

**TAX INCREMENT FINANCING  
DEVELOPER APPLICATION  
PACKAGE**

**Please submit 15 copies of the completed application to:**

**Tax Increment Financing Commission  
Suite 1700  
1100 Walnut  
Kansas City, Missouri 64106**

# PLAN APPLICATION FORM

## 1. APPLICATION INFORMATION

Applicant Name \_\_\_\_\_

Contact Person: \_\_\_\_\_

Business Phone \_\_\_\_\_ Fax \_\_\_\_\_ E-mail \_\_\_\_\_

Representative authorized to sign/execute documents \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_

General Contractor \_\_\_\_\_

Previous development projects or experience of the organization \_\_\_\_\_

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

## 2. LOCATION OF REDEVELOPMENT AREA

General Boundaries \_\_\_\_\_

\_\_\_\_\_

County \_\_\_\_\_ Council District \_\_\_\_\_ Total Acreage \_\_\_\_\_

**Legal Description:** Please attach a legal description prepared by a qualified professional using bearings and distances. **Maps :** Applicant shall submit the following documents as they relate to the redevelopment area:

- (i) Readable size paper maps of the redevelopment area boundary and for each project area boundary
- (ii) Electronic version of the redevelopment area boundary and each project area boundary, as per the legal description, to be submitted in either ArcView shapefile (.shp) or in Exchange (.dxf) format

## 3. DESCRIPTIVE SUMMARY OF PLAN AND PROJECTS

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# REDEVELOPMENT PROJECT AREAS

## 4. PROJECT DESCRIPTION

For each Project Area within the Redevelopment Area, please attach:

- A readable map showing the boundaries of each Project Area within the Redevelopment Area; electronic version of the redevelopment area boundary and each project area boundary, as per the legal description, to be submitted in either ArcView shapefile (.shp) or in Exchange (.dxf) format;
- Legal descriptions of each Project Area (also to be included on CD);
- Current land use, zoning for each Project Area, and a map indicating such;
- Proposed land use, zoning for each Project Area, and a map indicating such;
- Off-site public improvements to be made in each Project Area (i.e., infrastructure, streetscaping, signalization, etc.);
- A development schedule for the Plan, including when each Project Area will be developed;
- A list of any nationally or locally historical properties and/or districts within each Project Area (Call the City Landmarks Commission for information regarding local and national historical properties);
- Designs plans for each Project Area (including site plans & elevations);
- A list of parcels in each Project Area by county ID and including current assessed value, separate land and improvement value, owner's name and address, and legal description for each parcel;
- A list of parcels, by county ID, for which acquisition assistance may be requested;
- A list of all businesses within each proposed project area (by address);
- Applicant will submit personal property information for each project area categorized by Manufacturing, Furniture & Fixtures and Telecommunication;
- Applicant will submit utility information for each project area.

**NOTE: Evidence of the TIF Commission's statutory requirement of Blight, Conservation Area or Economic Development Area, and "But For" will be submitted in an independent study by consultants engaged by the TIF Commission at the expense of the Developer.**

## 5. PROJECT BUDGET

For each Project Area, please attach the following:

- A complete development pro forma indicating total development costs by Project;
- An operating pro forma indicating expected revenue and expenses over a 10-year period;
- Amount and source of equity to be provided;
- Amount and terms of private financing;

- Name of Lender(s);
- A copy of the Developer's Loan Application provided to Lender(s);
- Evidence of commitment to provide funds from the lending institution(s) (signed by the Lender(s) and noting conditions and contingencies, if any);
- Itemized sources and uses of any public assistance to be used.

**CONSTRUCTION TOTALS BY PROJECT AREA\* – PROJECT ONE**

	<b>New Construction</b>	<b>Existing Structures to REMAIN as is</b>	<b>Existing Structures to be REHABBED</b>	<b>Total</b>	<b>Existing Structures to be DEMOLISHED</b>
<b>Square feet of <u>Office</u> space</b>					
<b>Square feet of <u>Retail</u> space</b>					
<b>Square feet <u>Institutional</u> space</b>					
<b>Square feet <u>Industrial</u> Space</b>					
<b>Total Square Feet</b>					

<b>Number of Dwelling Units</b>					
<b>Number of Motel Rooms</b>					
<b>Number of Parking Spaces</b>					

\* - A Project Area is defined as a specific geographical area within the overall Plan Area that is developed during a specific timeframe.

## **EMPLOYMENT INFORMATION – PROJECT ONE**

Please provide employment information for each Project Area. Reproduce this chart for each Project Area.

<b>Permanent jobs to be CREATED IN Kansas City</b>	
<b>Permanent jobs to be RELOCATED TO Kansas City</b>	
<b>Permanent jobs to be RETAINED IN Kansas City</b>	
<b>TOTAL</b>	
<b>Anticipated Annual Payroll</b>	
<b>Estimated number of construction workers to be hired during construction phase</b>	
<b>Estimated construction payroll in all construction phases</b>	

**8. ECONOMIC IMPACT**

For each Project Area, please provide the following:

- Existing Economic Activity Taxes (EATS) (i.e., utilities, food & beverages, sales, hotel room, use, corporate profits and individual earnings taxes).
- Anticipated EATS;
- Anticipated Payments in Lieu of Taxes (PILOTS), which are 100% of the revenues derived from an increase in assessed value

**9. CONTROL OF PROPERTY**

If the Applicant owns the project site, indicate:

Date of Purchase \_\_\_\_\_ Mortgage(s) \_\_\_\_\_

Balance of existing Mortgage(s) \_\_\_\_\_

Submit copies of promissory note(s), deed(s) of trust and deed(s) for each mortgage.

If the Applicant has a contract or option to purchase the project site, indicate:

Date purchase/option contract signed \_\_\_\_\_

Closing/expiration date \_\_\_\_\_

Submit a copy of purchase/option contract(s).

If the Applicant will lease the project site, indicate:

Legal Name of Owner \_\_\_\_\_

Owner's Address \_\_\_\_\_

\_\_\_\_\_

Owner of land upon completion of the Project \_\_\_\_\_

**10. LAND ACQUISITION**

For each Project Area, please provide the following:

- A map showing all parcels to be acquired;
- Addresses of all parcels to be acquired;
- Current owners of all parcels to be acquired;

Is the use of Eminent Domain anticipated: \_\_\_\_\_

## 11. TAX ABATEMENT

For any property for which tax abatement is requested, please provide the following:

- Current or past tax abatement provided for the subject property;
- The purchase price of the land;
- Current assessed value of the land and improvements by parcel;
- Projected assessed value of the land and improvements upon completion of the project.

## 12. COMPLIANCE WITH THE AFFIRMATIVE ACTION POLICY

In accordance with the TIF Commission's Affirmative Action Policy, prior to a TIF Commission public hearing to consider the Applicant's TIF Plan or Project, the Applicant shall have:

- Obtained utilization goals from the Human Relations Department of the City of Kansas City, Missouri for such TIF Plan or Project; and
- Executed and delivered to the TIF Commission an Officer's Certificate, in a form acceptable to the TIF Commission, which certifies that the Applicant has read the TIF Commission's Affirmative Action Policy, has discussed it with the Human Relations Department of the City of Kansas City, Missouri and intends to comply with it.

## 13. ECONOMIC DEVELOPMENT AND INCENTIVE POLICY

On September 20, 2007, the City Council passed Committee Substitute for Ordinance No. 070943, accepting the recommendations of a citizens' task force and adopting said recommendations as the city's economic development and incentive policy (full policy recommendations are posted on City's Website). Within that policy were 22 factors to be considered in reviewing application for public incentives. Exhibit A, hereto attached, is a checklist of those 22 factors, or policy measurements, in order of priority and lists the policy objective that each factor addresses.

On Exhibit A, the Developer should indicate which factors the application addresses, which factors it does not address, and which factors are not applicable to the application.

A short narrative should follow Exhibit A indicating how the application addresses the factors indicated by the Developer. The task force report contains the following observation regarding the 22 factors:

“Please note that *every* factor was considered to be important in the application review process. The prioritization process provides some context for how important each factor is relative to another.”

## Exhibit A

### Economic Development and Incentive Policy Rating Factors

Policy Measurement	Policy Objective	Yes	No	N/A
Reduce or remove blight	Quality of Life			
Jobs and/or development targeted to economically distressed areas	Strengthen Economy			
Generate net new jobs for unemployed residents	Create Quality Jobs			
Generate net new Quality Jobs	Create Quality Jobs			
High ratio of public to private investment	Stewardship of City Resources			
Project focused on building small business or microenterprises	Strengthen Economy			
Preserve, enhance, or build infrastructure in priority areas as defined by the City	Quality of Life			
Results of City fiscal model show net positive benefit to the City	Stewardship of City Resources			
Mitigates potential financial impacts on other taxing jurisdictions/provides an immediate share of increment to schools & others	Stewardship of City Resources			
Offers workforce development activities (job training, advancement opportunities, skill development)	Create Quality Jobs			
Produce affordable housing opportunities	Affordable Housing			
Project minimizes negative impacts on existing Kansas City businesses	Strengthen Economy			
Promote crime reduction and enhance perception of safety	Quality of Life			
Promote environmental protection, conservation and the protection of natural resources	Quality of Life			
Protect or enhance existing housing stock	Affordable Housing			
Provide direct support for primary, secondary, post-secondary, vocational or technical education in Kansas City	Education			
Requests less than the maximum duration and extent of incentives available	Stewardship of City Resources			
Promote access to and financial support for public transit	Quality of Life			
Proposed development adjacent to areas of existing development activity	Strengthen the Economy			
Provide workforce support to employees (day care, housing, transportation)	Create Quality Jobs			
Enhance the cultural and arts environment of the City	Quality of Life			
Project complements existing Kansas City business/contributes to existing business cluster	Strengthen Economy			

**Economic Development and Incentive Policy Rating Factors**

**Developers Narrative**

# **Tax Increment Financing Commission**

## **Procedure for Submission and Modification of Redevelopment Applications**

1. Standard Forms: Requests for redevelopment approval (proposed redevelopment plan, response to request for proposals for designation as redeveloper, or other TIF Commission approval, collectively “Application”) shall be made pursuant to the forms available in the Redeveloper’s Packet. The TIF Commission may promulgate submittal requirements, instructions for completing applications and other forms, internal procedures for acceptance and filing of applications, and provisions for waiver, by establishing administrative guidelines. Additional information may be required for particular applications at the discretion of the responsible TIF Commission official.
2. Submission of Complete Application. All Applications shall be submitted to the Executive Director (“Director”) or the Director’s representative for a determination of completeness.
  - A. Applications will be considered complete when all items required by the TIF Commission Statute, the Redeveloper’s Packet, and other applicable TIF Commission regulations have been submitted by the Applicant to the Director.
  - B. An Application shall be deemed incomplete if any relevant information is not provided, if the Redeveloper’s Affidavit is not signed by the applicant, or if other information, as may be specified by the Director and which is necessary to adequately review the Application, is not supplied with the Application to the Director.
  - C. Written notice of an incomplete Application, specifying the deficiencies, shall be provided to the Applicant. The Director shall take no further action on the incomplete Application.
  - D. Complete Applications shall be processed according to TIF Commission Procedures for Consideration of Development Proposals. The Director shall not schedule an Application for hearing until such Application has been determined to be complete.
  - E. The Director shall make a determination of completeness within 10 calendar days of submission of the Application. The Director may extend his time period or a reasonable period of time, not to exceed 10 calendar days, by notifying the Applicant. Such notification shall include the reason for extension, the additional period of time needed for review, and the purpose for which the Application review will be conducted.

- F. If the Director fails to act within the specified time period, the Applicant may request that the Application be placed on the agenda of the next regularly scheduled TIF Commission public meeting.
  - G. Whenever the TIF Commission statute, procedures or regulations establish a time period from action regarding an Application, such time period shall not commence until the Director has made a determination of completeness regarding the Application.
  - H. A determination by the Director that an Application is incomplete may be appealed to the TIF Commission.
  - I. A determination of completeness shall not constitute a determination of compliance with the substantive requirements of the TIF Commission statute, procedures or regulations.
3. Modification of an Application
- A. An Applicant may modify an Application, without the approval of the Director, following a determination of completeness, but prior to the date, established by the public hearing notice, for public inspection; provided, however; such modified Application may be considered by the TIF Commission at the public hearing scheduled for that Application, but its approval shall be subject to the provisions of Section 3.B of this Policy.
  - B. Following the date established by the hearing notice for public inspection of an Application, modification of the Application:
    - i. Shall be subject to the provisions of Section 99.825(1) RSMo requiring seven days' notice of such changes to taxing jurisdictions;
    - ii. Shall be subject to any applicable TIF Commission procedures or regulations; and
    - iii. May require a continuance of the hearing to meet the notice provisions of 99.825(1) RSMo, which shall be indicated through a TIF Commission resolution directing that notice be given to the affected taxing districts and identifying those sections of the proposed redevelopment plan that have been modified or amended.
  - C. After the conclusion of a TIF Commission public hearing, at which time the TIF Commission approved the Application as a Redevelopment Plan or Project, any modifications to the approved Redevelopment Plan or Project shall be subject to the provisions of Section 999.825(1) RSMo.