



City of Sartell

Application for Local Public Financial Assistance

The City of Sartell has authority to provide financial assistance to development and redevelopment projects that provide benefit to the community. The use of tax increment financing and property tax abatement is governed by Minnesota Statute.

The City will consider requests for local funding for projects that satisfy community development goals and comply with applicable City policies. The City Council, in its sole determination, will consider whether or not to provide local funding. A request for funding is no guarantee that the City will fund the project.

All third-party costs related to evaluation, consideration, and implementation of local public financial assistance shall be borne by the Applicant. The out-of-pocket costs to evaluate and process this request frequently range from \$30,000 to \$100,000 depending on the scope and nature of the project. Additionally, a non-refundable application fee of \$5,000 shall accompany this Request to defray staff expenses related to the funding request. These fees are in addition to other fees for additional City services (re-zoning, permits, etc.)

Section A: Summary

Name of Project

Project Address

Project PID(s)

Type of Assistance Requested (Check all that apply)

- Tax Increment Financing – Existing District
- Tax Increment Financing – New District
- City Property Tax Abatement
- Affordable Housing Gap Financing
- Grant Sponsorship (must also submit separate application)

Section B: Applicant Information

1. Name of Applicant (Business):

Contact Person & Title:

Business Address:

Telephone:

Email:

2. Contact Information for person directly involved in preparing public finance application

Contact Name

Business Name

Phone

Email

3. Contact information for key members of the development team. Also attach a brief description of the development team's experience and a list of relevant developments:

Company Name

Contact Name

Address

Telephone/Email

Legal Counsel:

Finance Advisor:

Architect: GLTA

Engineer: TBD

Contractor: TBD

Property Manager:

Other

4. Brief Description of Applicant (Business). Include summary of development experience, staffing and financial capacity, construction, operational and management experience. Attach additional pages if necessary.

5. Has the Applicant or any related entity filed for bankruptcy or defaulted on a development or construction related agreement in the last seven years? If so, please describe the situation and how resolved.

6. Describe all financial interests of the Applicant (or related entities) in other Sartell based businesses or properties.

Section C: Financing Information

1. Type of TIF District requested (check one)

Redevelopment Renewal and Renovation Other
 Housing Economic Development Not Applicable

2. Describe the specific type and amount of public financial assistance requested. The request is for TIF and other financial assistance in the amount of \$1.0 - \$1.2 million

3. Summarize the Sources and Uses

Describe any unusual revenue sources or costs on a separate sheet.

| Description of Sources | Estimated Amount | Percentage |
|-------------------------|------------------|------------|
| Equity | \$ | % |
| Debt | \$ | % |
| Grants | \$ | % |
| Deferred Loans | \$ | % |
| Tax Increment Financing | \$ | % |
| Other | \$ | % |

Total = \$ %

Description of Uses Estimated Amount Percentage

Land Acquisition \$ %

Soft Costs -

Architecture & Engineering \$

- Environmental \$

- Legal Fees

- Developer Fee \$

- Other \$

- Sub-total = \$ %

Hard Costs

- Site Preparation \$

- Environmental Remediation \$

- Construction \$

- Contingency \$

- TI Improvement \$

- FFE \$

- Other \$

- Sub-total + \$ %

Financing and Fees

- Property Taxes \$

- Interest, construction period \$

- Leasing/Marketing \$0

- Appl. and Permit Fees \$

- Reserves \$

- Other \$

Total= \$ %

4. Summarize the extraordinary costs eligible for TIF reimbursement (per MN Statute), if applicable.

| Description of Expense | Total Estimated Amount | TIF Request |
|------------------------|------------------------|-------------|
| | \$ | \$ |
| | \$ | \$ |
| | \$ | \$ |
| | \$ | \$ |
| | \$ | \$ |
| | \$ | \$ |
| | \$ | \$ |
| | \$ | \$ |
| Total = | \$ | \$ |

5. Describe why local public financial assistance is needed for this Project.

6. "But for" the use of TIF, would this project proceed?

7. Summarize the anticipated change in the property tax base after completion of this project.

a) Current Assessed Value _____

b) Current Annual Property Taxes Paid \$ _____

c) Anticipated Assessed Value after completion _____

d) Anticipated Annual Property Taxes Paid after completion \$ _____

e) Estimated Growth in Assessed Value (after completion) _____ (c minus a)

f) Estimated Annual Incremental Taxes Paid (after completion) \$ _____ (d minus b)

Section D: Description of Proposed Development

1. Development Summary (Include information on population served, whether supportive or general occupancy housing).

2. Are changes to the existing zoning, variances or changes to the Comprehensive Plan needed for the proposed development? Describe.

3. If commercial space is included, have occupants or tenants been identified?

4. Describe existing site conditions and surrounding amenities. Include items such as: nearby schools, parks, trails, transportation options, access to employment and access to goods and services

5. Are any of the existing buildings considered “substandard” based on Minnesota TIF statutes? **No**
Describe the condition of the existing building(s).

6. Is the site a Brownfield? **NO** ____ If yes, please describe.

7. Describe the anticipated impact of the proposed project to local service providers. Include the impact on public safety (police and fire), transportation network, parks and recreation and local schools.

8. Project Timeline with Key Milestones, including Rezoning entitlements, financing commitments, Land acquisition, Groundbreaking, Construction period, Substantial completion, Leasing, Full lease up, etc.

9. Will all development costs be incurred within 5 years of the project’s commencement? **Yes**

10. Describe the community benefits should the public financial assistance be awarded and the project delivered.

a) Private Investment Leveraged \$

b) Other Public Incentives Leveraged \$

c) Growth in Local Tax Base \$ _____ (item 6f above)

d) New Jobs Created (FTE)

e) Temporary Construction Jobs (FTE) _____

f) Affordably Priced Housing Units Created _____

g) Public Parking _____

h) Public Spaces _____

i) Other

ADDITIONAL REQUIRED INFORMATION

In order to effectively evaluate the request for public financial assistance, additional information MAY BE required about the support for and structure of the development project. This information is considered public data unless it qualifies as 'non-public' in accordance with Minnesota Statute.

1. Market Study or analysis to document market demand, rental rates, lease-up period, etc.
2. Development Pro Forma, complete and detailed
3. 15-year Operating Pro Form, complete and detailed
4. Appraisal to confirm fair market land/building value
5. Preliminary elevation, site plan
6. Floor plan showing location, arrangement and floor area of existing and proposed uses.
7. Commitment to accept tenants with Housing Choice vouchers (residential developments only)
8. 3-years audit on similar developments (residential development only)
9. Affirmative Fair Housing Marketing Plan (residential developments only)

Other supportive information may be requested if needed.

Public Release of Data – Tennessean Warning

Applications for public financial assistance from the City of Sartell will be made available to the public upon request in accordance with Minnesota Statutes. Applicants are not required to complete this application form, but if information about the project is insufficient (in the sole opinion of the), the application will not be evaluated.

The following data submitted by persons requesting financial assistance from the City of Sartell is deemed to be private or non-public data: financial statements, credit reports, business plans, income and expense projections, customer lists, balance sheets, income tax returns and design market and feasibility reports not paid for with public funds. This data shall become public if the City provides financial assistance to the applicant except the following, which remain Private or Nonpublic: business plans; income and expense projections not related to the financial assistance provided; customer lists; income tax returns and design, market, and feasibility studies not paid for with public funds.

Any information provided in relation to this request for public financial assistance will be made accessible to the following persons or entities:

1. Employees, agents, attorneys and officials of the City who have a need to know about the information in the course of their duties or responsibilities;
2. Individuals or entities who have obtained a court order for the information;
3. Other persons or entities, if state or federal law subsequently authorizes such access;
4. If litigation arises, the information may be provided in documents filed with the court which are available to the public. If it is reasonably necessary to discuss the information at an Council meeting, it will be available to members of the public.

I HAVE READ AND UNDERSTAND THE ABOVE STATEMENT REGARDING PUBLIC RELEASE OF INFORMATION.

Signature Date

By signing this Application, I _____ attest that I am a duly appointed representative of the Applicant and that to the best of my knowledge, all the information contained herein is accurate and complete. I agree to bear the financial cost incurred by the City of Sartell to this request. I understand that the financial responsibility remains valid regardless whether or not this request is approved. I fully understand that application for Public Financial Assistance is no guarantee of approval and that all fees are non-refundable.

Print Name Signature

Title Date

Property Owner's Statement:

I am the fee title owner of the property located at _____ and am familiar with the pending request for public financial assistance. I consent to this application including the inspection of this property and the potential inclusion of this property in a future TIF District, if applicable.

