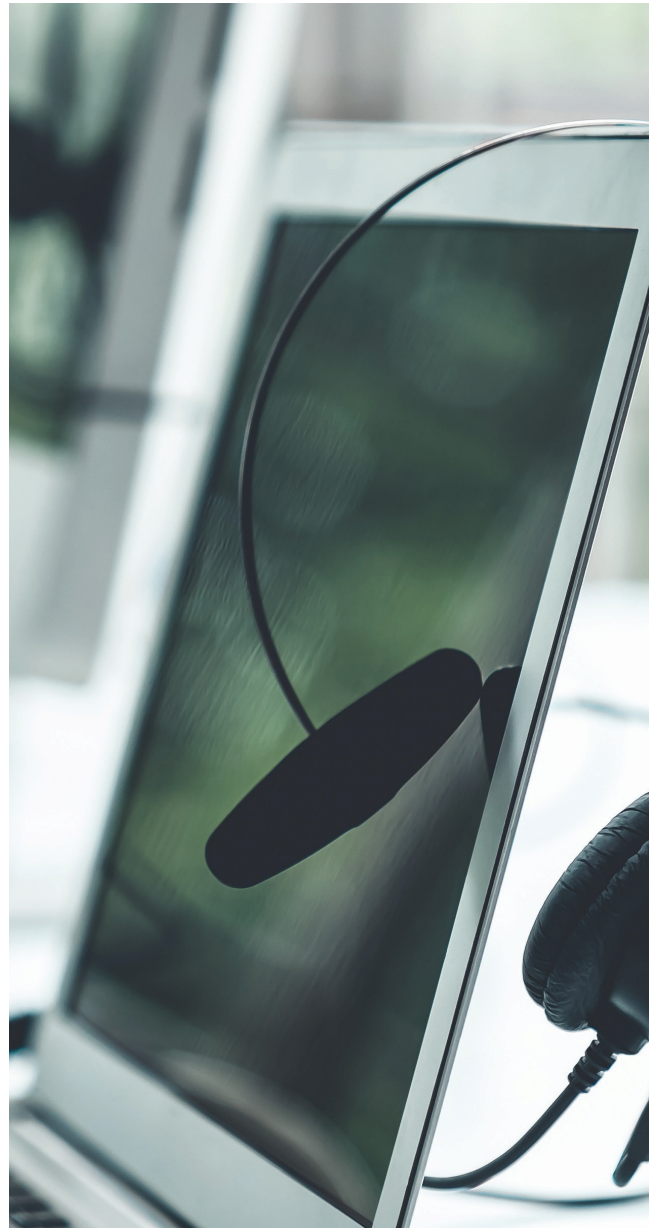
**Emma Cook**

North Dakota Department of Commerce  
Division of Community Services  
1600 East Century Avenue, Suite 6  
PO Box 2057  
Bismarck, ND 58502-2057  
(701) 226-6091  
ecook@nd.gov

For questions  
concerning the Tax  
Incentives, contact:

**Liliya Montgomery**

ND Office of the State Tax Commissioner  
16th Floor, State Capitol  
600 East Boulevard Avenue  
Bismarck, ND 58505-0599  
(701) 328-1296  
lmontgomery@nd.gov





# APPENDIX A

## NORTH DAKOTA RENAISSANCE ZONE APPLICATION AND DEVELOPMENT PLAN

\*A fillable PDF can be found at  
[NDgov.link/RenZoneApAndDevPlan](https://ndgov.link/RenZoneApAndDevPlan)

**RENAISSANCE ZONE APPLICATION/DEVELOPMENT PLAN**

NORTH DAKOTA DEPARTMENT OF COMMERCE  
DIVISION OF COMMUNITY SERVICES  
SFN 62332 (06/23)

APPLICANT			
City Name		Contact Person	
Address		City	State ZIP Code
Email Address		Telephone Number	
Brief Description of Proposed Renaissance Zone			
Number of Square Contiguous Blocks			
Number of Properties Targeted for Residential Use			
Single Family Units			
Multi-Family Units			
Number of Properties Targeted for Commercial Use			
Number of Targeted Historic Properties			
Proposed Zone Duration (Years)			

Approved By	
Name	Title
Signature	Date

<b>DEVELOPMENT PLAN</b>	
<b>1. Description of the Proposed Renaissance Zone</b>	
Provide a map which identifies the geographic boundaries and blocks in the proposed Renaissance Zone. Number each proposed block.	
A. To claim half blocks because of government buildings, identify the tax-exempt government buildings:	
RZ Block Number	Building(s)
B. Indicate for those properties to be initially targeted the types of projects the city wants to encourage in those properties.	
C. Provide a list of the natural and historical assets/sites in the zone, the location of each, and description of how they will fit into and be enhanced by the zone.	
D. Provide a description of any local regulatory burdens that may affect renovation of historic properties and the incorporation of mixed-use development, and how these burdens will be eased for developers and investors.	

## Development Plan

### I. Description of the Proposed Renaissance Zone

1. Provide a map which identifies the geographic boundaries and blocks in the proposed Renaissance Zone. Number each proposed block. To claim half blocks because of government buildings, identify the tax-exempt government buildings.
2. Provide an inventory of the buildings on each block indicating block number, owner, address and their present use and condition, and identify those properties to be initially targeted for projects. Indicate for those properties to be initially targeted the types of projects the city wants to encourage in those properties.
3. Provide a list of the natural and historical assets/sites in the zone, the location of each, and description of how they will fit into and be enhanced by the zone.
4. Provide a description of any local regulatory burdens that may affect renovation of historic properties and the incorporation of mixed-use development, and how these burdens will be eased for developers and investors.

### II. Management of the Renaissance Zone

1. Identify who will manage day-to-day Renaissance Zone activities and, the membership of the local zone authority, if one is established.
2. Describe how the city will market and promote its Renaissance Zone.
3. Describe how the city will monitor the progress of each zone project until it is completed.
4. Describe how the city will monitor projects during the up to eight-year tax exemption period for possible transfer of the tax exemption to another qualified taxpayer or for termination of the tax exemptions.
5. Describe how the city will maintain records on each Renaissance Zone project, to include collecting required reportable information (See Section XIII of the program guidelines).

### III. Goals and Objectives of the Zone

1. Describe what the city hopes to accomplish in its zone. Include a description of the city's vision for the area and the major activities such as rehabilitation of buildings, new construction, leasing of buildings, etc. it wants to encourage.
2. Describe how the city's goals and objectives for the Renaissance Zone fit into the overall comprehensive or strategic plans for the city.
3. Identify milestones or benchmarks to monitor progress of the Renaissance Zone in achieving the city's goals and objectives for the zone.

### IV. Selection of Projects in the Zone

1. For commercial zone projects describe the local requirements for project approval. These may include such things as a minimum cost per square foot for rehabilitation; requiring rehabilitation when someone purchases a building; job creation; an expected increase in property value after rehabilitation; landscaping; leasehold improvements; etc. The city may, with DCS approval, revise the selection criteria and local requirements.
2. For single-family zone projects, describe how the city will determine "primary residence," and describe any local requirements that must be met, such as rehabilitation or other work to increase property value in order to be approved as a zone project. The city may, with DCS approval, revise the local requirements.



3. Describe types of projects, if any, that the city will not approve for state and tax exemptions. One example might be not approving a purchase of a building that does not need to be rehabilitated, unless it is for the purpose of preventing a building from becoming vacant or for job retention or creation. Other examples might be not approving specific types of businesses or projects that only involve a purchase.
4. Describe the process for receiving, reviewing, and approving applications for zone projects to determine if they meet state and local requirements, and to assure that the purchase, rehabilitation, lease, and historical preservation and renovation has not started or been completed before local and state approval as a zone project.
5. Describe how projects will be reviewed to determine public benefit, and not just benefit to the taxpayer.
6. Describe the basis for determining the amount of local property tax to be exempted for up to eight years. Some examples are 100% exemption of the current taxes for eight years; 100% of the cost for improvements; some other percentage for purchases of buildings that don't require rehabilitation; a sliding scale exemption; different percentages for exemption for residential versus commercial; etc. Each potential zone project applicant must be able to determine from the description the amount of the exemption that will be approved for his or her potential zone project. The city, with DCS approval, may revise the property tax exemptions. At a minimum, cities must provide at least 50% property tax exemptions for five years; this may be 50% of the total value of the building or 50% of the cost of improvements.
7. State in the plan if the city will allow utility infrastructure projects. If the city will allow projects then the city must describe how they will monitor the approved projects in and outside the Renaissance Zone.
  - a. How they will work with the State Board of Equalization to determine the property tax exemption and what the property tax exemption is for the utility companies.

## **V. Local Commitment**

1. Describe the results of the final legal public hearing on the Development Plan. How many people attended? What issues were raised? How did the city address the issues?
2. Provide letters of support from the community. A letter of support from the school district and county must be included.
3. Provide a resolution from the city indicating that it will approve the tax exemptions and credits provided for in the Renaissance Zone Act (See sample resolution in Appendix C of the Renaissance Zone Program Statement).

**NOTE: DCS reserves the right to ask for additional information deemed necessary to review the Development Plan.**

**Please include a Table of Contents with your Development Plan that clearly identifies where to find the discussion of each of the above questions.**

*(Submit the original and one copy of the Development Plan).*

# **APPENDIX B**

SAMPLE RESOLUTION FOR  
THE ESTABLISHMENT OF A  
RENAISSANCE ZONE

**A RESOLUTION FOR THE ESTABLISHMENT OF A RENAISSANCE ZONE IN THE CITY OF \_\_\_\_\_**  
\_\_\_\_\_.

WHEREAS, the City of \_\_\_\_\_ recognizes the need to encourage investment within a defined geographic area of its jurisdiction that needs to be revitalized, and

WHEREAS, the Renaissance Zone Act (North Dakota Century Code (N.D.C.C.) ch. 40-63 authorizes cities to apply to the Division of Community Services (DCS) for the designation of an area within their respective political boundaries as a Renaissance Zone and, as a precondition of such application, to enact a resolution which provides within the designated and approved Renaissance Zone state income tax and local property tax exemptions, historical tax credits, and, if applicable, investment tax credits in a Renaissance Fund Organization, which resolution will be contingent upon DCS approval of the application, and

WHEREAS, enactment of such exemptions and credits will result in improving the economic, physical, and social conditions with the proposed Renaissance Zone, and

NOW, THEREFORE, BE IT RESOLVED by the City of \_\_\_\_\_, that, contingent upon DCS approval of the city's Renaissance Zone application, the city will approve the tax exemptions and credits provided for in the Renaissance Zone Act.

ENACTED by the \_\_\_\_\_ (council or commission) of the City of \_\_\_\_\_  
\_\_\_\_\_ North Dakota, this day of \_\_\_\_\_  
2021 (or other year).

ATTEST:

\_\_\_\_\_ By: \_\_\_\_\_

# **APPENDIX C**

## **SAMPLE MEMORANDUM OF AGREEMENTS**



RENAISSANCE ZONE MEMORANDUM OF AGREEMENT

Between  
The North Dakota Division of Community Services and  
The City of \_\_\_\_\_

This Memorandum of Agreement (MOA) between the North Dakota Department of Commerce Division of Community Services (DCS) and the City of \_\_\_\_\_ (City), effective \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_, establishes a Renaissance Zone for the City (see attached map) pursuant to N.D.C.C. 40-63. The City's Development Plan and any related Renaissance Zone goals as submitted and approved by DCS are binding as if those items were set out at length in this MOA.

The City agrees that it will fulfill its responsibilities under the Renaissance Zone Program Statement. The City further agrees that it will follow its Development Plan as submitted to DCS, that it will provide all requested information to DCS, and that it will meet its obligations under

N.D.C.C. 40-63. If the City does not fulfill these requirements, or if the City fails to make adequate progress after the DCS provides 90 days written notice that its progress has been inadequate, then DCS may take action against the City. This action may include canceling Renaissance Zone approval for future projects as outlined in Part X, Paragraph 18, of the Program Statement.

If N.D.C.C. 40-63 is amended or repealed by the Legislative Assembly, all changes will apply to the Renaissance Zone or to this MOA automatically on the effective date of the legislation. Any changes to the Development Plan, or to any other matter, required by any legislative changes, must be made in writing and signed by both parties. The failure of the parties to agree to any changes required by legislation before the effective date of the legislation will automatically terminate Renaissance Zone approval without further action by DCS, unless DCS waives the termination in writing. Any project or investment completed before the effective date of any legislative changes is grand fathered under the prior law unless the new law requires otherwise.

\_\_\_\_\_  
Director  
Division of Community Services

\_\_\_\_\_  
Mayor City of

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

# APPENDIX D

## PROCEDURES TO OBTAIN A CERTIFICATE OF GOOD STANDING FROM THE OFFICE OF STATE TAX COMMISSIONER

\*A fillable PDF can be found at [NDgov.link/RenZoneTaxForm](https://ndgov.link/RenZoneTaxForm)



# REQUEST FOR RENAISSANCE ZONE CERTIFICATE OF GOOD STANDING OR STATE TAX CLEARANCE RECORD

OFFICE OF STATE TAX COMMISSIONER  
SFN 28220 (04-2020)

**ND Tax Department  
Use Only**

☐ Approved  
☐ Not approved

## Part 1 - Type of request

This is a request for a: *(Check applicable box)*

**A. ☐ Renaissance zone certificate of good standing (N.D.C.C. §§ 40-63-11 and 57-01-15.1)**

Check this box if you need a certificate of good standing because you are applying for an income or property tax exemption or income tax credit under the Renaissance Zone Program.

**B. ☐ Non-renaissance zone property tax exemption state tax clearance record (N.D.C.C. § 57-01-15.1)**

Check this box if applying for one of the following property tax exemptions. Also check the exemption being claimed.

- ☐ New or expanding business property tax exemption under N.D.C.C. ch. 40-57.1.  
☐ Development or renewal area property tax exemption (tax increment financing) under N.D.C.C. ch. 40-58.

## Part 2 - Taxpayer information

Legal Name of Taxpayer *(If a sole proprietorship, enter name of individual who owns the business.)*

Trade or Doing Business as Name, if Different from Legal Name Above

Current Mailing Address

City

State

ZIP Code

Type of Entity

1. ☐ Individual *(or Sole Proprietorship)*  
2. ☐ Regular (C) Corporation  
3. ☐ Partnership *(all Types)*  
4. ☐ Subchapter S Corporation  
5. ☐ Estate or Trust

6. ☐ Limited Liability Company *(Filing as a Partnership)*

7. ☐ Limited Liability Company *(Filing as an S Corporation)*

8. ☐ Limited Liability Company *(Treated as a Disregarded Entity) - Identify Owner Below:*

Owner's Name: \_\_\_\_\_

Owner's Social Security Number or FEIN: \_\_\_\_\_

9. ☐ Other *(Identify)* \_\_\_\_\_

**Important:** Except for an individual (or sole proprietorship), all taxpayers must complete Part 3 on page 2.

Social Security Number *(of Individual or Owner of Sole Proprietorship)*

Federal Employer Identification Number (FEIN)  
*(If a Sole Proprietorship, Enter FEIN if it has one)*

Is taxpayer a newly created business this year? ☐ Yes ☐ No

If taxpayer is a business, what is the principal business activity? \_\_\_\_\_

Did taxpayer file a North Dakota income tax return for the most recent tax year? ☐ Yes ☐ No

*(If a newly created business this year, skip this question.)*

If no, explain \_\_\_\_\_

Does (or will) taxpayer sell tangible personal property or services for which North Dakota sales tax must be collected from the customer? ☐ Yes ☐ No

If yes, has taxpayer applied for or obtained a North Dakota sales tax permit? ☐ Yes ☐ No

If no, explain \_\_\_\_\_

Does (or will) taxpayer have employees whose wages are subject to North Dakota income tax withholding? ☐ Yes ☐ No

If yes, has taxpayer registered for North Dakota income tax withholding? ☐ Yes ☐ No

If no, explain \_\_\_\_\_

Taxpayer's Signature

Date

Printed Name of Taxpayer

Contact Telephone Number

**Mail request to:** Individual Income Tax Section  
Attn: Supervisor  
Office of State Tax Commissioner  
600 E. Boulevard Ave.  
Bismarck ND 58505-0599

**Or fax request to:** 701.328.1942

**Important:** The renaissance zone certificate of good standing or state tax clearance record will only be sent to the taxpayer or to the taxpayer's designated representative shown on a North Dakota Form 500 attached to this form.

# APPENDIX E

## POLICY ON DELETING BLOCKS FROM A RENAISSANCE ZONE

## POLICY ON DELETING BLOCKS FROM A RENAISSANCE ZONE

The purpose of the Renaissance Zone program is to provide a variety of state and local tax incentives to encourage the revitalization of a specific designated area of a city. This area is identified by a city through a planning process called a Development Plan. The area designated is generally based on a vision for the area established by the city, taking into consideration the general conditions and uses of the buildings in the area; availability of vacant properties and buildings; the potential for attracting new residents and businesses; and the potential of the area to enhance the overall attractiveness of the city. The Development Plan is intended to serve as the guide for the city in promoting the revitalization of the area and in targeting the state and local tax exemptions to make the city's vision for the area become a reality over a period of fifteen years.

Planning fifteen years into the future is not an easy task, and planning should never become stagnant. As time goes by, situations change, and a good planning process needs to be able to react to changing times. When the Renaissance Zone law was first enacted, it did not provide for the ability to change. Once designated, the blocks within the zone could never be changed. In 2001, the Legislature recognized the need to provide a city with the ability to rearrange its Renaissance Zone by permitting the deletion of a block(s) that the city determined is not "progressing" after five years of having a zone, and then permitting adding another contiguous block(s) that might have a better chance to produce results consistent with the city's vision. In 2003, the Legislature once again recognized how difficult it is to project into the future by permitting a city to request the deletion of a non-progressing block(s) and adding another contiguous block(s) at any time.

Since the Renaissance Zone program is all about planning for the revitalization of a specific targeted area, an inherent conflict arises when a city begins to request an adjustment to its zone boundaries based on a short-term view of the potential for projects to materialize. It changes the entire nature of the program from one of planning for the revitalization of a specific area, to one of potentially simply reacting to projects that pop up in other contiguous blocks not currently in the zone. This is not to say that the projects are not consistent with the vision, goals and objectives of the zone, especially since they are contiguous to the zone, but requesting an adjustment based primarily on a short-term opportunity certainly is not consistent with the intent of the program, and could have a negative impact on the block(s) that is deleted.

Our current position is that a deleted block may not be reinstated in a city's Renaissance Zone. This position is based on our interpretation of the definition of "deleted," and on our desire to maintain the planning nature of the program, as opposed to turning it into a program that simply reacts to projects. Recently we have been asked if we would consider permitting a deleted block to be reinstated at a later date if projects materialize. Recognizing that situations do change over time; that it is difficult to project fifteen years into the future; and that deleted and added blocks are still within the general area of the original planned zone, we are establishing the following policies for requesting the deletion of a block(s) and the potential reinstatement of the deleted block(s):

- 1. Requesting deletion of a block(s):** To determine that a block is not progressing, the city must describe its efforts to encourage zone projects in the block; why the city believes that no zone projects will occur in the block during the remaining life of the zone; and how deleting the block will change their Development Plan. The city must give the public an opportunity to provide comments on the deletion of the block; provide the results of the public hearing or comment period; provide letters of support; and revise its Development Plan to reflect the deletion of the block. While the Renaissance Zone law does not specify a minimum number of years for a zone to be in existence before being able to request the deletion of a block, a request from a city with a zone for less than five years will require more justification. A request to delete a block simply to accommodate one potential project on another contiguous will not be approved, unless the project encompasses the entire block.
- 2. Requesting the addition of another contiguous block(s):** The city must describe why the contiguous block has been selected to replace the deleted block; revise its Development Plan to provide information about the new block, to include a building inventory and how the new block fits into the vision, goals and objectives of the zone; provide an opportunity for the public to submit comments on the addition of the contiguous block; and provide letters of support for the addition of the contiguous block. The addition of a new block by deleting an existing zone block must be based on the potential for multiple projects, except where a project encompasses the entire new block. The request to add a new block must thoroughly describe potential projects.
- 3. Requesting the reinstatement of a deleted block(s):** The city must describe what changes occurred to warrant reinstating the block; provide the public with an opportunity to provide comments; provide letters of support; and revise its Development Plan to reflect reinstatement of the block, to include providing a building inventory. A request to reinstate a previously deleted block must be accompanied by a request to delete an existing block.



# APPENDIX F

## RENAISSANCE ZONE PROJECT APPLICATION

\*A fillable PDF of this form can be found at

[NDgov.link/RenZoneProjectForm](https://ndgov.link/RenZoneProjectForm)

# RENAISSANCE ZONE PROJECT APPLICATION

NORTH DAKOTA DEPARTMENT OF COMMERCE  
DIVISION OF COMMUNITY SERVICES  
SFN 59291 (06/23)

**To receive Division of Community Services' (DCS) approval on zone projects, the following information must be submitted to DCS.**

1. Type of project		
Business <input type="checkbox"/>	Residential <input type="checkbox"/>	Utility Infrastructure Project (UIP) <input type="checkbox"/>
2. If this is a UIP, project is the applicant a Renaissance Zone project?    Yes <input type="checkbox"/> No <input type="checkbox"/>		
a. To be considered a Renaissance Zone project, the project would need to take place in the Renaissance Zone and be a utility company.		
b. If this is a property owner affected by a UIP not participating in a Renaissance Zone project, is the property owner in the Renaissance Zone?    Yes <input type="checkbox"/> No <input type="checkbox"/>		
3. Applicant Information		
Name of applicant(s) or business name		
If business, type of entity (Provide a copy of the Certificate of Good Standing from Tax Department)		
<b>Address and renaissance zone block number as it appears in the development plan property listings.</b>		
Address	City	Renaissance Zone Block
4. For residential projects provide evidence that the home purchased is the taxpayer's primary residence.		
5. Project Type		
a. Purchase (to include new construction) <input type="checkbox"/>		
b. Purchase with major improvements <input type="checkbox"/>		
c. Lease <input type="checkbox"/>		
i. What type of lease?		
New <input type="checkbox"/> Expansion <input type="checkbox"/> Continuation of a Lease <input type="checkbox"/> Leasehold Improvement <input type="checkbox"/>		
If this an expansion, what is the additional square feet of the expansion? _____		
ii. If it is a lease project, does it involve the relocation of a business from one location in the city to the Renaissance Zone or from one zone property to another zone property?    Yes <input type="checkbox"/> No <input type="checkbox"/>		
d. Rehabilitation		
i. Commercial 50% or more of the true and full value <input type="checkbox"/>		
Or		
ii. Commercial 75% or more of the true and full value <input type="checkbox"/>		
Or		
iii. Residential 20% of the true and full value <input type="checkbox"/>		
iv. Current true and full value \$ _____		

# APPENDIX G

Record Keeping for Annual  
Monitoring and Reporting  
Information must be reported  
to DCS by March 1 for the  
previous calendar year.

Visit [NDgov.link/RenZoneAnnualReport](https://ndgov.link/RenZoneAnnualReport)

