



TIRZ INCENTIVES APPLICATION & CHECKLIST



Fill in all blanks below and check applicable boxes for each item. All fields must be completed; "see attached" is not an appropriate response. Incomplete applications will not be processed.

SECTION 1: PROPERTY INFORMATION

Business Name: _____ Date: _____

Business Owner (if different from above): _____

Business Address: _____ Mailing Address _____

Business Phone: _____ Secondary Phone: _____

Email: _____ Fax: _____

Property Owner: _____

Remit incentive payment(s) to: Property Owner Business Owner

NOTE: A W-9 for the applicable party checked above is a requirement of this application. Applications will not be accepted without this information.

SECTION 2: ELIGIBILITY INFORMATION

This property falls within the: TIRZ - North Eligibility Area TIRZ - South Eligibility Area

(NOTE: See attached maps)

Indicate if your project fits into one or more of these development categories & how it meets the description of that category:

CATEGORY A - OFFICE/WORKFORCE - contributes new jobs and/or significant floor space for offices. _____

CATEGORY B - RESTAURANT - contributes an additional type of cuisine or dining opportunity. _____

CATEGORY C - HOUSING/HOTEL - contributes housing units for residential living. _____

SECTION 3: INCENTIVE CATEGORIES

Below are the various types of incentives to which the requested funding may be applied. Carefully review the TIRZ Incentive Policy adopted 07/21/15, specifically pages 4 & 5, and familiarize yourself with each type of incentive category. Please indicate below which item(s) you propose the amount in Item 4C below (& included in more detail in Worksheet B) be utilized for.

- | | | |
|--|---|---|
| <input type="checkbox"/> Sales Tax | <input type="checkbox"/> Development Fee Reductions | <input type="checkbox"/> Secondary Egress |
| <input type="checkbox"/> Asbestos Abatement | <input type="checkbox"/> Sprinkler & Monitored Smoke Alarm System | <input type="checkbox"/> Paving |
| <input type="checkbox"/> Outside Storage Screening | <input type="checkbox"/> New Sign Installation | <input type="checkbox"/> Landscape Installation |
| <input type="checkbox"/> Facade Improvement | <input type="checkbox"/> Property Tax | |

SECTION 4: FUNDING LEVEL

The funding level, as described on pages 2 & 3 of the TIRZ Incentive Policy adopted 07/21/15 outlines the various procedures required for each proposal, determines the procedure for consideration and action.

4A. This proposed project is submitted, with a request for funding:

- Which is less than \$10,000;
- Which is equal to or more than \$10,000.

4B. The total estimated project cost is: _____, as detailed on Worksheet A, attached. This includes any match required as outlined in the TIRZ Incentive Policy.

4C. The amount of funding requested is: _____, as detailed on Worksheet A, attached.

SECTION 5: CRITERIA FOR EVALUATION OF APPLICATION

These criteria are also outlined on pages 2 & 3 of the TIRZ Incentive Policy adopted 07/21/15 and are to be utilized in the preparation of required documents as outlined in Section 6 of this application. Applicant is responsible for demonstrating which criteria are applicable to the proposed project and why. Proposed projects submitted during the application window will be ranked and the highest ranked will be considered for funding first. Rankings will be determined as outlined on page 2 of the TIRZ Incentives Policy

Does the proposed project:

- Provide connections between activities?
- Improve pedestrian & vehicular infrastructure?
- Provide or reinforce usable & defined open space?
- Strengthen the focus area's identity?
- Support the goals of making the area a cultural, leisure, and tourist destination?
- Improve the utilities and/or drainage infrastructure?
- Remediate environmental deficiencies or enhance public safety?
- Promote mixed-use development?
- Utilize architectural styles that compliment to historic areas already in existence?
- Help to mitigate or eliminate undesirable views or outside storage?
- Reduces the visual impact of parking areas?
- Preserve or provide natural landscaping?
- Implement environmentally-friendly features, such as green building materials, rainwater harvest, or low-energy heating and cooling?
- Include an aggressive match by the applicant, in excess of what is minimally required?

Specific to Category A, does the proposed project:

- Attract energy sector employers to the district?
- Utilize existing buildings already equipped for infill development?
- Generate activity on north side of downtown and around rail line, as suggested in the Downtown Master Development Strategic Plan?

Specific to Category B, does the proposed project:

- Provide a type of cuisine not already provided in the district?
- Generate daytime - as well as nighttime - activity?
- Provide unique dining experiences that not only provide a service, but act as a draw for tourism?

Specific to Category C, does the proposed project:

- Utilize public-private financing?
- Enhance the historic features of adjacent areas?
- Provide connections from downtown to Arts/Historic District?

SECTION 6: CHECKLIST OF REQUIRED DOCUMENTS

The following documents - in addition to a completed application - are minimum requirements. Incomplete submittals WILL NOT BE REVIEWED for funding. Work may not begin until a Letter to Proceed is received (see page 2 of the TIRZ Incentive Policy adopted 07/21/15).

- SUMMARY: a written summary outlining the overall scope of work to be performed;
- APPLICATION: completed & signed application (this document);
- W-9: used for establishing an account for payment by the City of San Angelo;
- NARRATIVE: used to demonstrate how the proposed project meets the criteria you selected as applicable in Section 5
- PROJECT BUDGET: a detailed accounting, using Worksheet A, of how the amount requested in Item 4C on the previous page would be applied to the incentive categories identified in Section 3 above, and how the match would be utilized. Note that the total must match the amount listed in Item 4B on the previous page.

SECTION 7: STATEMENT OF UNDERSTANDING:

1. I agree to comply with guidelines and procedures of the TIRZ Incentives Program, and acknowledge that I have reviewed and understand the current policy (adopted 07/21/15 by City Council).
2. I understand that no work on the proposed project may begin until and unless an official Letter to Proceed is provided to me. Any other work done is ineligible for funding. I further understand that no such document will be issued until an agreement reiterating the requirements of this policy is executed by all parties.
3. I understand that neglecting to provide all information required in and by this application will invalidate my application entirely.
4. I understand that I must submit cost documentation - including evidence of estimated costs as part of the budget, and including paid invoices and/or receipts from contractors after the work is complete - in order to comply with the requirements of this program. I further understand that the City may contact contractors and subcontractors to ensure they have been paid.
5. I acknowledge the deadlines outlined on page 2 of the TIRZ Incentives Policy and realize that my funding proposal may be denied, partially approved, or approved, and is subject to funding availability.
6. I acknowledge that all documents as outlined in this application are minimum requirements and that incomplete applications will be rejected and returned immediately.

Signature of Property Owner _____ Date: _____

SECTION 6: REPRESENTATIVE:

I hereby designate _____ as my representative on this project and prefer that any communication regarding this project be addressed to them directly. They may be reached at: _____

After you have completed this application and submitted the required bids and exhibits, please mail or deliver this information to the Economic Development Department at 69 N. Chadbourne St. Within seven business days, we will contact you regarding any additional information and make arrangements to provide you with a written agreement for signature between you and the City of San Angelo.

FOR OFFICE USE ONLY:

COMPLETE? Y N _____ SIGNATURE OF PLANNING & DEVELOPMENT ADMINISTRATOR _____ DATE _____