

**Consolidated Municipality of Carson City
Office of Business Development**



Incentive Program Application

Name of Business:	Date:
Business Address	
Name of Tenant:	Phone Number
Address of Tenant:	Fax:
	E-mail:
Name of Property Owner	Phone Number
Address of Property Owner:	Fax:
	E-mail:
History of Development Entity:	How Development vision complies with objectives of redevelopment agency plan:
Project Name:	Project Area: (check one) <ul style="list-style-type: none"> • Area #1 <input type="checkbox"/> • Area #2 <input type="checkbox"/>
Project Address / Location	Assessors Parcel Number:
Bldg Size:	Land Area:

Project Description:			
Total Tenant / Property Owner Investments	Land Acquisition:	\$	
	Site Development Costs:	\$	
	Public Improvements:	\$	
	Building Costs (Hard):	\$	
	Soft Costs (Professional / legal, etc.)	\$	
	Other:	\$	
	Other:		
Total		\$	
Total Tenant Investment	Site Development Costs:	\$	%
	Public Improvements:	\$	%
	Building Costs (Hard):	\$	%
	Soft Costs (Professional / legal, etc.)	\$	%
	Other:	\$	%
	Other:	\$	%
	Total		\$
Total Property Owner Investment	Land Acquisition:	\$	%
	Site Development Costs:	\$	%
	Public Improvements:	\$	%
	Building Costs (Hard):	\$	%
	Soft Costs (Professional / legal, etc.)	\$	%
	Other:	\$	%
	Other:	\$	%
Total		\$	%
Total Estimated Project Cost		\$	
Total Incentive Funds Requested		\$	
Incentive as a % of total project			%
Demonstration why Redevelopment Agency funds are required for the development and evidence provided that no other reasonable means of financing is available.			
Estimated Project Start Date			
Estimated Project Completion Date			
Do you have a Business Plan?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Number of years business has existed under current organization:			

Does the applicant own an existing business?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, what is the name of the business?		
Number of years business has existed:		
Number of years business has existed under the ownership of applicant?		
Please attach the most recent financial reports for this business along with a credit report.		Schematic drawings of conceptual site plan.
<ul style="list-style-type: none"> Organizational structure of development entity, including delineation of lines of responsibility. 	<ul style="list-style-type: none"> Proof of development entity ownership control, or a description of how entity intends to gain ownership control. 	<ul style="list-style-type: none"> Breakdown of the sources and use of funds for the construction of the project. Pro-forma profit and loss statement for the project covering at least 5 years.
Project Team: *Attach resumes for all	*Architect / *Designer	
	*Contractor	
	*Attorney	
	*Accountant	
	*Project Manager	
	*Construction Manager	
	*Development Consultant	
Economic Impact Information	Anticipated Annual Payroll	\$
	Description of how applicant will adhere to employment plan, if applicable.	
	Anticipated Annual Sales Tax Collections	\$
	Anticipated Increase in Property Value	\$

Total Tenant Investment	Site Development Costs:	\$	%
	Public Improvements:	\$	%
	Building Costs (Hard):	\$	%
	Soft Costs (Professional / legal, etc.)	\$	%
	Other:	\$	%
	Other:	\$	%
	Total	\$	%
Total Property Owner Investment	Land Acquisition:	\$	%
	Site Development Costs:	\$	%
	Public Improvements:	\$	%
	Building Costs (Hard):	\$	%
	Soft Costs (Professional / legal, etc.)	\$	%
	Other:	\$	%
	Other:	\$	%
Total	\$	%	
Submittals Checklist	Please submit where applicable:		
		Architects / Designer Proposal	
		Architects / Designer Renderings or Drawings	
		Project Budget Detail	
		Site Plan	
		Lease Agreement	
		Building / Project Elevations	
		Principals and Key Individuals Resumes (see above)	
		Current financial statements, including a balance sheet and profit and loss statement with explanations regarding the valuation of assets and recognition of the revenue and expenses. Corresponding tax returns should also accompany the financial statements.	
		Identification of current banking relationships and major credit references.	
		Name, address and phone number of companies that have issued performance bonds on previous developments.	
<ul style="list-style-type: none"> • Your project must conform to all applicable codes, ordinances, and regulations as well as the common design principles established by Downtown Design Standards. • Construction documents describing your complete project must be submitted to the appropriate departments and agencies of the City for review and permitting prior to beginning work. In some cases, an architect and/or engineer must prepare these documents. All applicable permits must be obtained and all accompanying inspections must be successfully completed. • Shop drawings must also be submitted for review for all awnings, ornamental ironwork, and signs prior to beginning work. 			

Acknowledgement of Application Provisions:

- I affirm that this project will not be initiated without written commitments and completed contract with the Consolidated Municipality of Carson City.
- I affirm that this project conforms to all applicable codes, ordinances and regulations, as well as the common design principles for Downtown Carson City.
- All applicable permits will be obtained for this project and all accompanying inspections will be successfully completed to receive reimbursement.
- I affirm that I am in good standing with the Consolidated Municipality of Carson City with respect to taxes, fees, loans or other financial obligations to the City.
- If this project is selected for an incentive from the Consolidated Municipality of Carson City, I acknowledge that photographs of my property may be used in promotional materials for Downtown Carson City.

<p><i>I declare, under penalty of perjury, that I have not, in the filing of this application; willfully made any false statements nor have I made any unqualified statements that I know not to be true.</i></p> <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <p><i>Applicants Signature</i></p> <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <p><i>Applicants Signature</i></p> <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <p><i>Applicants Signature</i></p>	<p align="center">Date</p> <p align="center">Day ____ Month ____ Year ____</p> <p align="center">Day ____ Month ____ Year ____</p> <p align="center">Day ____ Month ____ Year ____</p>
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***Note:** ALL project related invoices must be submitted for review at conclusion of the project prior to reimbursement. In addition, approved copies of required City building, sign and other permits must be submitted as a condition of reimbursement and in order for any and all liens to be released.

(For Internal Use Only)	
Application Approved:	Date
Project Commenced:	
Project Completed:	
Reimbursement Request submitted to Finance Department	
Reimbursement remitted to Applicant	