



CITY OF OTTAWA

101 S. Hickory Street
Ottawa, KS 66067
785-229-3637

Application for Tax Increment Financing

(Applicant may attach supplemental documents to the application rather than typing the answers on the form below. The supplemental documents shall be in the same order as requested below.)

Applicant Information

Name of Developer: _____

Address: _____

Phone: _____ Fax: _____ Email Address: _____

Contact Person: _____

Project Name: _____

Project Information: On a separate sheet(s) of paper, please answer the following questions. Please type each question prior to the applicable response. (This application may be provided digitally upon request.)

1. In no more than three pages provide relevant information on the Applicant's background and development experience. Please include resumes of key individuals assigned to the project, as well as other projects completed including location and contact persons.
2. Identify the Applicant's consultants involved or proposed to be involved in the project noting relevant experience on similar projects (i.e., civil engineer, land planner, Applicant's legal counsel, Applicant's financial advisor).
3. Describe the proposed project, including the size and scope and phasing of the proposed project.
4. Include a map and define the boundaries of the proposed TIF project by address and/or legal description.
5. Identify the property that is currently in the control of the Applicant via ownership or option. If under option, note the option expiration date.
6. Is the property currently zoned for the proposed use? If not, what zoning change will be required?
7. Will the proposed project result in the relocation of residential, commercial or industrial facilities? If so, discuss the nature of any anticipated relocations.
8. State the need and justification for TIF assistance. Explain how the applicant intends to demonstrate compliance with the "but for" test. Substantiate that other alternative methods of financing have been thoroughly explored as well as why TIF assistance is necessary.

9. Identify sources, amounts and status of all debt financing and/or equity funding available to complete the project. Does the applicant anticipate the debt to be privately financed by the construction lender or developer or publicly sold? Please list all information in the following list:
 - a. Financial resource
 - b. Amount
 - c. Term
 - d. Status
 - e. Contact Person
 - f. Contact Telephone
10. Provide an outline of the costs associated with the development of the proposed project(s) and related parcel or parcels located within the TIF district. Identify in the outline those costs proposed to be funded with tax increment financing and the proposed payback time frame (provide a debt service schedule showing rates and assumptions).
11. In one page or less, discuss and document information used to describe the market feasibility of each element of the proposed project. If a formal feasibility or comparable studies have been prepared, attach such reports as an appendix to this application.
12. On a revenue worksheet estimate the incremental property taxes and economic activity taxes to be generated by the project, including the underlying assumptions.
13. Briefly describe the “economic and quality of life” benefits of the proposed project to the city.
14. Provide the number of projected full-time, part-time and seasonal jobs that the development will create.
15. Attach a letter from a financial institution indicating that the applicant has sufficient financial capacity to obtain the private financing for the project.