



## ***TIF INCENTIVE PROGRAM APPLICATION***

To begin the application process for a TIF Incentive Program funding a pre-application conference is required to discuss project elements, eligibility, and scope of the project. This application form will then be submitted to start the official review of the incentive request. This form is designed to obtain the following information: 1) Applicant Information, 2) Project/Property Narrative, 3) Project Budget, 4) Project Timeline, and 5) Relevant Project Documents.

If approved, this application will be supplemented by a written agreement between the applicant and Village. No work is to proceed prior to execution of a formal agreement.

### **I. APPLICANT INFORMATION**

Name/Firm \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Office Phone \_\_\_\_\_ Mobile Phone \_\_\_\_\_ Email \_\_\_\_\_

Applicant is:

\_\_\_\_ An Individual                      \_\_\_\_ LLC  
\_\_\_\_ Corporation                      \_\_\_\_ Other (Describe) \_\_\_\_\_  
\_\_\_\_ Partnership

*If a Corporation, Partnership or LLC, indicate the principals and ownership interest:*

<i>Name</i>	<i>Address</i>	<i>Title</i>	<i>Interest</i>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

*Is the applicant or any owner, stockholder, officer or director, or member of their immediate family, an employee, elected official or contractor of the Village of Midlothian?*

\_\_\_\_ No  
\_\_\_\_ Yes (Please provide Details) \_\_\_\_\_  
\_\_\_\_\_

## II. PROPERTY/PROJECT NARRATIVE

Address of Project \_\_\_\_\_

Is the Applicant:

\_\_\_\_ Owner of Property

\_\_\_\_ Lessee (If Lessee, Owner Approval Will Be Required as a Signatory of this Application)

Current Use of Property \_\_\_\_\_

Identify the Incentive Program Application(s) Being Requested  
(Consult Program Guidelines for Eligibility Criteria)

\_\_\_\_ Interior Improvement Funding

\_\_\_\_ Facade-Exterior Improvement Funding

\_\_\_\_ Site Appearance Funding

\_\_\_\_ Catalytic Investment Incentive Funding

\_\_\_\_ Small Business Start-Up Funding

Proposed Use(s) of Property Upon Project Completion \_\_\_\_\_

Describe the Project Goal(s) and Identify What Will Be Accomplished

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

## III. PROJECT BUDGET

Identify the Estimated Costs Applicable to the Project (Include No Fewer Than Three Written Contractor Estimates)

→ Property Acquisition	\$ _____
→ Site Improvements/Grading	\$ _____
→ Demolition	\$ _____
→ Architect/Eng/Design Fees	\$ _____
→ Rehab/Renovation	\$ _____
→ Addition	\$ _____

→ Walls/Masonry	\$ _____
→ HVAC/Plumbing/Electrical	\$ _____
→ Lighting	\$ _____
→ Utilities	\$ _____
→ Signage	\$ _____
→ Other (Identify) _____	\$ _____
_____	\$ _____
_____	\$ _____
<i>Total Cost Estimate</i>	\$ _____

*Identify the Financing of Estimated Project Costs Identified Above*

→ Applicant Equity	\$ _____
→ Construction Loan	\$ _____
→ Other Funds (Identify) _____	\$ _____
→ TIF Incentive Request	\$ _____
<i>Total Project Cost</i>	\$ _____

#### **IV. PROJECT TIMELINE**

Assuming that your application was approved thirty (30) days from the date of this submittal, identify the completion dates of the various project phases.

<i>Phase</i>	<i>Date</i>
<i>Plan Preparation/Permit Approval</i>	_____
<i>Construction/Renovation</i>	_____
<i>Occupancy/Completion</i>	_____

#### **V. REQUIRED ATTACHMENTS**

Depending upon the scope of the project, the Village may require additional documentation. This will be discussed with the Village during the pre-application process. This documentation may include the following items:

- Land plan and elevations of proposed improvement
- Plat of Survey
- Façade elevations
- Landscape plan

- Signage elevations
- Interior building plans
- Three estimates from contractors
- Proof of ownership of property
- Applications for the *Catalytic Investment Incentive Funding* may be required to provide detailed documentation including a business plan, project pro forma, market study, evidence of financing and other information that will demonstrate the viability of the proposal.

## **VI. APPLICATION SIGNATURE & ACKNOWLEDGEMENTS**

By signing this request for TIF Funding assistance, applicant agrees to the following:

- I am authorized to act as applicant.
- The information provided is true and correct.
- I acknowledge that project would not be completed without the use of TIF Funding assistance.
- I acknowledge work is to be performed in accordance with Village codes, requirements of the *Tax Increment Financing Incentive Program Guide* and terms of the written agreement approving the project.
- I understand that reimbursement will only occur for work or expenses incurred after the approval of a funding agreement.

\_\_\_\_\_  
Printed Name of Authorized Applicant

\_\_\_\_\_  
Date of Application

\_\_\_\_\_  
Signature of Authorized Applicant

(Note: If Applicant is not the owner of subject property, the owner's signature is required below)

\_\_\_\_\_  
Printed Name of Property Owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Owner

Program questions and applications shall be directed  
to: [sjones@villageofmidlothian.org](mailto:sjones@villageofmidlothian.org)