

Auburn Community Redevelopment Authority (CRA)

Application Checklist

Dear Potential Applicant,

Thank you for your interest in a tax increment financing (TIF) project. Review the checklist below along with the sample application. Completed applications are due three (3) weeks prior to the regularly scheduled CRA meeting to allow for adequate time for review. Contact City Hall for the date of the next regularly scheduled CRA meeting. If you have any questions regarding the checklist or application, please contact Crystal Dunekacke, City Administrator/Economic Developer at (402) 274-3420 or Katy Billings, CRA Chairperson at 402-274-7890.

APPLICATION CHECKLIST

1. Completed application including:
 - a. Detailed contact information (name, address, telephone number, email address)
 - b. Description of project site (address, legal description and parcel number)
 - c. Existing use of the project site (if you don't own the site include a detailed plan for acquisition)
 - d. Detailed redevelopment plan for the site (see #5, A-J on the application)
 - e. Itemized estimated project costs (see #6, A-I on the application)
 1. You MUST include a bid or estimate for each project cost. If you plan on completing the work yourself, you must also submit one other bid from another contractor besides yourself.
 - f. Names and addresses of all contractors, architects, and/or engineers involved in the project
 - g. Most recent AND estimated property valuation (if you have questions concerning this section, please contact the Nemaha County Assessor)
 - h. Itemized projected sources of financing for the project including a construction pro forma if applicable (any questions regarding your sources of financing should be addressed to your LENDER)
 - i. Project schedule to include a start and finish date. If the project is phased include all estimated start and finish dates for EACH phase
 - j. Listing of any current or past TIF projects and/or development projects you have been involved in during the past 5 years
 - k. Underneath "Tax Increment Financing Request" (see #12, A-E) make sure you have answered each question AND make sure you have signed the application

2. In addition to the completed application, you MAY be asked to provide the following confidential documents:
 - a. Lender commitment letters
 - b. Documentation of ownership (purchase contract, warranty deed, etc)
 - c. Documentation of organization (LLC, Sole proprietorship, etc)
 - d. Financial statement

When you have submitted your completed application to City Hall by the date listed above, you should expect the following timeline in regard to your project:

1. Consideration of your application at the regularly scheduled CRA meeting listed above
2. Consideration of the resolution and amendment to the redevelopment agreement at the regularly scheduled CRA meeting listed above
3. Signing of the revocable grant AFTER the application and resolution has been passed at the regularly scheduled CRA meeting listed above
4. You may ONLY begin work on your project AFTER the proper documents have been signed. Any work completed before potential action at the regularly scheduled CRA meeting listed above will be considered ineligible for TIF

Sample

APPLICATION FOR TAX INCREMENT FINANCING

Please note that the following application must be typed prior to submission to the City of Auburn. You should attach additional pages when necessary. The applicant(s) or a designated representative must be present at the Community Redevelopment Authority (CRA), Planning Commission, and City Council meetings to answer any questions related to the project. Proper notice of both meetings will be given to applicants by City Staff. **Failure to complete any of these application requirements may result in ineligibility for or delay of approval of Tax Increment Financing.**

1. Please state, the name, address, telephone number and email address of the Redeveloper(s) (the applicant). If the Redeveloper is a business entity, please include the name of the designated representative of the business and the position title.

*Test Redevelopment Company
John Q. Test, President
1234 North Avenue
Auburn, NE 68305
402-274-1111*

2. Please describe the property to be redeveloped (the "Project Site") by address, legal description, or, if necessary, general location. Please include all parcel numbers included in the Project Site. Please attach a map of the Project Site if available.

*9876 South Street
Auburn, NE 68305
Legal Description: Block 425 in Howe, Nixon & Willson's 67th Addition to the City of Auburn, NE.
Parcel Numbers: 640000001, 640000002, and 640000003*

3. Please describe the existing uses and condition of the Project Site.

The property is currently an empty warehouse facility located in the Auburn Core TIF district. It has been vacant for five years and has deteriorated beyond a usable state.

4. If you do not currently own the Project Site, please explain your plan for acquiring the Project Site, including whether you have a current agreement to acquire the Project Site.

A signed purchase agreement is in place with the current owners and loan pre-approval for the purchase has been obtained from ABC Bank.

5. Please describe the Redevelopment Plan on the Project Site. In your description, please address (please include your answers in an attached document):

- A. Proposed land uses after redevelopment (please attach a land use plan if available).
--The subject will be used as a production and storage facility for wickets.
- B. The necessity of and plan to demolish or remove structures.
--A small three-sided lean-to shed will be removed. Value of this shed is minimal.
- C. Land coverage and building intensities in the Project Site after redevelopment (please attach a site plan if available).

--No changes to land coverage or building intensities.

D. Standards of population densities in the Project Site expected after redevelopment.

--No changes expected in population densities.

E. A statement of any proposed changes to zoning, street layouts, building codes, or ordinances.

--Current zoning of C-1 General Commercial may need to be changed to M Industrial. Information is being submitted to the Planning Commission for determination.

F. A statement of any planned subdivision to the Project Site.

--None

G. A statement of additional public facilities and utilities required to support the Project Site after redevelopment.

--A larger electrical run is needed to the site and is being reviewed by the Board of Public Works.

H. Employment within the Project Site before and after redevelopment.

--Currently, there are no employees. Upon completion, 10 employees will work at the site.

I. A statement detailing the impacts on student populations resulting from the project.

--A small increase in student populations may be realized as the 10 employees are not yet identified or hired.

J. Any other information you deem relevant.

6. Please itemize your estimated project costs (please attach copies of bids or estimates to support estimated project costs):

A. Land Acquisition (if applicable):	\$250,000
B. Site Development (itemize):	\$ 25,000
C. Building Cost:	\$435,000
D. Architectural & Engineering Fees:	\$ 22,500
E. Legal Fees:	\$ 1,500
F. Financing Costs:	\$ 12,300
G. Broker Costs:	\$
H. Contingencies:	\$ 65,000
I. Other (itemize):	\$

TOTAL \$811,300

7. Please list the names and addresses of all known architects, engineers, and contractors who will be involved with the Project.

Aaron's Architecture – Aaron Arons – Omaha, NE
Will's Engineering – Will Williams – Lincoln, NE
Connie's Construction – Connie Conn – Auburn, NE
Joe's Concrete – Joe Joseph – Falls City, NE

8. Please itemize the following regarding the valuation of the Project Site:

A. Total estimated assessed valuation of Real Property at completion: *\$745,000*

B. Latest property valuation (from R.E. Tax Statement): *\$225,000*

9. Please itemize your projected sources of financing for the Project (please include a construction pro forma if available):

A. Equity:	<i>\$125,000</i>
B. Bank Loan:	<i>\$661,300</i>
C. Tax Increment Financing:	<i>\$ 25,000</i>
D. Other (itemize):	<i>\$</i>
Total	<i>\$811,300</i>

10. Please set forth your Project schedule.

A. Expected acquisition date (if applicable): *January 1, 2021*

B. Demolition start date (if applicable): *January 15, 2021*

C. Construction start date: *March 1, 2021*

D. Construction completion date: *May 1, 2022*

E. If project is phased:

Year 2021 60 % Complete

Year 2022 100 % Complete

