

## **TIF Application Checklist**

- ✓ Project Summary/Overview Page
- ✓ Project Narrative
  - A. Detailed Project Description
  - B. Land Use Plan
  - C. Zoning Changes
  - D. Public Improvements
  - E. Historical Status, if applicable
- ✓ Development Financing Plan: total project sources and uses of funds & discussion on final valuation;
- ✓ Construction Budget, with itemized Public Improvements;
- ✓ Development Schedule or Timeline;
- ✓ 3-Year Pro Forma – profit/loss and cash flow statements;
- ✓ Statement of Need - ROI analysis With and Without TIF;
- ✓ Evaluation Criteria: Mandatory Criteria (See and use page 5 of the TIF Guidelines);
- ✓ Cost – Benefit Analysis (See and use Appendix Five of the TIF Guidelines);
- ✓ Employment and Residential Unit Mix Information;
- ✓ Preliminary Commitment Letter(s) for Financing and/or Equity, with loan terms;
- ✓ Site Plan(s) and Elevations;
- ✓ Alta Survey and Legal Description;
- ✓ Documentation of Ownership or Site Control – Examples, copy of Purchase Contract, copy of Warranty Deed, or copy of Douglas County Property Records from website
- ✓ Organization Documentation – Corporation, LLC or Partnership;
- ✓ Reports and Studies, *if applicable*
  1. Appraisal, as-is and/or after rehab
  2. Market Study
  3. Feasibility Study
  4. Environmental Study

## 5. Traffic Study

- ✓ Historic Designation Documentation, *if applicable*
- ✓ Audited Financial Statement of the Corporation, Partnership, or LLC for the most recent full calendar year; Or compilation or accountant prepared financial statements

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Additional information that may be included/attached with the application:

- Market Studies
  - 1) For housing developments – the study must address density of the development, unit mix and absorption
  - 2) For commercial development (office and retail) – to address and substantiate the current supply and demand for the product – office building and retail goods and services
- Feasibility Studies
  - 1) For commercial development (office, retail, industrial, etc.) – to address the viability of the concept/project
- Traffic Studies
  - 1) For development projects that significantly impact traffic flow to and from a project site, requires signalization changes, or causes substantial impacts on existing traffic patterns in some manner
- Appraisal Report – as-is and/or after rehab
- Environmental Studies
- Historic Preservation Documentation