



## TAX INCREMENT FINANCING PROJECT PLAN APPLICATION

Complete and provide the following information, including the attachments requested in Appendix I. If necessary, attach additional pages to complete answers. Failure to provide all required information in a complete and accurate manner could delay processing of your application. The City reserves the right to reject or stop the processing of an application lacking all required items.

### 1. Applicant Information

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

Years In Business: \_\_\_\_\_ Contact Person/Title: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Work: \_\_\_\_\_ Cell: \_\_\_\_\_

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

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

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Work: \_\_\_\_\_ Cell: \_\_\_\_\_

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

c. Property Owner: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Work: \_\_\_\_\_ Cell: \_\_\_\_\_

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

**\*If the Applicant is not the property owner, provide evidence of site control (i.e. deed, option to purchase or purchase contract).**

### 2. Applicant's 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): \_\_\_\_\_

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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): \_\_\_\_\_

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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 a debtor in bankruptcy?                      Yes                      No

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

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f. 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, caption of the proceeding, court and year in which it was filed and its disposition and/or status: \_\_\_\_\_

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g. 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 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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**3. Project Information**

a. Project Name: \_\_\_\_\_

b. Legal description of area located within the Project Plan (the "Property"): \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

c. Are all areas within the proposed project plan platted?      Yes              No  
 If yes, identify the number of tracts, parcels or lots in the project plan area: \_\_\_\_\_  
 and provide the County parcel ID number for each parcel within the project plan area: \_\_\_\_\_

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

d. Name of TIF District in which the Project Plan is located: \_\_\_\_\_

e. Project Description (Provide detailed description that identifies proposed buildings, infrastructure and other improvements to be constructed. Include number and type of housing units; square footage of commercial with breakdown of office and retail; etc.): \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

f. Is the Property appropriately zoned for the Project Plan? Has it received site plan approval from the City? If so, provide the dates of all zoning and plan approvals. If no, provide the status of the zoning and plan approval process and when approval is anticipated: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

g. Provide the estimated cost of the project expenses and whether or not the Applicant is requesting the items be TIF eligible costs.

<u>Item</u>	<u>Estimated Cost</u> _____	<u>Requesting TIF (mark with ✓)</u>
(1) Land acquisition:	\$ _____	
(2) Architectural & engineering costs	\$ _____	
(3) Site development (grading, storm water, utility relocation, etc.)	\$ _____	
(4) Utilities located within the public right of way	\$ _____	
(5) Water mains and extensions	\$ _____	



**4. Financing:**

a. Type of TIF financing requested: (TIF Bond Issue or Reimbursement, pay-as-you-go financing): \_\_\_\_\_

b. Requested term of Project Plan: \_\_\_\_\_

c. Percentage of TIF increment requested for each year of the TIF project plan: \_\_\_\_\_

\_\_\_\_\_

b. Other financing sources:

(1) Industrial Revenue Bonds \$ \_\_\_\_\_

(2) Community Improvement District \$ \_\_\_\_\_

(3) Transportation Development District \$ \_\_\_\_\_

(4) Private Equity \$ \_\_\_\_\_

(5) Other (specify: bank financing; tax credits; etc.) \$ \_\_\_\_\_

\_\_\_\_\_

c. Current real estate taxes for each parcel in the Project Plan Area: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

d. (i) By attachment, provide the Applicant's TIF revenue projections for the Project Plan area upon completion. If the project is phased, please identify the real estate taxes at completion of each phase and specify the year.

(ii) Specify the mill levy assumptions used for the term of the TIF. \_\_\_\_\_

\_\_\_\_\_

**5. Relocation**

a. Will execution of this Project Plan require relocation of any existing residences or business? If so, provide details and include a relocation plan with all costs associated therewith: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Appendix I** - Provide the following documents/attachments with application submission:

- Evidence of site control.
- Current financial statements of the Applicant and owning and/or operating entity if different from the Applicant (2 years); P&L (2 years); and Balance Sheet (2 years).
- Current banking relationships of Applicant.
- Commitment letters and/or term sheets for all lenders for proposed debt and all other sources of the Project (i.e. grants and tax credits). Commitment letters must clearly specify the nature and terms of the obligation.
- Market studies which identify target markets, analysis of competition, demographics, market rents and sales prices, and letters of intent/interest from prospective tenants.
- Recent appraisal for all projects involving a transfer of land and/or for which land is used as a form of equity or collateral. The appraisal must value the property “as is” and assume the highest and best use is the proposed use.
- Approved site plans or plan submissions for the Project Plan area.
- TIF revenue projections for Project Plan area and if the Project is phased, identification of the real estate taxes at completion of each phase by year.
- Renderings of the Project, if available.
- Any other data or information the Applicant deems pertinent to the City’s consideration of the application.

\*Note: if any of the documents in Appendix 1 are confidential, they may be submitted directly to the City’s Financial Advisors (FA) for review and reporting to the City. The application should state which documents will be sent to the FA..

## APPLICANT CERTIFICATION & AGREEMENT

The Applicant certifies that the undersigned is authorized to execute this Application on behalf of the Applicant. The Applicant further certifies that all information contained above and submitted with this application is true to his/her knowledge and belief and submitted for the purpose of obtaining TIF financial assistance from the City. Applicant has included its application fee and retainer with this submission and agrees to be responsible for all additional cost, above the amount of the retainer, incurred by the City for outside legal and fiscal review, and for the issuance of bonds, if applicable. Applicant has read the City TIF Policy and will abide by all City requirements for TIF financing.

The Applicant understands and agrees that the City reserves the right to deny approval of the requested TIF Project Plan regardless of preliminary approval or the degree of construction completed before final approval would be given. Applicant further understands that final approval rests with the Governing Body in accordance with State law and City Policy. Applicant shall indemnify and hold harmless the City, its employees, officers and consultants against all losses, costs, damages, expenses and liabilities of any nature directly or indirectly resulting from, arising out of or relating to the acceptance, consideration, approval, or disapproval of this application for tax increment financing assistance.

### APPLICANT

By: \_\_\_\_\_  
Authorized Representative

\_\_\_\_\_ Date

\_\_\_\_\_  
Printed Name

Submit the application, \$2,500 fee, \$10,000 retainer and three originals of the Application with attachments to:

Doug Robinson, City Finance Director  
12350 W. 87<sup>th</sup> Street Parkway  
Lenexa, KS 66215  
Phone: (913) 477-7544  
Fax: (913) 477-7586  
drobinson@lenexa.com