



**CITY OF TOPEKA  
APPLICATION FOR TAX INCREMENT FINANCING (TIF) DISTRICT**

The City's Tax Increment Financing (TIF) policy can be found at <https://www.topeka.org>. Complete all information and if necessary, please attach additional sheets to fully answer each question and include attachments described in Appendix 1.

**Overview of Application Procedures**

See the full "City of Topeka Tax Increment Financing District (TIF) Procedures" document at <https://www.topeka.org>.

*Submission:* The TIF Application Form, policies and procedures are available on the City's website at <https://www.topeka.org> or the City Clerk's Office. An electronic copy shall be submitted to the TIF Committee, together with the required fee. The completed application shall be submitted to the City Manager, 215 SE 7<sup>th</sup> Street, Topeka KS 66603 or [cclerk@topeka.org](mailto:cclerk@topeka.org).

*Application Fee:* Each application shall be accompanied with a non-refundable Application fee made payable to the City of Topeka. The Application fee will be used by the City to pay the costs incurred by the City in the review of the Application.

Application Fee: \$5,000

Once the application is received and reviewed, if the project is proceeding, the City and developer shall execute a funding agreement for a deposit of \$30,000 to cover the City's costs of evaluating the requests which may include but not necessarily be limited to direct costs of the City's financial and legal advisors.

**Date of Application:** \_\_\_\_\_

**1. Applicant Information**

a. Company Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person (if an entity): \_\_\_\_\_

Email: \_\_\_\_\_ Fax : \_\_\_\_\_

Project Name: \_\_\_\_\_

b. Applicant's Legal  
Counsel Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_ Fax: \_\_\_\_\_

c. Applicant's Engineer: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_ Fax: \_\_\_\_\_

## 2. Applicant's Business Information

*In the appendix, provide attachments of relevant information on the Applicant's background and development experience. Include resumes of key individuals assigned to the project, as well as other projects completed, including location and contact persons from local governments and bank references. Also include a copy of the development company's organization structure.*

### Additional Business Information:

a. Corporation                  Partnership                  Sole Proprietorship                  Other

b. State of incorporation/organization and year: \_\_\_\_\_

c. If the Applicant is a corporation, list the officers, directors and stockholders holding more than 5% of the corporation's stock. (State the name, address, telephone and relationship to Applicant. If a company is not yet formed, include as much data as possible concerning potential officers, directors and stockholders): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

d. If the Applicant is a general partnership, list the general partners; and if a limited partnership, list the general partners and limited partners; with more than 5% of the partnership. (State the name, address, telephone and relationship to Applicant. If a partnership is not yet formed, include as much data as possible concerning potential partners): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

e. Has the Applicant, or any partner, officer, member or director of the Applicant; or any entity in which any partner, officer, member or director of the Applicant is or was a partner, officer, member or director, ever been charged with and/or convicted of a criminal offense (other than traffic violations) or charged by any regulatory agency with violations of financial or professional regulations?

Yes No

If yes, state the name of the business or individual, the caption of the proceeding, court and year in which it was filed, and its disposition and/or status: \_\_\_\_\_

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f. Within the last ten (10) years, has the Applicant or any partner, officer, member or director of the Applicant; or any entity in which any partner, officer or director of the Applicant is or was a partner, officer, member or director, been a debtor in bankruptcy?

Yes No

If yes, state the name of the business or individual, the caption of the proceeding, the court and year in which it was filed, and its disposition and/or status: \_\_\_\_\_

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g. Has the Applicant, or any officer, member, director, or partner of the Applicant; or any entity in which any partner, officer or director of the Applicant is or was a partner, officer, member or director, ever defaulted on any bond or mortgage commitment?

Yes No

If yes, state the name of business or individual, year and any relevant circumstances: \_\_\_\_\_

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h. *Attach a letter from a financial institution that the Applicant has sufficient financial resources to obtain a private financing of the project.*

**3. General TIF Project Information**

*Include a map and additional project information in the Appendix as attachments if necessary.*

a. Description of the underlying TIF Project: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

b. General Location of TIF Project: \_\_\_\_\_  
\_\_\_\_\_

c. Total sq. feet in proposed District, excluding right of way and other common area:  
\_\_\_\_\_

d. Legal description of the proposed District: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

e. Number of Tracts, Parcels or Lots in proposed District: \_\_\_\_\_

f. Does Applicant own all the Property in the District?                      Yes                      No

If not, provide the name, address and phone number of the Owner(s) in the District and evidence of their willingness to participate in the Petition. Or if Applicant intends to own 100% of the property, provide evidence of site control (i.e. deed, option to purchase or purchase contract). \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

g. Are all areas within the proposed District platted?                      Yes                      No

If yes, provide the County parcel ID numbers: \_\_\_\_\_  
\_\_\_\_\_

If no, identify the number without County parcel ID numbers and the status of any pending plats: \_\_\_\_\_

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h. If the project has current tenants or leases, please provide the contact information (business name; contact person; address, and phone number) for each:

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i. Discuss the condition(s) that would qualify the proposed TIF District as an eligible area, as defined within Kansas State law. *If required, provide a blight study as an exhibit.*

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j. Is the property currently zoned for the proposed use?                      Yes                      No

If not, what zoning changes would be required?

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k. Describe the impacts of the proposed development on the existing and proposed infrastructure and services including, but not limited to: water, sanitary sewer, storm water, solid waste, streets and schools. Please note that where available, City services shall be utilized.

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**4. Financing**

a. Description of TIF Project and costs to be financed and estimated cost for each component: *(Attach separate sheet in Appendix if necessary.)*

_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
Total Estimated Cost of TIF Improvements	\$ _____

b. Estimated cost of total project in which TIF is proposed: \$ \_\_\_\_\_

c. Proposed methods of financing. If more than one, please indicate:

(i) Property Tax (Pay-as-you-go)	Yes	No
(ii) Sales Tax (Pay-as-you-go)	Yes	No
(iii) Special Obligation Bonds:	Yes	No

**5. Financing/Bonds:**

a. Do you request the City issue special obligation bonds? Yes No  
 If yes, what is the requested term of the bonds? (maximum is 20 years): \_\_\_\_\_

b. Do you plan to use pay-as-you-go (maximum is 20 years)? Yes No

c. Estimated dates to commence and complete construction: \_\_\_\_\_

d. Will there be a phasing plan? If so, describe the phasing plan including the proposed improvements, their estimated cost, and date construction of each will be commenced and complete: \_\_\_\_\_

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**6. Additional Information:**

Any additional information you believe is relevant or helpful to the consideration of this application. *You may also attach separate documentation.* \_\_\_\_\_

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Please check the box if the petition includes the following requirements:

1. General description of the proposed project
2. Estimated cost of the project
3. Proposed method of financing the project
4. Proposed amount and method of assessment
5. Map of the proposed district; and
6. Legal description of the boundaries of the proposed district

**APPENDIX to TIF APPLICATION**

Documentation of the following will be helpful to the Finance Team:

- As required by Section 2, provide attachments of relevant information on the Applicant's background and development experience. Include resumes of key individuals assigned to the project, as well as other projects completed, including location and contact persons from local governments and bank references. Also, include a copy of the development company's organization structure.
- Evidence of site control.
- Financial information as outlined in the "Project Feasibility" section of the TIF Procedures document
- Approved site plans or plan submissions for the Project Plan area.
- Renderings of the project, if available.
- Any other data or information the Applicant deems pertinent to the City's consideration of the application.

Certification of Applicant

Applicant has received and reviewed the City's Tax Increment Financing Policy (Resolution 9016) and the Applicant understands and agrees to the terms of the policy, including payment of the required fees.

As of the date of the Applicant's execution of this application, to the best of the Applicant's knowledge, the information contained within this application is true and correct.

In witness whereof, the undersigned petitioners have executed the above foregoing petition to create the district at the dates set forth opposite their respective signatures below:

\_\_\_\_\_  
(Name of Business)

a \_\_\_\_\_ authorized to do business in Kansas  
(Business Structure)

By: \_\_\_\_\_  
Signature of Authorized Agent for Entity

Title: \_\_\_\_\_

Date: \_\_\_\_\_

(Add in a Notary Acknowledgement Page)



**AFFIDAVIT**

THE STATE OF \_\_\_\_\_ )  
                                                           )       ss:  
 THE COUNTY OF \_\_\_\_\_ )

I, \_\_\_\_\_, being of lawful age, and having been first duly sworn upon my oath, do hereby state:

1. I am a resident of \_\_\_\_\_.

2. As of the date set forth below, I have no financial interest and no entity in which I have any interest has any financial interest in any real property, located anywhere in the state of Kansas, that is delinquent on any special assessments, delinquent on any *ad valorem* taxes, or the subject of any federal, state, or local tax lien.

3. As of the date set forth below, I am not currently delinquent or in default and no entity in which I have any interest is currently delinquent or in default on any debts, responsibilities, or other obligations owed to the City of Topeka, Kansas.

\_\_\_\_\_

**SUBSCRIBED AND SWORN** before the undersigned on this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_

Notary Public

My Appointment Expires: