

Application for Economic Development Assistance New Construction

The following information is required for all projects requesting economic development assistance from the _____. Fill all spaces on the application form. If the information requested is not applicable, enter "N/A" in the space. Incomplete applications will not be considered for assistance. After receipt of the application, the EDC may require additional information to be submitted to indicate the financial abilities or other factors of the company.

Applicant/Business Name		
Mailing Address		
City	State	Zip Code
Phone Number	Fax Number	
Applicant's Representative	Title	
Mailing Address (if different from above)		
City	State	Zip Code
Phone Number	Fax Number	

State Law states all information be kept confidential until a contract is accepted by both parties.

I certify that the information submitted in this application, including attachments, is true, correct and complete. Omissions or submission of incorrect information will render this application invalid. There is no actual or implied commitment of the _____, until each approves the project.

Applicant's Signature

Date

Project Information

Description of the Project			
SIC Code		SIC Code Description	
Property Address		Legal Description (attach if necessary)	
Value of Improvements			
Building	Equipment	Inventory	
Permit & Fees			
Building Permit Fee	Water Fee	Sewer Fee	Misc Fee
Construction Time Frame (month/year)			
Start:		Complete:	
Construction Materials To Be Purchased (\$)		Percent Purchased in Sulphur Springs	
Equipment & Furniture To Be Purchased (\$)		Percent Purchased in Sulphur Springs	
Construction Workers Payroll		Percent Spent in Sulphur Springs	
Annual Facility Purchases		Percent Purchased in Sulphur Springs	
Purchases of Raw Materials From Local Manufacturers or Suppliers			
SIC Code	SIC Code Description		Annual Purchases
Projected Annual Sales	Annual Sales/Sulphur Springs	Percent Subject to Sales Tax	
Remarks			

Utility Usage Information

Water	
Average Monthly Usage (1,000 gallons)	Capital Investment Needed
Waste Water	
Average Monthly Usage (1,000 gallons)	Capital Investment Needed

Employment Information

Number of Employees (FTE)		Annual Payroll		% Previously Unemployed	
# of Hourly		Ave. Wage/Hour		# of Salaried	
Benefits Offered					
Health Plan		Cost to Employee/Mo		Family Coverage Available	
Cost to Employee/Mo					
Yes / No				Yes / No	
Retirement/401K		Vacation (#/yr)		Sick Days (#/yr)	
Paid Holidays (#/yr)					
Yes / No				Yes / No	
Profit Sharing		Dental Insurance		Life Insurance	
Disability Insurance					
Yes / No		Yes / No		Yes / No	
Tuition Assistance		Flextime		Daycare	
EAP					
Yes / No		Yes / No		Yes / No	

Notes

1. **SIC Code:** Standard Industrial Classification code. The SIC Manual is available for use at the EDC.
2. **Construction Workers Payroll:** Payroll should include all construction workers. You may need to require bids from subcontractors to be detailed to show payroll.
3. **Percent Spent in Sulphur Springs:** Percent of construction workers' payroll that will be spent by the workers in Sulphur Springs (food and other retail purchases).
4. **Annual Facility Purchases:** Annual purchases of operating items such as office supplies, cleaning supplies, etc. that are subject to sales tax.
5. **Purchases of Raw Materials from Local Manufacturers:** Purchases of raw materials used in the manufacturing process that are *not* subject to sales tax.
6. **Annual Sales in Sulphur Springs:** Estimated sales to Sulphur Springs' customers. If the company has no Sulphur Springs customers, enter "none."
7. **Capital Investment Needed:** Cost of installing new water or sewer lines.

Economic Development Assistance Requested

Tax Abatement Requested	First Year of Abatement	Abatement Schedule Requested*
Yes / No		
Financial Assistance Requested (Amount)		
Explanation/Justification		
Other Assistance Requested		
Explanation/Justification		

* **Abatement Schedule Requested:** Please refer to the _____ tax abatement policy statement to determine the applicable tax abatement schedule.

Required Attachments

The following items must be attached to this application in order for the application to be complete. Please submit each item listed as a separate item.

1. Plat/Map of Property, extending 500 ft beyond property in all directions
2. Detailed List of Improvements, including Equipment
3. Business Plan
4. Current Financial Report
5. Financial Reports for Last Three Years
6. Tax Certificate
7. Letter Addressing Tax Abatement Minimum Standards (if applicable)

Application Submission

Submit the completed application by mail or in person to:

This application must be filed with the _____ prior making public announcements and filing Building Permit applications with the City. If you have questions about this application, please contact_____.