



# TIRZ NORTH 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 on this application. Applications will not be accepted without this information

## SECTION 2: PROJECT CRITERIA FOR EVALUATION OF APPLICATION:

These criteria are also outlined on page 1 of the TIRZ North Incentives Policy and are to be utilized in the preparation of required documents as outlined in Section 4 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 4 of the TIRZ North Incentives Policy.

Does the proposed project:

- Provide connections between activities?
- Improve pedestrian & vehicular infrastructure?
- Provide or reinforce usable & defined 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?

## SECTION 2: PROJECT CRITERIA FOR EVALUATION OF APPLICATION (cont.)

- Utilize architectural styles that compliment 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 3: INCENTIVE TYPES

Below are the various types of incentive to which the requested funding may be applied. Carefully review the TIRZ North Incentives Policy, specifically pages 1 and 2, and familiarize yourself with each type of incentive category. Please indicate below which item(s) you propose for the amount of funding requested in Item 4C (under Award Amounts on page 3 and included in more detail in Worksheet A) to be utilized for.

- |   |  |
|---|--|
| <input type="checkbox"/> Façade Improvement                             | <input type="checkbox"/> Asbestos Abatement                            |
| <input type="checkbox"/> Landscape Installation                         | <input type="checkbox"/> Fire Sprinkler & Monitored Smoke Alarm System |
| <input type="checkbox"/> Historic Preservation                          | <input type="checkbox"/> Sales Tax                                     |
| <input type="checkbox"/> Outside Storage Screening                      | <input type="checkbox"/> Property Tax                                  |
| <input type="checkbox"/> Paving (as part of an overall funding package) | <input type="checkbox"/> Job Creation Incentives                       |
| <input type="checkbox"/> Secondary Egress                               | <input type="checkbox"/> Development Fee Reductions                    |

## SECTION 4: CHECKLIST OF REQUIRED APPLICATION 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 on incentive items requested until a Letter to Proceed is received. (See page 4 of the TIRZ North Incentives Policy).

- APPLICATION: Completed & signed application (this document)*
- PROJECT BUDGET: A detailed accounting, using Worksheet A, of how the amount requested in Item 4C would be applied to the incentive categories identified in Section 3, and how the match would be utilized. Note that the total must match the amount listed in Item 4B*
- RENDERINGS/ELEVATION DRAWINGS: Sketches, drawings, or pictures of the work to be performed must be provided, (what the project will look like when complete)*
- CURRENT PHOTOS*
- W-9: Used for establishing an account for payment by the City of San Angelo.*
- NARRATIVE/SUMMARY: Used to demonstrate how the proposed project meets the criteria you selected as applicable in Section 2.*
- ZONE/IMPACT STATEMENT: Projects the activity and economic benefit that will be generated as a direct result of the completion of the project.*
  - *Activities/benefits generated by the Project*
  - *Activities/benefits of adjacent properties*

**SECTION 4: CHECKLIST OF REQUIRED APPLICATION DOCUMENTS (cont.)**

- *How the project will enhance the District*

- CURRENT APPRAISED VALUE OF THE SUBJECT PROPERTY: \_\_\_\_\_
- PRIOR TIRZ FUNDING: (if applicable) that has been previously awarded to the property applying

**SECTION 5: AWARD AMOUNTS**

The funding level, as described on page 4 of the TIRZ North Incentives Policy, outlines the various procedures for each proposal and determines the procedure for consideration and action.

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

- Which is less than or equal to \$10,000
- Which is greater than \$10,000

4B. The total estimated project cost is \_\_\_\_\_, as detailed in Worksheet A. This includes any match required as outlined on page 4 of the TIRZ North Incentives Policy

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

**SECTION 6: STATEMENT OF UNDERSTANDING**

1. I agree to comply with the guidelines and procedures of the TIRZ Incentives Program, and acknowledge that I have reviewed and understand the current TIRZ North Incentives Policy
2. I understand that no work on the approved incentive items can begin until and unless an official Letter to Proceed is provided to me. Any other work done on approved incentive items 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.
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 or subcontractors to ensure they have been paid.
5. I acknowledge the deadlines outlined on page 3 of the TIRZ North Incentives Policy and realize that my funding proposal may be denied, partially 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 7: 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 all of the items outlined in Section 4 of this application, please call Shannon Scott in the Economic Development Department at 325-653-7197 ex. 4 to schedule a meeting to review all documents.*

**FOR OFFICE USE ONLY:**

COMPLETE?    Y        N

\_\_\_\_\_  
SIGNATURE OF ECONOMIC DEVELOPMENT SPECIALIST

\_\_\_\_\_  
DATE