

- Strategic residential inventory clearance;
- Vacant land greening, community gardens, urban agriculture; and
- New and restorative green buildings.

### THE APPLICATION PROCESS

Applicants must submit all items noted here as part of the application:

- Current owner's name, address and telephone number;
- Description of the site's prior use (if known);
- A description of the property and a narrative describing the proposed project;
- Site location map;
- The property tax account number;
- Description of the proposed site environmental investigation services;
- A completed USEPA Region 2 Property Approval Form for the site;
- A description of the timetable for undertaking the work;
- Completed Phase I environmental site assessment (if available);
- Statement of Legal Interest in the property (from the owner or major tenant);
- Property owner authorization to proceed and allow the City and Consultant site access; and
- Preliminary redevelopment and site plans (if applicable).

### ADDITIONAL INFORMATION REQUIRED FOR HOUSING PROJECTS:

- Written request to enter the program;
- Sources and uses;
- Amount of City assistance requested;
- Sketched elevations and plans;
- Project pro forma; and
- Development team members and roles.

**Additional information** that may be required for applications containing Phase II Studies and/or Feasibility Analyses includes:

- Proposed sources and uses of funds for the redevelopment/housing project;
- Economic benefits of the proposed reuse plan;
- Current personal financial statement for anyone owning more than 20% of the business; and
- Applicant's profit & loss statements and balance sheets for the prior three years (upon request).

### CONTACT:

To obtain an application or more details from the City's Neighborhood and Business Development Department contact **Karen Altman** for Industrial and Commercial Projects at [altmank@cityofrochester.gov](mailto:altmank@cityofrochester.gov) (585) 428-6967

OR

**Carol Wheeler** for Housing Projects at [wheelc@cityofrochester.gov](mailto:wheelc@cityofrochester.gov) (585) 428-6152

To obtain technical information regarding Brownfield matters contact **Mark Gregor** of the City's Environmental Quality Division at [mgregor@cityofrochester.gov](mailto:mgregor@cityofrochester.gov) (585) 428-5978



The Brownfield Assistance Program is funded with grants from the U.S. Environmental Protection Agency and administered by the City of Rochester, N.Y.

**Questions? Call 311 • [www.cityofrochester.gov](http://www.cityofrochester.gov)**

Outside the city call (585) 428-5990

**B**elieve.

 **City of Rochester, NY**  
Lovely A. Warren, Mayor  
Rochester City Council




**City of Rochester, New York**

Department of Neighborhood and Business Development and the Department of Environmental Services

## Brownfield Assistance Program





Spaces can go from vacant  
or underutilized...

...to prime industrial or  
commercial property.



## Here's Low-Cost Help For Reducing Risk in Buying, Selling or Redeveloping Property!

### Brownfield Assistance Program (BAP)

The objective of the program is to attract businesses, developers and investors who can develop and reuse underutilized land, while contributing to the city's economic health.

If you're considering buying, selling or redeveloping **property** that needs environmental assessments or cleanup cost estimating, there's a City program that can help.

### INVESTMENT INCENTIVES

Funded under a U.S. Environmental Protection Agency grant, the program provides companies selling or seeking property with financial and technical aid

for investigating environmental conditions to help evaluate a project's feasibility.

### Under the Brownfield Assistance Program The City...

- Retains environmental consultants to perform pre-remedial site investigations and services;
- Provides these services to applicants on a favorable cost-sharing basis; and
- Gives priority to projects that will provide benefits that best reflect the City's economic development and housing goals.

### The What & Where

BAP projects must be for job creating, property tax-producing, housing, or other beneficial uses on sites located within areas of priority for the

City's Neighborhood and Business Development Department. Real estate taxes must be current for housing projects. Properties or uses that violate Federal, State, County or City codes, ordinances or laws are ineligible. BAP applicants who do not yet own the property must submit written consent from the owner for environmental investigation services.

### Eligible Applicants

The applicant may be a corporation, partnership or sole proprietorship who either owns or is actively considering purchase of the property for reuse. Publicly owned, non-profit or for-profit entities may apply for housing projects.

### Eligible Activities

Pre-cleanup activities qualifying for assistance include:

- Environmental assessments, including Phase I & Phase II investigations;
- Subsoil and geotechnical investigations;
- Cleanup cost estimates;
- Concept plans for site cleanup and reuse;
- Legal costs associated with the above uses.

*Note: Actual cleanup activities are NOT eligible for BAP assistance.*

### Brownfields Assistance Program consultants

are paid directly by the City for eligible environmental services provided to applicants. Upon approval of the application the selected BAP consultant will prepare a proposal and budget that

both the applicant and the City review and approve. Approved applicants also sign a service agreement that requires paying a fee to the City 1/3 of the cost for the consultant's services (unless the fee is waived).

### Waiving Service Agreement Fees When Conditions Merit

Within a time period specified in the service agreement, the applicant may notify the City that it has terminated the proposed redevelopment project based on the discovered environmental conditions. **If such notice is made, the applicant's obligation to pay the service fee equal to 1/3 of the City's investigation costs will be cancelled.**

*Note: All reports generated become property of the City, with copies provided to the applicant.*

### Projecting Success/Public Benefits

The applicant must submit a development plan that demonstrates the proposed project's financial viability and quantifies projected economic and housing benefits to the community, along with fund sources and uses. Economic, housing and community benefits may include:

- Reuse of vacant/underutilized industrial or commercial space or property;
- Amount of investment at the site;
- Increased property assessments;
- Increase in annual tax revenue;
- Jobs created & retained;
- Jobs earmarked for city residents;