

**CITY OF STILLWATER
TAX INCREMENT FINANCING DISTRICT #3
APPLICATION FOR SMALL BUSINESS ENHANCEMENT ASSISTANCE**

Submit application to the City of Stillwater City Clerk at 723 S. Lewis Street, Stillwater, Oklahoma.

Project Name _____

Applicant _____

Project Address _____

Telephone _____ **Email** _____

Small Business Enhancement

Exterior building improvements

Assistance not to exceed 50% of the actual expenditure, up to \$15,000

Assistance is on a reimbursement basis upon completion of the project

Work to begin after

Total Project Cost _____

Total Amount of Assistance Requested _____

Targeted start date _____ **Targeted completion date** _____

Current owner of subject property _____

Planned Improvement Description _____

Will the project require permits from the City of Stillwater or any State Agency? Describe and attach permits. _____

Are the proposed improvement visible to the general public from streets and sidewalks? _____

Do the improvements have a positive economic impact on your property and TIF area?

Is the property subject to any legal or governmental proceedings that could adversely affect the property or project? _____

Project Budget

| | |
|---------------------|----------|
| Design | \$ _____ |
| Third Party Labor | \$ _____ |
| Materials/Equipment | \$ _____ |
| Sales Tax | \$ _____ |
| Other | \$ _____ |
| Total Project Cost | \$ _____ |

Application Attachments

1. Map showing the exact boundaries of the proposed development
2. Development design drawings
3. Construction estimates

Reimbursement Attachments Submitted Upon Completion of Project

1. Receipts for materials, third party labor and design
2. Before and after digital photos of the project
3. Certificate of Occupancy or completion, if applicable

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.* to ensure and facilitate the public’s right of access to and review of government records. 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.

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.

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.

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 necessary.

CERTIFICATION

I, _____, as the Applicant and or authorized representative (circle one) 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 that unless identified as “CONFIDENTIAL”, statements, documentation and information provided herein is subject to the Oklahoma Open Records Act. Dated this _____ day of _____, 20____.

Printed Name of Applicant and or Authorized Representative

Signature

The foregoing instrument was acknowledged before me, a Notary Public in and for Payne County and Oklahoma, on this _____ day of _____, 20____.

Signature of notarial officer _____ My commission expires:

