

APPLICATION PROCESSING INSTRUCTIONS

Application Packet to Include: All applicants must provide the below items to be considered a complete application— no partial application packet will be accepted:

- 1. **Application Declaration** (Completed and Signed by Applicant)
- 2. **ED Program Application** (Completed and Signed by Applicant)
- 3. **Project Description**
- 4. **Description of Intended use of Funds**
- 5. **Description of Two Full-time Jobs Created**
- 6. **Estimate or Bid, if available**
- 7. **Copy of Valid Needles Business License** (Applicant)
- 8. **Copy of Valid Needles Business License** (California State Licensed Contractor hired to perform work)

No staff assistance may be provided for any contract awarded before the application is approved. Once the application is approved by the City, the applicant must provide the following:

- Proof of entitlements, building permits, any additional City requirements for the project.

APPLICANT DECLARATION

I hereby declare that the foregoing information is true and correct to the best of my knowledge. I authorize the City of Needles to verify the information to determine my eligibility and to conduct an inspection of my property. I understand that as the applicant I will be responsible for obtaining design approvals by a California Licensed Engineer; and that I am responsible for hiring the contractor and ensuring they are actively licensed by the California State Licensing Board. I understand that the Program's reimbursement policy stipulates that the City will reimburse the applicant for work performed, based on submittal of evidence of work performed and paid, and that the City will not pay contractors or vendors directly.

Applicant Signature 

Date 2/9/26

Mail or deliver completed application with copies of required documents to:

Patrick Martinez
City of Needles
Assistant City Manager/Development Services
817 Third Street, Needles, CA 92363

Fax 760-326-6765 or email to pmartinez@cityofneedles.com

Questions: 760-326-2115 ext. 126

ECONOMIC DEVELOPMENT PROGRAM APPLICATION

Business Name: _____

Applicant's Name: Pam Ostby

Project Site Address: 3630 / 3632 Riverview Terrace, Needles

Contact Info: Telephone: 760-217-5588 Email: pam.ostby67@gmail.com

The City Council established an Economic Development Program which is funded with ten (10) percent of tax revenues received from cannabis businesses. These funds will be used in the Council's discretion to offer economic incentives or grants to attract new non-cannabis businesses to the City or to incentivize the expansion of existing non-cannabis business within the City:

- Incentives or grants from the Economic Development Fund may be requested by any homebuilder, business or person proposing to open a new, significantly expand, or architecturally enhance (façade improvements) an existing non-cannabis business with a physical location in the City. The incentive/grant will stay with the project.
- For businesses to be eligible to apply for an incentive or grant, the proposed new or expanded business must create two new sustainable full-time positions located in the City of Needles and will provide a description of the jobs in the application.
- For individual homebuilders to be eligible to apply for an incentive or grant, the construction of a new home must be within the City of Needles, be their permanent residence, and must live in the home for 5 years after it receives a Certificate of Occupancy.
- For homebuilder developers to be eligible to apply for an incentive or grant, the developer must construct 2 or more homes within the City of Needles.
- A minimum private investment of at least twice the amount of the requested incentive or grant. The incentive or grant will expire after a period of 12 months or at the expiration of the entitlement issued for the project.
- Prior to the awarding of the incentive or grant, the applicant must enter into a contract with the City in form and substance acceptable to and approved by the City Council.
- Incentive or grant will not be eligible for preliminary planning, engineering, or advertising activities and will only be eligible for projects with an entitlement (Zoning Permit, Special Use or Conditional Use Permit,

Developer Agreement) and/or building permit.

- The City will reimburse the applicant after the entire project is completed and a Certificate of Occupancy is issued for the work performed. Reimbursement will be based on submittal of acceptable evidence of the work performed, including copies of paid invoices, credit card receipts with statements identifying the work performed, and copies of cancelled checks (front/back), or such other evidence as required by the City. The business must be open to the public, and free of building code violations or tax liens.

PROJECT DESCRIPTION

Description of Proposed Project: New House

Description of Intended use of Funds: Put toward 2 new houses

on Washington st. in Needles (1509 Washington).

Description of Two New Sustainable Full-time Jobs: _____

Estimated Cost: \$18,684.45 Amount Requested: \$18,684.45

PROPERTY INFORMATION

Locations within the City of Needles **are only** eligible to apply for an Economic Development Grant from the City.

FOR OWNER OCCUPANTS

I hereby certify that I am the owner of my business property. The property is vested (owned) under the following name:

Property Owner Legal Name: Ostby Family Trust dated 12/5/07
Assessor's Parcel Number/Address: 06660-151-90-000
Contact Information: Pam Ostby 760-217-5588

OR

FOR TENANT/LESSEES

I am a tenant/lessee of the space for which I am applying for a Façade Improvement Grant
Property Owner: _____
Property Owner Contact Information: _____
Remaining Years on Lease Term, if applicable: _____
Assessor's Parcel Number: _____

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