

SAMPLE

Application for Development Incentives

Instructions:

This application must be completed and submitted to the City of Richland Center's Economic Development Office to request development incentives. Please provide all requested information and attach supporting documentation. Incomplete applications may be delayed or denied.

Applicants are encouraged to schedule a pre-application consultation with the Economic Development Office by contacting Jasen Glasbrenner at (608) 647-3466. Submit the completed application form and attachments to Jasen.glasbrenner@richlandcenterwi.gov. Applications will be reviewed within 30 days of submission.

Section 1: Applicant Information

NAME:	<input type="text"/>	BUSINESS:	<input type="text"/>
PHONE:	<input type="text"/>	PHONE:	<input type="text"/>
EMAIL:	<input type="text"/>	EMAIL:	<input type="text"/>
ADDRESS:	<input type="text"/>	ADDRESS:	<input type="text"/>
		WEBSITE:	<input type="text"/>

AUTHORIZED AGENT (IF DIFFERENT)

NAME:	<input type="text"/>	PHONE:	<input type="text"/>
ADDRESS:	<input type="text"/>	EMAIL:	<input type="text"/>

PRE-APPLICATION MEETING COMPLETED ON:

Section 2: Project Overview

PROJECT NAME:	<input type="text"/>		
PROJECT ADDRESS:	<input type="text"/>	PARCEL #:	<input type="text"/>
		START DATE:	<input type="text"/>
TOTAL PROJECT COST:	\$ <input type="text"/>	END DATE:	<input type="text"/>

PROJECT DESCRIPTION (Provide a summary of the proposed development, its purpose, and scope):
Click or tap here to enter text.

Section 3: Incentive Request

INCENTIVE REQUEST: \$ IS THIS A SMALL-SCALE PROJECT? (<\$10,000) ☐ Yes ☐ No

TYPE OF INCENTIVE REQUESTED (Select all that apply):

☐ TIF ☐ Loan ☐ Cash ☐ Land ☐ Grant ☐ Fee Waiver ☐ Other

JUSTIFICATION FOR REQUEST (Explain why public assistance is necessary for the project to proceed)

Click or tap here to enter text.

Section 4: Financial Information

PROJECT FUNDING SOURCES (List all funding sources, including private investments, loans, etc and amounts):

SOURCE:		AMOUNT:	\$
SOURCE:		AMOUNT:	\$
SOURCE:		AMOUNT:	\$
SOURCE:		AMOUNT:	\$
SOURCE:		AMOUNT:	\$

FINANCIAL DOCUMENTS (Attach project budget, cash flow projections, balance sheets or financial statements, market analysis or feasibility study, and any other relevant financial records):

ATTACHMENT 1:		ATTACHMENT 4:	
ATTACHMENT 2:		ATTACHMENT 5:	
ATTACHMENT 3:		ATTACHMENT 6:	

Section 5: Public Benefit

PUBLIC BENEFITS OF PROJECT (Describe the specific benefits of this project)

A public benefit is the positive impact a development project has on the community which may include, but is not limited to job creation, increased tax base, affordable housing, infrastructure improvements, elimination of blight, community revitalization, and increased access to services.

Click or tap here to enter text.

Section 6: "But For" Test

"BUT FOR" JUSTIFICATION (Provide evidence that the project would not proceed to the same extent or within the same timeframe without a development incentive such as financing gaps, market conditions, other specific barriers).

Click or tap here to enter text.

Section 7: Additional Information

PREVIOUS INCENTIVES

Has the applicant or project received development incentives from the City of Richland Center in the past?

☐ NO ☐ YES (provide details): Click or tap here to enter text.

COMMUNITY ENGAGEMENT

Describe any efforts to engage the community or stakeholders in the project (e.g., public meetings, surveys).

Click or tap here to enter text.

ADDITIONAL COMMENTS

Provide any other information relevant to the application.

Click or tap here to enter text.

Section 8: Information Disclosure Agreement

By initialing here _____, the applicant agrees to provide any additional financial records, projections, or documentation requested by the City of Richland Center or its designated financial advisor (e.g., Ehlers) for the purpose of conducting a thorough financial analysis. Failure to provide the requested information may result in denial of the application.

Section 9: Applicant Certification

I certify that the information provided in this application and its attachments is true and accurate to the best of my knowledge.

Applicant Signature: _____ Date: _____

Printed Name: _____

For Office Use Only

Date Received: _____

Initial Review Completed: _____

Additional Information Requested ☐ No ☐ Yes

Application Referred to Finance Committee ☐ No ☐ Yes Date of Meeting: _____

Application Referred to Common Council ☐ No ☐ Yes Date of Meeting: _____

Application is ☐ Approved ☐ Denied