



# 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)

For the South Area only, 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. \_\_\_\_\_  
\_\_\_\_\_

CATEGORY D - RETAIL/SALES - contributes a commercial business. \_\_\_\_\_  
\_\_\_\_\_

### 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 09/19/2023*, specifically the different incentive types available. Please indicate below which item(s) you propose based on your funding request (Item 4C below & included in more detail on Worksheet B).

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Facade Improvement    | <input type="checkbox"/> Outdoor Storage & Screening                                 | <input type="checkbox"/> Secondary Egress                         |
| <input type="checkbox"/> Historic Preservation | <input type="checkbox"/> Paving (part of a larger project and meet ADA requirements) |   |
| <input type="checkbox"/> Asbestos Abatement    | <input type="checkbox"/> Landscape Installation                                      | <input type="checkbox"/> Sprinkler & Monitored Smoke Alarm System |
| <input type="checkbox"/> Sales Tax             | <input type="checkbox"/> Property Tax Abatement                                      | <input type="checkbox"/> Development Fee Reductions               |

### SECTION 4: FUNDING LEVEL

The funding level, as described in TIRZ Incentive Policy, outlines the various procedures and requirements for a proposal.

4A. The amount of funding requested is:

- Less than or equal to \$10,000
- Less than or equal to \$25,000
- More than \$25,000

4B. The total estimated project cost is: \_\_\_\_\_.

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

4D. The amount of proposed match (which must be TIRZ-eligible expenses) 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 09/19/23 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?
- Reduce 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?

**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.

- 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 and 4D 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 totals for items 4C and 4D and CANNOT include non-eligible items for funding or match.
- DHRC LETTER OF APPROVAL: If the project is within the Downtown Design District, the River Corridor District, a historic overlay zone, or any other district in which projects must be reviewed by the City's Design and Historic Review Commission (DHRC), a letter of approval for the project **MUST BE PROVIDED** with your application. **Applications that require DHRC approval for which no approval has been obtained WILL NOT BE CONSIDERED.** Please contact the City's Planning and Development Services Department to assist in determining if such approval is required.

**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 September 19, 2023 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 that my funding proposal may be denied, partially approved, or fully 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.

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 exhibits, please mail or deliver this information to Planning and Development Services located at 52 W College Ave. The City may, at their discretion, request additional information regarding this application. Failure to provide such information in a timely manner may result in delay or rejection of your application.*

**FOR OFFICE USE ONLY:**

COMPLETE? Y N \_\_\_\_\_ SIGNATURE OF DEVELOPMENT SERVICES COORDINATOR \_\_\_\_\_ DATE \_\_\_\_\_