

CITY OF STILLWATER
TAX INCREMENT FINANCING DISTRICT #3
APPLICATION FOR ASSISTANCE IN DEVELOPMENT FINANCING

This Application must be fully completed before submission to the City of Stillwater City Clerk at 723 S. Lewis Street, Stillwater, Oklahoma. The omission of requested information will result in delays. Please include any supplemental information, as may be necessary for purposes of analysis

For guidance or questions, contact the following:

Deputy City Manager Melissa Reames
Melissa.reames@stillwater.org
405.742.8240

Assistant City Manager Paula Dennison
Paula.Dennison@stillwater.org
405.742.8214

OPEN RECORDS ACT AND CONFIDENTIALITY REQUIREMENTS

All information, documentation, data, and materials submitted to Stillwater Economic Development Authority (SEDA) pursuant to this Application for Assistance are potentially subject to the mandates of the Oklahoma Open Records Act (Act), 51 Okla. Stat. §§ 24A.1. *et seq.* The purpose of the Act is to ensure and facilitate the public's right of access to and review of government records so they may efficiently and intelligently exercise their inherent political power. Almost all "records", as that term is defined in the Act, may be disclosed to the public upon request. Except where specific state or federal statutes create an exception or confidential privilege, persons or entities who submit information to public bodies have no right to keep this information from public access, nor is there any reasonable expectation that this information will be kept from public access. See 51 Okla. Stat. § 24A.2.

If you believe that any information you will or may submit to SEDA pursuant to this Application for Assistance is or should be kept confidential under a specific state or federal statute, and therefore, not subject to public disclosure, you must comply with the following:

- a. Place said documents/records in a separate envelope marked "Confidential". DO NOT label your entire response to the Application for Assistance as "Confidential" – label only those portions of the response that you feel are made confidential by state or federal law. If only a portion of a document is confidential, please identify specifically the portions of the document you are claiming are confidential.
- b. For each document for which you are claiming a confidential privilege, identify the federal and/or state law that creates said privilege, e.g., for trade secrets, see 21 O.S. § 1732 (Larceny of Trade Secrets) and the Uniform Trade Secrets Act, 78 O.S. §§ 85, *et seq.*

Please note that SEDA acknowledges that "personal financial information, credit reports or other financial data obtained by a public body for the purpose of evaluating credit worthiness, obtaining a license, permit, or the purpose of becoming qualified to contract with a public body" is not subject to disclosure under the Act. Financial information requested by this Application for Assistance for evaluating the creditworthiness of the applicant or the purpose of allowing SEDA to determine if the applicant is qualified to contract with SEDA should be submitted in a separate envelope and marked as confidential financial information.

Should an Open Records request be presented to SEDA requesting information identified as "Confidential", the applicant will be informed and is responsible for defending its position in District Court, if required.

If the applicant fails to identify any records submitted as "Confidential" by placing them in the "Confidential" envelope AND if the Applicant fails to identify the specific state or federal law creating such privilege, SEDA will assume that said records are not confidential and are subject to public access.

CERTIFICATION

I, _____, as the Applicant seeking TIF Assistance, certify that all statements, documentation, and information provided in and attached are true and correct to the best of my knowledge and belief.

I also understand that, unless identified as CONFIDENTIAL", statements, documentation and information provided herein is subject to the Oklahoma Open Records Act (Act), 51 Okla. Stat. §§ 24A.1. *et seq.*

Dated this _____ day of _____, 20_____.

Printed Name of Applicant

Signature

STATE OF OKLAHOMA)

) ss.

COUNTY OF PAYNE)

Before me, a Notary Public in and for said County and State on this ____ day of _____, 2020, personally appeared, _____, to me known to be the identical person who subscribed the name of the maker thereof to the foregoing instrument as its _____ and acknowledged to me that he/she executed the same as his/her free and voluntary act and deed and as the free and voluntary act and deed of such corporation/partnership/LLC, for the uses and purposes therein set forth. Given under my hand and seal the day and year last above written.

NOTARY PUBLIC

My Commission Expires:

My Commission Number:

(SEAL)

CERTIFICATION

I, _____, as the authorized representative of the Applicant, certify that all statements, documentation, and information provided in and attached to this Applicant's Statement for Public Disclosure are true and correct to the best of my knowledge and belief.

Dated this _____ day of _____, 20_____.

Printed Name of Applicant

Printed Name of Authorized Representative

Signature

Title

STATE OF OKLAHOMA)

) ss.

COUNTY OF PAYNE)

Before me, a Notary Public in and for said County and State on this ____ day of _____, 2020, personally appeared, _____, to me known to be the identical person who subscribed the name of the maker thereof to the foregoing instrument as its _____ and acknowledged to me that he/she executed the same as his/her free and voluntary act and deed and as the free and voluntary act and deed of such corporation/partnership/LLC, for the uses and purposes therein set forth.

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Application for Assistance

The following identifies the statements, documentation, and information necessary for any request for assistance to be considered. Omission of items here constitutes an incomplete application. The Committee and SEDA reserve the right to require additional information and supporting data after the filing of this application.

TYPE OF APPLICATION FOR ASSISTANCE: (mark all that apply with this application)

GENERAL PROJECT IMPROVEMENTS APPLICATION FOR ASSISTANCE _____

SMALL BUSINESS ENHANCEMENT APPLICATION FOR ASSISTANCE _____

SIGNIFICANT IMPACT DEVELOPMENTS APPLICATION FOR ASSISTANCE _____

General Information	
Legal Name of Applicant	
Applicant's Address	
Telephone Number and E-Mail Address	
Name of Contact Person	
Authorized Representative	
Property Address	
Business Firm Name and Type	
Date Business Formed	
Include a description of present ownership arrangement of project site.	
Is this property owned by someone other than the applicant? If yes, please attach letter from property owner agreeing to allow requested improvements to occur.	
Names, addresses, phone, and contact person for firms providing consulting services for the project: <ul style="list-style-type: none"> • Architect • Engineer • Financial • Market • Legal 	

<ul style="list-style-type: none"> • Other 	
Business and Financials	
Name of Project/Business	
Narrative description of project. If project is a building, or addition to a building, specify number of stories, square footage, and related parking. (Attach site plan, landscape plan, and building elevations indicating building materials.)	
Market and Financial Feasibility of Project/Business	
Describe amounts of assistance being requested and for what purpose.	
Provide financial information, including developer participation, and public and private funding.	
<p>Estimated project costs (provide engineer's sealed cost estimate or bids no older than 30 days for materials, supplies, labor as an attachment to this application):</p> <ul style="list-style-type: none"> • Land acquisition: • Site development: • Infrastructure: • Building cost • Equipment • Architectural/Engineering fees • Legal fees • Interest during construction • Off-site development cost • Contingency • Other (specify) 	
Names and addresses of principal partners, major stockholders, etc.	
Status and Details for Conventional Financing for this Project	

Financial History Narrative	
Three Financial References	
Written perspective of the developer's company or corporation, principals, history and past projects.	
Three Years' Audited Financial Statements	
<p>Business Structure Information</p> <ul style="list-style-type: none">• Corporation: Information for all officers, directors and each stockholder owning more than 10% of any class of stock• Partnership: information for each general and limited partner, percent of interest and description of character and extent of interest• Limited Liability Company: information for each member and manager, percent of interest, and description of character and extent of interest• Business Association or Joint Venture: information for each participant, percent of interest, and description of character and extent of interest• Nonprofit or Charitable Institution or Corporation: information for all members constituting the Board or similar governing body• Other Entity: information for all officers, members of governing body, and each person having an interest of more than 10%.	

Attach a cover letter and the company's business plan, with an executive summary, a company overview, information about the company's products and/or services, market analysis, marketing plan, company organization and management, funding request, and financial projections.	
Project Parameters	
Public Improvements Necessary for Project/Business	
Projected Number of New Jobs	
Projected Average Pay for New Jobs	
Description of New Jobs	
Description of the Need for Public Assistance	
Provide a "but for" letter describing the need for public financial assistance.	
Statement identifying the public improvements requested to be financed and why the costs of the improvement cannot be paid by the developer.	
Describe use of building, i.e. industrial, office, commercial, and number of new employees resulting from the project.	
Impact on Businesses/Community	
Impact of Project on Applicant's Existing Business	
Impact of Project on Existing Businesses in the Project Area/Community	

<p>Statement identifying the public benefits of the proposal including estimated increase in property valuation, new jobs to be created and other community assets.</p>	
<p>Miscellaneous</p>	
<p>If the project will not be occupied by applicant after completion, state name of future lessees and status of commitments or lease agreements and amount of space. (Attach lease documents).</p>	
<p>Are there any significant environmental impacts to the site or area that may result from the project?</p>	
<p>Present schedule showing dates for design, construction and occupancy of the project.</p>	
<p>Provide the qualifications of developer, including prior experience in similar or other developments. Qualifications of principal member of development team, including the architect, construction company, and financial advisor.</p>	
<p>Statement of the developer's willingness to undertake development of the proposed project if:</p> <ul style="list-style-type: none"> • Satisfactory mortgage and equity financing is secured by developer; and • Economic feasibility and soundness project are analyzed and confirmed by SEDA and developer 	
<p>Statement of willingness of developer to enter into an agreement after project planning is completed, requiring</p>	

developer to complete the project subject to the terms of the agreement.	
Any other pertinent data developer wishes to provide.	

Additional Information

1. Have you or any of the principals in the project ever filed for bankruptcy?
 Yes Year _____ No
2. Have you or any of the principals ever defaulted on property taxes for any property in the City of Stillwater? Yes Property Address _____ Year _____ No
3. Are you or any of the principals delinquent on property taxes for any property in the City of Stillwater? Yes Property Address _____ Year _____ No

Addendums shall be attached hereto addressing in detail the following:

A map showing the exact boundaries of proposed development.	
General description of the project including: <ul style="list-style-type: none"> • size and location of building(s) • business type or use • traffic information including parking, projected vehicle counts and traffic flow • timing and schedule of the project • any other pertinent information 	
Existing comprehensive land use designation and zoning of the property.	
Statement as to how the proposed development will conform to the land use designation. Explain any discrepancies between the proposed development and the existing land use designation and zoning.	
Any additional information (pictures, schematics, documentation, quotes, etc.) to aid the Committee in the evaluation of the request.	

Applicant understands and agrees that the information contained in this application is intended for use by the Implementation Policy Committee and the Stillwater Economic Development Authority (SEDA), their officers, employees, and agents in connection with the consideration of possible assistance in development financing. Applicant also understands there are no assurances that this information may not be disclosed, in whole or in part, to persons other than Implementation Policy Committee and SEDA officials, employees and agents.

Applicant hereby certifies that all information, including all documents and materials submitted with this application, are true to his/her best knowledge and belief and are submitted for the purpose of consideration of public financial assistance, consistent with and pursuant to the (Re)Investment Plan (A Stillwater Downtown/Campus Link Project Plan) and the Policy Guide.

Applicant:

Printed Name

Signature

Date

STATE OF OKLAHOMA)

) ss.

COUNTY OF PAYNE)

Before me, a Notary Public in and for said County and State on this ____ day of _____, 2020, personally appeared, _____, to me known to be the identical person who subscribed the name of the maker thereof to the foregoing instrument as its _____ and acknowledged to me that he/she executed the same as his/her free and voluntary act and deed and as the free and voluntary act and deed of such corporation/partnership/LLC, for the uses and purposes therein set forth.

Given under my hand and seal the day and year last above written.

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