

# Application for Assistance

The following identifies the statements, documentation, and information necessary for any request for assistance to be considered. The 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.

## Section 1

### Type of Application for Assistance: (Select one)

General Project Improvements

Significant Impact Development for Assistance

Small Business Enhancement Application for Assistance

**If selecting the small business enhancement, complete asterisked sections \***

## Section 2

### General Information

\*Legal name of Applicant

\*Address of Applicant

\*Phone number

*000.000.0000*

\*Email Address

*johndoe@domain.com*

\*Name of contact

\*Authorized representative

\*Property address

\*Name of business

\*Business type

\*NAICS code

\*Date established

\*Include a description of present ownership arrangement of project site.

\* Is this property owned by someone other than the applicant? If yes, please attach a letter from the property owner and a copy of the existing lease, agreeing to allow requested improvements to occur.

If applicable, Name the addresses, phone, and contact person for firms providing consulting services for the project:

\*Architect Name

Address

Phone

\*Engineer Name

Address

Phone

\*Financial Name

Address

Phone

\*Market Name

Address

Phone

\*Legal Name

Address

Phone

\*Other(s)

Name

Address

Phone

Name

Address

Phone

Name

Address

Phone

\*Narrative description of project. If project is a building, or addition to a building, specify number of stories, square footage, and related parking

- ADA bathroom, 60sf
- Landscaping - bermuda sod w/rye overseed
- A/V - TV(4), audio system

### **Section 3**

#### **Business and Financials**

\*Name of Project/Business

\* 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

\* 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):

- 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.

Name

Address

Name

Address

Name

Address

\*Status and Details for Conventional Financing for this Project

Attatch three Financial References

\*Written perspective of the developer's company or corporation, principals, history and past projects

Provide three years' company financial statements

#### **Section 4**

##### **Business Structure Information**

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.

## **Section 5**

### **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

## **Section 6**

### **Impact on Businesses/Community**

\*Impact of project on applicant's existing business

\*Impact of project on existing businesses in the project area/community

\*Statement identifying the public benefits of the proposal including estimated increase in property valuation, new jobs to be created and other community assets

## **Section 7**

### **Miscellaneous**

\* 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.

\*Are there any significant environmental impacts to the site or area that may result from the project

\*Present schedule showing dates for design, construction and occupancy of the project

\*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

\* Attach a statement of the developer's willingness to undertake development of the proposed project if:

Satisfactory mortgage and equity financing is secured by developer; and

Economic feasibility and soundness project are analyzed and confirmed by SEDA and developer

\* Attach a statement of willingness of developer to enter into an agreement after project planning is completed, requiring developer to complete the project subject to the terms of the agreement.

## Section 8

### Additional Information

\*Have you or any of the principals in the project ever filed for bankruptcy?

Yes | No

If yes, please provide year

YYYY



\*Have you or any of the principals ever defaulted on property taxes for any property in the City of Stillwater?

Yes | No

\* If yes, please provide the property address and year.

\*Property Address

\*Year

YYYY

\*Are you or any of the principals delinquent on property taxes for any property in the City of Stillwater?

Yes | No

\* If yes, please provide the property address and year.

\*Property Address

\*Year

YYYY

## Section 9

### Addendums and Maps

\* 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:

a. size and location of building(s)

b. business type or use

c. traffic information including parking, projected vehicle counts and traffic flow

d. timing and schedule of the project

e. 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 to aid the Committee in the evaluation of the request.

*pictures, schematics, documentation, quotes, etc.*

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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. The 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.

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