

INSTRUCTIONS FOR APPLYING FOR
TAX INCREMENT FINANCING IN A
PRE-EXISTING TIF DISTRICT

An applicant for Tax Increment Financing for a project to be located in a pre-existing TIF area must apply in writing on the applicant's letterhead, signed by an appropriate officer, and shall fully provide the information required below.

1. State the name and address of applicant, and if other than a sole proprietor, the name, address of the principal owners. Designate the name, address, and phone number of a contact person.
2. Give a brief history of the applicant's operations locally and, if applicable, elsewhere.
3. Describe the location and full description of the proposed TIF project. Include itemized list of costs of construction, compliance with City zoning ordinance and building codes, duration of the construction and estimated date of completion. State intention to comply with prevailing wages for construction labor.
4. List by category, type and cost of estimated eligible reimbursable TIF expenses (See attachment).
5. State the impact upon current level of applicant's employment: numbers, job classification, skilled or technical employees, etc.
6. Give an assessment of financial or other impact of the proposed project on, or any increased demand for, services from any taxing district affected by the proposed project, and address or propose a program or solution to meet any such impact or increase demand.
7. Describe the source of funds available to pay for the costs of the project; if TIF financing is sought, state why the proposed project cannot be developed by private enterprise without assistance under the TIF Act, and any other justification for such financial assistance.
8. The most recent equalized assessed valuation of the site of the proposed project, and the estimated fair market value of the site after the completion of the project.
9. Declare a commitment to fair employment practices and an affirmative action plan.
10. Give a general statement of impact upon and benefits to the community as a whole and the taxing bodies specifically.