



**City of Colleyville
Economic Development Incentive Application**

Date:
Type of Incentive Request:
Amount of Incentive Request:

Business Name:
Primary Business Product or Service Provided:
Mailing Address:
Telephone:
Business Website:

Proposed Location & Acreage (including legal description, please):
Projected Square Footage of Project Facilities:
Projected Real and Personal Property Values:
Projected Annual Taxable Sales:
Will Colleyville Be the "Point of Sale" for Sales Tax Purposes?
Company's Tax ID#
Projected Number of Full Time Employees and Total Annual Payroll of Full Time Employees:
Average Annual Salary of Employees:
Percent of Employees to Receive Full Company Benefits:

Applicant's Name & Title:
Mailing Address:
Telephone:
E-mail Address:

Property Owner's Name & Title:
Mailing Address:
Telephone:
Email Address:



Please, complete all questions in this document and attach all documents requested in the questions below. Please feel free to attach additional pages as needed to help quantify this request.

1. Provide background information on the business including information on how long the business has been in operation; chronology of business openings, closings, relocations, modernizations and expansions; whether you are a publicly traded or privately held company; whether you are a corporation, joint venture, partnership or sole proprietorship. Is the business or project's enterprise among the types targeted for retention within or attraction to Colleyville?

2. Give a brief description of the activities to be performed and a description of products to be produced and distributed and/or services to be provided.



3. Identify companies and organizations in Colleyville that could utilize your products and services or otherwise benefit from your locating Colleyville. What companies and organizations located in Colleyville might compete with your business? Please list the types of products or services to be sold which are currently sold by existing Colleyville merchants.

4. Provide a description of the property where the project will be located in Colleyville and attach a copy of the property's legal description, a site map, site plan and statement of current, assessed value upon submittal of incentive application.



5. Describe the facility where the project will be located in Colleyville. Is the facility new construction or existing space? Will the facility be free standing or inline space? Will the applicant be the owner of the property or a tenant? Is this facility a new facility, expansion or relocation? What is the total square footage of the facility? Please, attach any architectural renderings, floor plans or other documents related to the facility when you turn in your incentive application.

6. Estimate the total cost of the project and include the anticipated increased value to the property over the property's current value. This includes the cost of real and personal property, land, structures, inventory and other improvements. Please include information related to projected taxable annual sales and other revenues that may be generated for the City from the project such as franchise payments, utility revenues, occupancy taxes, etc. Likewise, please note whether there is any amount of infrastructure construction or participation required or expected of the City.



7. Provide information relating to the business's ability to finance this project, attach a copy of the business plan, information on the annual operating budget and latest audited financial statement with submittal of the incentive application. Provide information related to any business restructuring in the past 10 years.

8. Please, describe the timeline for starting and completing this project including when your business plans to commence construction, occupy the space and open in Colleyville and any anticipated future project phases after the occupancy date.



9. Provide information on the projected employment in Colleyville. What is the projected number of new full time and part time employees? What types of jobs will they fill? List the job titles, number of positions and average wage in each category. What is the total annual payroll of full time and part time employees (if an expansion, both present and anticipated new employment)? What percentage of employees will receive full benefits? What types of benefits will be offered?

10. Describe in detail the incentive request. What type and amount of incentives are you requesting? What is the time period in which you are requesting the incentives remain in effect? Will the project be able to move forward if the City does not grant the full amount requested? Have you approached other taxing jurisdictions for incentives related to this project? Substantiate and more fully describe the justification for the incentive request and how it contributes to the financial viability of the project.



11. Describe in detail the impact the project will have on municipal or public facilities, services and utilities. Any significant costs the city, school districts or other public entities could incur due to the project including off-site infrastructure requirements and significant traffic impacts must be noted. Is there any expected impact on the local housing market? What about on neighboring businesses and/or property owners? Any environmental impacts to the community must be explained as well.

12. Please, include or describe any other information relative to the project and its impact on Colleyville.



I hereby certify that the information included on this document is complete and accurate:

Signature & Title

Print Name

Date

I have reviewed the application and confirmed it as complete for processing and consideration by City Council.

Director of Economic Development, City of Colleyville

Date