



CITY OF TOPEKA

Tax Increment Financing ("TIF") Application

APPLICANT: _____

ADDRESS: _____

PHONE #: _____

E-MAIL ADDRESS: _____

CONTACT PERSON: _____

PROJECT NAME: _____

Please complete the following items.

1. As **Exhibit A**, 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 organizational structure.
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 use planner, Applicant's legal counsel, Applicant's financial advisor).

<u>Consultant Type</u>	<u>Name, Address, Phone, Contact Person, Email</u>	<u>Experience</u>

5. As **Exhibit B**, define the boundaries of the proposed TIF area by legal description, address and locator number(s). Also, include a map of the proposed TIF area. Identify the basis for the TIF as an 'eligible area' defined at K.S.A. 12-1770a(g) (blighted area, conservation area, enterprise zone, etc). Include as part of Exhibit B, the boundaries of specific project areas within the TIF. (A project area is an area within the TIF district.)

6. Identify the property that is currently in the control of the Applicant, via ownership or option. If under option, note the option expiration date.

7. Is the property currently zoned for the proposed use? If not, what zoning change will be required?

8. Will the proposed project result in the relocation of residential, commercial, industrial or public facilities? If so, discuss the nature of any anticipated relocations.

9. As **Exhibit C**, state the need and justification for TIF assistance and the type and amount of assistance being requested. Provide a project proforma containing assumptions for TIF assistance, including internal rate of return with, and without, public assistance. Explain how the Applicant intends to demonstrate that but for TIF assistance, this project will be unable to proceed due to extraordinary economic conditions. Substantiate that other alternative methods of financing have been thoroughly explored, as well as why TIF assistance is necessary.

10. 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, developer or publicly sold? Please list all information in the following table format.

<u>Financial Resource</u>	<u>Amount</u>	<u>Term</u>	<u>Status</u>	<u>Contact Person</u>	<u>Contact Phone #</u>

11. As **Exhibit D**, on a revenue worksheet, estimate the incremental property taxes and economic activity taxes to be generated by the project, including underlying assumptions. This information, along with the expected return on investment, shall be included in the proforma.
12. As **Exhibit E**, attach a letter from a financial institution indicating that the Applicant has sufficient financial resources to obtain the private financing for the project.
13. As **Exhibit G**, provide an outline of the costs associated with the development of the proposed project(s) and related parcel, or parcels, located within the TIF area. Identify in the outline, those costs proposed to be funded with TIF financing and the proposed payback timeframe (provide a debt service schedule showing rates and assumptions). The information shall include interest rates and all assumptions.

14. As **Exhibit H**, 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 (or will be prepared soon after submission of the application), please identify the firm who has prepared, or will prepare the study, including the qualifications and prior experience of such firm in preparing similar studies, and attach such reports.
15. Identify any proposed tenants of the project. Have lease(s) been negotiated or signed? What type of lease(s) is contemplated?
16. Who will own the developed property?
17. Briefly describe the "economic and quality of life" benefits of the proposed project to the City.

CERTIFICATION OF APPLICANT

APPLICANT HAS RECEIVED AND REVIEWED THE CITY'S TAX INCREMENT FINANCING POLICY (RESOLUTION NO. 9016) AND THE TIF PROCEDURES. THE APPLICANT UNDERSTANDS AND AGREES TO THE TERMS OF THE POLICY AND PROCEDURES, INCLUDING PAYMENT OF THE REQUIRED FEES.

AS OF THE DATE OF APPLICANT'S EXECUTION OF THIS APPLICATION, TO THE BEST OF THE APPLICANT'S KNOWLEDGE, THE INFORMATION CONTAINED WITHIN THIS APPLICATION IS TRUE AND CORRECT.

By: _____
Signature of Authorized Agent for Entity

Title: _____

Date: _____

STATE OF _____

COUNTY OF _____

This document was acknowledged before me on _____ by _____

Notary Public

My commission expires: _____

EXHIBIT A

Insert or attach here:

EXHIBIT B

Insert or attach here:

EXHIBIT C

Insert or attach here:

EXHIBIT D

Insert or attach here:

EXHIBIT E

Insert or attach here:

EXHIBIT F

Insert or attach here:

EXHIBIT G

Insert or attach here:

EXHIBIT H

Insert or attach here: