TIF Application Checklist

Part 1 of the TIF Application ........................................Non-Confidential Section

✓ Project Summary Page
✓ Project Development Team Page
✓ Project Narrative Sections:
  A. Existing Land Use and Conditions
  B. Proposed Use and Project Details
  C. Parking Plan
  D. Market Demand
  E. Residential Information
  F. Employment Information
  G. Zoning Changes
  H. Public Improvements; Also any traffic concerns
  I. Historical Status, if applicable
✓ Development Financing Plan – (Attach bank commitment letters in Part II of the TIF application)
✓ Estimation and Justification of Final Valuation
✓ Construction Budget, with itemized Public Improvements Costs
✓ Development Schedule or Timeline
✓ Three-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 the Program Criteria of the TIF Guidelines)
✓ Cost – Benefit Analysis (See and use Appendix Five of the TIF Guidelines)
✓ Site Plan(s) and Elevations
✓ Alta Survey and Legal Description
✓ Historic Designation Documentation, if applicable
✓ Any Other Supplemental Documentation
**Part 2 of the TIF Application ........................Confidential Section**

- Preliminary Commitment Letter(s), particularly for Construction and TIF Financing

- 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 – For Corporation, LLC, Sole Proprietorship or Partnership

- Audited Financial Statement of the Corporation, Partnership, or LLC for the most recent full calendar year; Or compilation or accountant prepared financial statements

- Reports and Studies, *if applicable, only one hard-copy set of the final complete report(s) and/or study(s) needs to be provided*
  
  A. Appraisal, after rehab
  B. Market Study
  C. Feasibility Study
  D. Environmental Study
  E. Traffic Study

*Note: The executive summary page(s) may be included with the TIF Redevelopment Project Plan that is shared with the public.*