



**IMPLEMENTATION
POLICY GUIDE FOR ASSISTANCE
IN DEVELOPMENT FINANCING**

**STILLWATER (RE) INVESTMENT PLAN
(A STILLWATER DOWNTOWN/CAMPUS LINK
PROJECT PLAN)**

PREPARED BY:

THE CITY OF STILLWATER, OKLAHOMA

WITH THE ASSISTANCE OF:

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**(RE) INVESTMENT PLAN
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POLICY GUIDE

I. INTRODUCTION

In December 2005, the City of Stillwater (“City”) adopted its Core Commercial Districts Master Plan, and in 2012, adopted the Corridor Redevelopment Plan, as continuing efforts to revitalize and enhance not only downtown Stillwater but the City’s core commercial districts adjacent to Oklahoma State University campus. Meaningful progress under these plans has not been as quickly realized as anticipated. Thus, it is vital to the future of the community that additional strategies be approved and undertaken to accelerate the rate of investment and reinvestment in core areas in order to capitalize on the significant assets already present in Stillwater, including specifically the growing life in the downtown commercial district and in the areas connecting the downtown to the campus of Oklahoma State University and the new McKnight Center for the Performing Arts.

The proposed (Re) Investment Plan (A Stillwater Downtown/Campus Link Project Plan) is a project plan as defined under the Oklahoma Local Development Act, 62 O.S. §850, *et seq.*, and is referred to herein as the “Project Plan.” This project is being undertaken by the City and the Stillwater Economic Development Authority (“SEDA”) to achieve the City’s development objectives, improve the quality of life for its citizens, stimulate private investment, and enhance the tax base. At the heart of this Project Plan is the nourishment of the downtown as a special and unique place within Stillwater, a place to live, work, shop, and play. Additionally, the Project Plan area adjacent to OSU campus provides another unique opportunity to enhance housing, services, and activities for citizens and visitors. By its approval of the Core Commercial Districts Master Plan in 2005 and the Corridor Redevelopment Plan in 2012, the City prioritized the revival of its downtown and campus link areas. Through a series of planning efforts, including approval of a form based code covering significant portions of the project area, the community core is ripe for further transformation. The City, through the Project Plan, is accelerating its effort to vitalize its downtown and campus link areas, enhancing them as a destination area for residents and visitors. The plans to be undertaken and the objectives to be achieved under the Project Plan are collectively referred to herein as the “Project.”

The Project Area is the area in which project activities will take place and is generally located in the downtown area and in areas linking downtown to the Oklahoma State University campus and located within a portion of the properties bounded by the following: Hall of Fame on the north, Lowry Street on the east, 15th Street on the south, and Washington Street on the west.

The Increment District is the area from which the increment is generated and is identical to the Project Area. The Project Area and Increment District boundaries are depicted on Exhibit A.

The effort to create such accelerated reinvestment requires public assistance to stimulate private development. The Project Plan is a critical element in fostering public-private partnerships to create the type of development that the City seeks but can achieve only by means of the financing tools available under the Oklahoma Local Development Act, including tax increment financing. Increment district revenues can provide funding for public sector costs to stimulate private development and provide improvements to and beautification of the area to create the greater density, high-quality development that the City contemplates. New developments in the Project Area can be

financed from a combination of public and private sources, including apportionment of ad valorem and sales tax increments from the increment district established pursuant to the Project Plan.

This Policy Guide outlines the goals and objectives of the Project Plan, and describes generally how assistance in development financing may be provided by allocation of tax increment revenues to assist development projects, small businesses, and job generation projects. Nothing contained in this Policy Guide binds or obligates the City or SEDA. Should the provisions of a development agreement or contract approved by the City or SEDA deviate from the provisions of the Policy Guide, the development agreement or contract will control.

II. OBJECTIVES

The principal objectives of the Project Plan and Increment District are:

- A. To achieve development goals and objectives for the commercial districts, including Downtown Stillwater, as described in the Core Commercial Districts Master Plan and the Corridor Redevelopment Plan.
- B. To preserve and enhance the tax base and make possible investment, development, and economic growth that would otherwise be difficult without this Project Plan and the apportionment of incremental ad valorem and sales tax revenues.
- C. To support the creation of attractive, high-quality, and viable mixed-use developments to draw residents and visitors.
- D. Where appropriate, to support the development, improvement, and/or expansion of non-retail business enterprise with high quality employment opportunities.
- E. To encourage existing property and business owners in the area to invest and reinvest to attract new investment, commercial business, and residential occupancy to the Project Area.
- F. To stimulate and promote the downtown and campus link areas as walkable, vibrant destinations.
- G. To provide public benefits and attract private investment through the construction of public infrastructure and improvements to allow for the development of the Project Area.
- H. To create new and enhanced partnerships with public and private entities and institutions in the community.
- I. To undertake concentrated efforts to locate new and expanded non-retail businesses in the community and especially the downtown and campus periphery areas.

III. ASSISTANCE IN DEVELOPMENT FINANCING

There are three eligible categories of assistance in development financing: (A) Development Project Assistance, (B) Small Business Enhancements, and (C) New Business Development - Employment Generation Assistance. Assistance in development financing is not available for the development of single-family homes.

A. Development Project Assistance.

1. Development Project Assistance may be available to a developer proposing to develop on vacant property within the Increment District, to significantly renovate or rehabilitate an existing structure on property, or to redevelop property within the Increment District. To be considered for Development Project Assistance, such investment must be in an amount of more than \$200,000.00 based upon the hard costs of the construction of the improvements. The developer must own or acquire the property that it is seeking to develop or renovate. To be eligible for Development Project Assistance, projects must follow design and density standards approved by the City pursuant to a redevelopment agreement.

~~2.~~ A developer seeking Development Project Assistance must submit a complete application to the City Manager. The forms for application are included here as Exhibit B. The City Manager shall conduct an initial review of the application using the guidelines set forth in this Implementation Policy Guide. If the application meets the guidelines set forth herein, the City Manager shall forward the application to the Implementation Policy Committee for review. The Implementation Policy Committee shall consist of four (4) residents of the City of Stillwater selected by the City Council, plus one (1) representative of the Stillwater Public Schools, one (1) representative of Meridian Technology Center, and one (1) representative of Payne County, should these entities elect to be implementation partners and participate on the Implementation Policy Committee. The City Council shall establish the term(s) of office for the citizen members of the Implementation Committee by resolution at the time of appointment thereof. The Implementation Policy Committee will review the application for compatibility with the Project Plan, the City's Land Development Code and Standards, evaluate the qualifications of the applicant, including financial capacity and experience, and recommend appropriate performance parameters and requirements.

3. Upon recommendation by the Implementation Policy Committee that the proposed development is eligible to receive Development Project Assistance, and approval by SEDA, a Redevelopment Agreement between the applicant and SEDA will be presented to the applicant. The agreement will obligate the developer to make ad valorem payments on the property and to meet certain density and design criteria consistent with this Policy Guide and the Project Plan. The agreement will detail the incremental revenues available to pay the assistance in development financing and the timeline upon which they will be paid, subject to availability. Upon review and discussion regarding the terms, the agreement will be provided to SEDA for its consideration. Upon approval by SEDA, assistance in development financing will be provided as detailed in the agreement and described here, provided there is no default under the agreement.

4. For projects receiving Development Project Assistance with construction costs over \$4,000,000, the developer may be required to enter into a covenant imposing a minimum ad valorem payment or payment in lieu of taxes for the life of the Increment District. The minimum ad valorem payment will be based on the hard costs of the construction of improvements. The covenant shall run with the land and shall provide that, should the amount billed by the County Assessor be less than the agreed upon minimum ad valorem payment, such additional amount shall be billed by SEDA.

5. For projects completed by December 31, 2023, the maximum amount of assistance in development financing that the developer may receive is 12% of hard costs of the construction of improvements on the developer’s property. For projects completed between January 1, 2024 and December 31, 2026, the maximum amount of assistance in development financing that the developer may receive is 10% of hard costs of the construction of improvements on the developer’s property. For projects completed between January 1, 2027 and December 31, 2029, the amount of assistance in development financing that the developer may receive is 8% of hard costs of the construction of improvements on the developer’s property. For projects completed after January 1, 2030 through the end of the life of the Increment District, the amount of assistance in development financing that the developer may receive is 6% of hard costs of the construction of improvements on the developer’s property. The issuance of a Certificate of Occupancy by the City shall determine project completion.

Project Completion	December 31, 2023	December 31, 2026	December 31, 2029	By End of Increment District
Percentage of Construction Costs	12%	10%	8%	6%

6. For either New Retail Development or New Non-Retail Economic Development Enterprise, the foregoing limits on assistance in development financing shall not apply. Assistance in development financing for such projects shall be based upon a determination of the amount of sales tax or jobs created and of benefits and contributions to achieving the objectives of the Project Plan.

7. The hard costs of the construction of improvements on a project will be determined and verified by the Implementation Policy Committee prior to the payment of any Development Project Assistance. The receipt of Development Project Assistance is conditioned upon the developer’s payment of taxes on its property and upon an increase in taxable value of the property. The amount available for Development Project Assistance for a project is limited based on the amount of incremental revenues generated by the project. Development Project Assistance will not be available until the project is completed and incremental revenues generated by the project are received. There is no guarantee of the availability and timing of funds for Development Project Assistance.

8. General Requirements and Review Criteria for Proposal:

a. Public benefit of assistance must be clearly demonstrated. It must be financially demonstrated that the project will not take place without tax increment assistance. All

proposals requesting development project assistance and that, but for the assistance, the project would not go forward or would locate in a different area.

b. Developers must provide full disclosure of project financial and market information so that the Implementation Policy Committee can have the information verified and reviewed by a qualified expert.

c. All projects requesting development project assistance shall be of the highest quality of design and materials.

d. All proposals shall be located in the Increment District.

e. Construction for all assisted proposals must start within one year of permit issuance and be completed within two years from the date of building permit issuance. (For extraordinary reasons, this may be extended by the approval of SEDA.)

f. Assisted sites shall not be land banked for future use but developed at the time of assistance.

g. Proposals shall not be speculative industrial, commercial and office projects. (In general, speculative projects are defined as those projects which have lease agreements for less than 70 percent (70%) of the available leased space.)

h. Development Project Assistance will not be used in projects that involve excess lands and/or higher than market property price.

i. The developer shall retain ownership of the project at least three years from the date of completion or occupancy, whichever is later, to stabilize occupancy and establish project management.

j. The project must be consistent with the comprehensive plan, downtown plan, special area plans, zoning requirements, Standards, and design guidelines.

k. Any developer requesting city assistance must be able to demonstrate past successful general development capability as well as specific capability in the type and size of development proposed.

l. Development proposals shall create or retain jobs with special priority given to primary wage earner full-time positions.

m. Proposals shall optimize potential of the site.

n. Assistance will not be provided to those projects that fail to meet good public policy criteria as determined by SEDA, including: poor project quality; projects that are not in accord with the comprehensive plan, zoning, redevelopment plans and city policies; projects that provide no significant improvement to surrounding land uses, the neighborhood, and/or the city; projects that do not provide a significant increase in tax base; projects that do not have new, or

retained, employment; projects that do not meet financial feasibility criteria established by the committee; and projects that do not provide the highest and best desired use for the property.

9. Eligible Uses of Development Project Assistance include:

- a. Acquisition of land or building space which is vacant, unused, under used or inappropriately used.
- b. Financing and construction of public improvements; i.e., water, sanitary sewer, storm sewer, roads, sidewalks, bike lanes/tracks, pedestrian lighting, and drainage.
- c. Site preparation; i.e., grading, landscaping or drainage improvements for private development.
- d. Enhancing building design and site landscaping qualifying under Section B below.
- e. Providing adequate public or private parking for customers and visitors to the area businesses, retail, and non-retail enterprises.

10. Uses and Businesses Ineligible for Development Project Assistance include:

- a. Developments of primarily residential use.
- b. Adult Businesses as defined in Chapter 23, Stillwater City Code.
- c. Any redevelopment of a use or business existing within the Increment District #3 project area on or before June 18, 2018, except redevelopment that creates new direct jobs or creates a new sales tax revenue.
- d. Any sales tax generating use or business operating within the boundaries of the project area on or before June 18, 2018, unless said use or business is an expansion of its existing operations.
- e. Any sales tax generating use or business that relocates from another location within the Corporate Limits of Stillwater into the boundaries of the project area after June 18, 2018, except to the extent that the relocation will create new sales tax revenue, or will create new direct jobs as anticipated in the business plan.

The criteria for evaluating proposals that include the creation of new direct jobs and/or sales tax revenue under Section A. 10 (c), (d), or (e) above will be independently reviewed and assessed by the Implementation Policy Committee to determine minimum requirements of eligibility for Development Project Assistance. The Implementation Policy Committee will make its recommendations to SEDA for its review and approval.

B. Small Business Enhancements

1. Beginning July 1, 2018, Small Business Enhancements may be available to any retail, restaurant, or personal service small business within the Increment District proposing to enhance the exterior of the structure in which the existing business is located, provide streetscape improvements, enhance signage or access, or otherwise improve the appearance of the exterior of the business. To

be eligible for Small Business Enhancements, projects must follow design and density standards as adopted by the City.

2. A Small Business Enhancement may be provided to assist in improvements and appearances of the physical exterior or exterior elements of the property where the business is located. Examples of such improvements include, but are not limited to, new or upgraded exterior signage, new exterior paint, art installation, landscape improvements, window or awning improvements, accessibility improvements, streetscape improvements, sidewalk improvements, parking additions or improvements, the installation of an outdoor seating or gathering space, or other visual improvements to the property. A Small Business Enhancement may not exceed a 50% match of the cost of the approved improvements. The applicant will be reimbursed by SEDA at the completion of the approved improvements for an amount not to exceed 50% of the actual amount expended on the approved improvements. The amount of the reimbursement will not exceed \$1500.00. Documentation of all reimbursable expenses related to the improvements and physical confirmation of improvements must be provided before reimbursement occurs.

3. A business seeking a Small Business Enhancement must submit an application to the Implementation Policy Committee. The form of application is included here as Exhibit C. The Implementation Policy Committee will review the application for compatibility with the Project Plan, evaluate the proposed enhancements and associated cost estimate, and recommend appropriate performance parameters and requirements.

4. Upon recommendation by the Implementation Policy Committee that the proposed improvement is eligible to receive a Small Business Enhancement, and approval by SEDA, a Business Enhancement Agreement between the applicant and SEDA will be presented to the applicant. The agreement will provide for assistance in development financing as authorized by the Project Plan. Upon review and discussions regarding the terms, the agreement will be provided to SEDA for its consideration. Upon approval by SEDA, assistance in development financing will be provided as detailed in the agreement and as described here.

C. New Business Development - Employment Generation Assistance

1. New Business Development includes both New Retail Development and New Non-Retail Economic Enterprises which generate new employment in the community. Employment Generation Assistance may be available to both retail and non-retail businesses in support of the creation or expansion of jobs. Employment Generation Assistance may be available to provide Start-up or Incubator space to new and expanding businesses to promote small-business-friendly opportunities for innovation and collaboration in the Project Area. The amount of assistance in development financing will be determined based upon several factors, including but not limited to, number of jobs created, need for public assistance, overall private investment, and impacts upon the community.

2. A business seeking Employment Generation Assistance must submit an application to the Implementation Policy Committee. The form of application is included here as Exhibit D. The Implementation Policy Committee will review the application for compatibility with the Project Plan, evaluate the proposed job generation opportunities and impacts on the community, and recommend the amount of assistance in development financing to be provided, as well as appropriate performance parameters and requirements.

3. Upon recommendation by the Implementation Policy Committee that the proposed project is eligible to receive Employment Generation Assistance, and approval by SEDA, an agreement between the applicant and SEDA will be presented to the applicant. The agreement will provide for assistance in development financing as authorized by the Project Plan. Upon review and discussions regarding the terms, the agreement will be provided to SEDA for its consideration. Upon approval by SEDA, assistance in development financing will be provided as detailed in the agreement and as described here. Employment Generation Assistance will not be available until the agreed upon performance terms in the agreement have been reached. There is no guarantee of the availability and timing of funds for Employment Generation Assistance.

IV. GLOSSARY OF TERMS

Terms used throughout this Policy Guide are further defined as follows:

Assistance in Development Financing – Public funds provided to a developer pursuant to an approved agreement with SEDA to assist in a project. Assistance in Development Financing is provided only for projects that are determined, by the City and/or SEDA: (1) to meet the City’s approved development goals and objectives for the Project Area, as expressed from time to time in the City’s plans and policies, and (2) to provide adequate consideration and public benefit in return for the public investment.

Hard Costs of the Construction of Improvements – The actual and direct construction costs of the material, labor, and improvements associated with a development. Such costs exclude developer’s fees and other soft costs, including but not limited to architectural, engineering, financing, and legal fees, and other pre- and post-construction fees and expenses.

Increment District – The area from which increment is generated. For purposes of the Project Plan, the Increment District and the Project Area are the same.

Increment –

Ad Valorem Increment: The ad valorem increment is the ad valorem revenue in excess of the revenue generated by the base assessed value of the Increment District (as determined by the Payne County Assessor in accordance with the Oklahoma Local Development Act), i.e., the new revenue attributable to increases in the value of property within the Increment District.

Sales Tax Increment: The sales tax increment is a portion of the City’s sales taxes generated within the Increment District, to be determined by a formula to be approved by resolution of the City Council of the City of Stillwater in accordance with the Oklahoma Local Development Act.

Oklahoma Local Development Act – The law passed by the Oklahoma Legislature to implement Section 6C of Article X of the Oklahoma Constitution, which empowers the governing bodies of cities, towns, and counties to apportion tax increments to help finance the public costs of economic development. 62 O.S. §850, et seq.

New Retail Development. A retail business enterprise establishing or moving to a location within the Project Area.

New Non-Retail Economic Enterprise. A non-retail business which provides employment at wages and with health benefits that meet the requirements of the Oklahoma Jobs Act.

Project Plan – The document adopted by the City Council of the City of Stillwater that approves the Stillwater (Re) Investment Plan, pursuant to and consistent with the Oklahoma Local Development Act.

Project Area – The area within which project activities occur. For purposes of the Project Plan, the Project Area and the Increment District are the same.

Small Business – A business that is independently owned and operated by an individual from or entity incorporated in Oklahoma that has fewer than 20 employees (full- or part-time) at the time of the submission of an application seeking a Small Business Enhancement.

Start-up or Incubator Space – A below-market rate office available for lease to help create and grow new businesses. Such space may provide common support and services among many businesses in an effort to reduce overhead and operational costs.

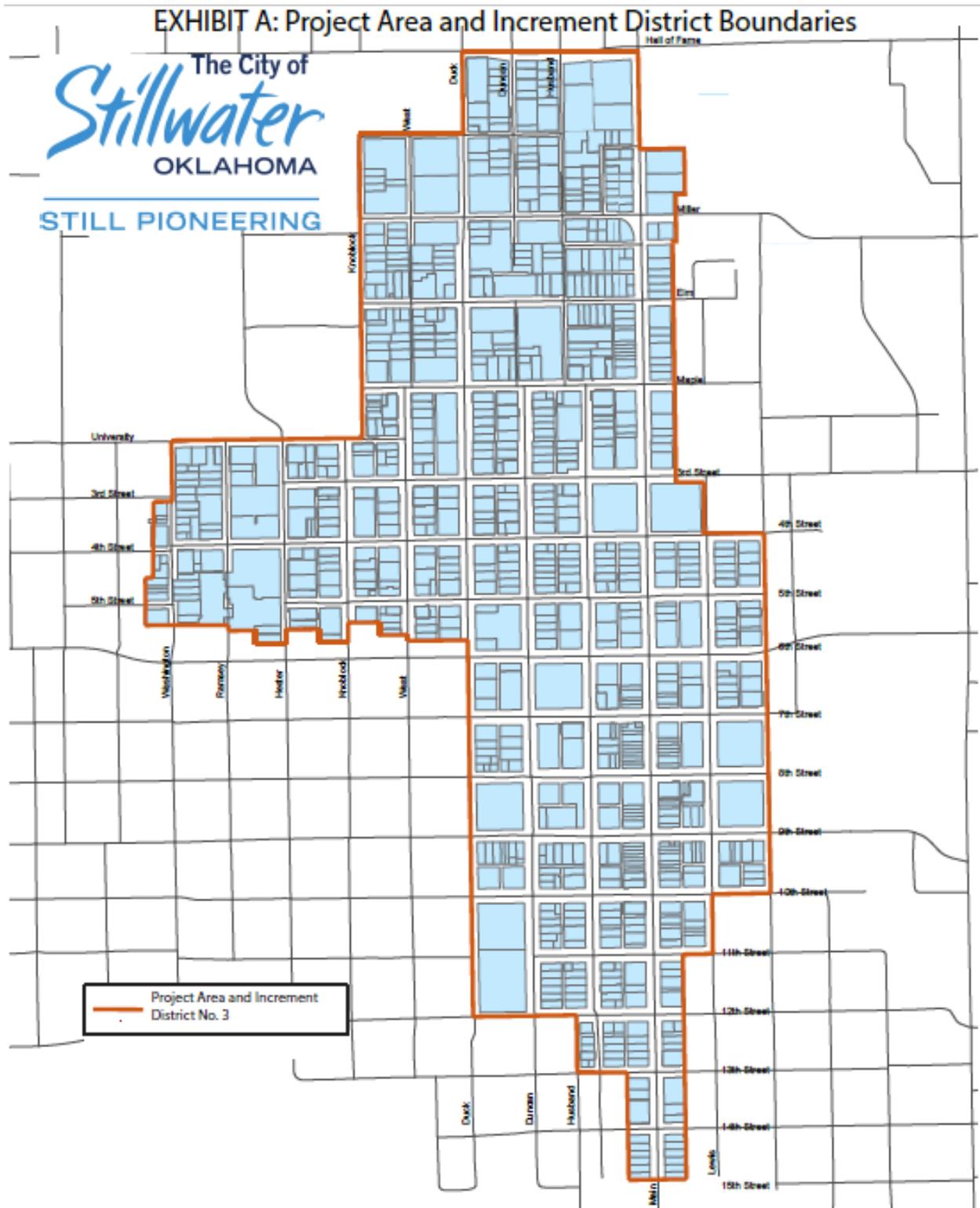


Exhibit B

(RE) INVESTMENT PLAN
(A STILLWATER DOWNTOWN/CAMPUS LINK PROJECT PLAN)

APPLICATION FOR PROJECT DEVELOPMENT ASSISTANCE

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

Legal Name of Applicant: _____

Applicant's Address: _____

Telephone Number and E-Mail Address: _____

Name of Contact Person: _____

Property Address: _____

INCLUDE ALL REQUIRED INFORMATION

APPLICATION FOR PROJECT DEVELOPMENT FINANCING ASSISTANCE

1. 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.
2. Provide a "but for" letter describing the need for development project assistance.
3. Provide financial information, including developer participation, and public and private funding.
4. Include a description of present ownership arrangement of project site.
5. Describe 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.)
6. Describe use of building, i.e. industrial, office, commercial, and number of new employees resulting from the project.
7. Estimated project costs:
 - a. Land acquisition: \$ _____
 - b. Site development: \$ _____
 - c. Infrastructure:
 - d. Building cost: \$ _____
 - e. Equipment: \$ _____
 - f. Architectural and engineering fees: \$ _____
 - g. Legal fees: \$ _____
 - h. Interest during construction: \$ _____
 - i. Off-site development cost: \$ _____
 - j. Contingencies: \$ _____
 - k. Other (please specify): \$ _____

Total \$ _____
8. 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). _____

9. Describe amounts of assistance being requested and for what purpose.

10. Are there any significant environmental impacts to the site or area that may result from the project? _____
11. Present schedule showing dates for design, construction and occupancy of the project.
12. Applicant:
- a. Name _____
 - b. Address _____
 - c. Phone _____
 - d. Authorized Representative _____
 - e. Business Firm (Partnership, Corporation, etc.) _____
 - f. Date the Partnership or Corporation was formed _____
13. Names and addresses of principal partners, major stockholders, etc.
14. Names, addresses, phone, and contact person for firms providing consulting services for the project.
- a. Architect/Engineering _____
 - b. Financial _____
 - c. Market _____
 - d. Legal _____
 - e. Other _____
15. Financial History/References.
- a. Have you applied for conventional financing for the project? **Yes** **No**
List status and details _____
 - b. Have you or any of the principals in the project ever filed for bankruptcy?
 Yes **No**
 - c. Have you or any of the principals ever defaulted on property taxes for property in the City of Stillwater? **Yes** **No**
 - d. Are your or any of the principals currently delinquent on property taxes for property in the City of Stillwater? **Yes** **No**
 - e. List three financial references: _____

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16. Attach a statement indicating the developer's willingness to undertake the development of the proposed project if:
 - a. A satisfactory mortgage and equity financing for the proposed project can be secured by developer; and
 - b. The economic feasibility and soundness of the proposed project have been analyzed and confirmed to the satisfaction of SEDA and the developer.
 17. Attach a statement of willingness of developer to enter into an agreement, after project planning has been completed, which would require developer to complete the project subject to the terms of the agreement.
 18. Provide any other pertinent data developer wishes to propose.
 19. The Implementation Policy Committee and SEDA reserve the right to require additional information and supporting data from the applicant after the filing of this application.

Addendums shall be attached hereto addressing in detail the following:

1. A map showing the exact boundaries of proposed development.
2. 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.
3. Existing comprehensive land use designation and zoning of the property.
4. 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.
5. Statement identifying the public improvements requested to be financed and why the costs of the improvement cannot be paid by the developer.
6. Statement identifying the public benefits of the proposal including estimated increase in property valuation, new jobs to be created and other community assets.
7. Written perspective of the developer's company or corporation, principals, history and past projects.

Applicant understands and agrees that the information contained in this application and the information contained in items above 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; however, 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 for Project Development 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

Exhibit C

SMALL BUSINESS ENHANCEMENT APPLICATION

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

Business Name: _____

Applicant Address: _____

Property Address: _____

Contact Person/Owner: _____

Phone Number: _____

Email: _____

What are the proposed improvements to the property?

What dollar amount are you requesting? _____

What is the proposed total cost of the improvements? (Provide engineer's sealed cost estimate or bids no older than 30 days for materials, supplies, labor as an attachment to this application.)

What is the source(s) of funds available to complete the improvements and match the amount you are requesting?

What impact would the proposed improvements have on your business? (increased customer traffic, increased sales, visibility, ability to add a new product or service, etc.)

Why do you believe the proposed improvements are a worthy endeavor for your business?

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.

Please attach any additional information (pictures, schematics, documentation, quotes, accompanying information, etc.) with the application.

Applicant understands and agrees that the information contained in this application and the information contained in items above 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; however, 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 a Small Business Enhancement 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

Exhibit D

EMPLOYMENT GENERATION ASSISTANCE APPLICATION

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

I. Applicant Information.

Business Name: _____

Type of Business (LLC, LP, etc.): _____

Applicant Address: _____

Property Address: _____

Contact Person/Owner: _____

Phone Number: _____

Email: _____

II. Project Information.

Name of Project/Business: _____

Description of Project/Business: _____

Market and Financial Feasibility of Project/Business:

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:

Impact of Project on Existing Business:

Impact of Project/Business on Community:

Please attach any additional information (pictures, schematics, documentation, accompanying information, etc.) with the application.

Applicant understands and agrees that the information contained in this application and the information contained in items above 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; however, 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 Employment Generation 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