Edmond Economic Incentive Application

1. Date:
2. Type of Incentive Request
3. Amount of Incentive Request
4. Business Name
5. Primary Business Product or Service
6. Mailing Address
7. Telephone and Email Address
8. Website Address
9. Proposed Location and Acreage (Including Legal Description)
10. Proposed Square Footage of Project
11. Projected Real and Personal Property Values of Project
12. Projected Annual Taxable Sales of Project
13. Will Edmond Be “Point of Sale” for Sales Tax Purposes
14. Company’s Tax ID #
15. Projected Number of Full Time Employees and Total Annual Payroll of Full Time Employees
16. Average Annual Salary of Employees
17. Percentage of Employees to Receive Health Insurance Benefits
18. Applicants’ Name and Title
19. Mailing Address
20. Telephone and Email Address
21. Property Owner’s Name and Title
22. Mailing Address
23. Telephone and Email Address

Please complete all questions in this document and attach all documents requested below. Feel free to attach additional pages as needed.

1. Provide background information on the business including information on how long the business has been in operation; chronology of business openings, closings, relocations, modernizations and expansions; whether the business is a publicly traded or privately held company; whether the business is a corporation, joint venture, partnership or sole proprietorship. Is the business or project’s enterprise among the types targeted for retention within or attraction to Edmond?
2. Give a brief description of the activities to be performed and a description of products to be produced and distributed and/or services to be provided.
3. Identify companies and organizations in Edmond that could utilize the business’s products and services or otherwise benefit from the business locating in Edmond. What companies and organizations located in Edmond might compete with the business? Please list the types of products or services to be sold which are currently sold by existing Edmond merchants.
4. Provide a description of the property where the project will be located in Edmond and attach a copy of the property’s legal description, a site map, site plan and statement of current, assessed value upon submittal of incentive application.
5. Describe the facility where the project will be located in Edmond. Is the facility new construction or existing space? Will the facility be free standing or inline space? Will the applicant be the owner of the property or a tenant? Is this facility a new facility, expansion or relocation? What is the total square footage of the facility? Attach any architectural renderings, floor plans or other documents related to the facility when the incentive application is submitted.
6. Estimate the total cost of the project and include the anticipated increased value to the property over the property’s current value. This includes the cost of real and personal property, land, structures, inventory, and other improvements. Please include information related to projected taxable annual sales and other revenues that may be generated for the city from the project such as franchise payments, utility revenues, occupancy taxes, etc. Indicate whether there is any amount of infrastructure construction or participation expected of the City of Edmond/EEDA.
7. Provide information relating to the business’s ability to finance this project, attach a copy of the business plan, information on the annual operating budget and latest audited financial statement with submittal of the incentive application. Provide information related to any business restructuring in the past 10 years.
8. Please describe the timeline for starting and completing this project including when the business plans to commence construction, occupy proposed space and open in Edmond as well as any anticipated future project phases after the occupancy date.
9. Provide information on the projected employment in Edmond. What is the projected number of new full time and part time employees? What is the total annual payroll of full time and part time employees (if an expansion, both present and anticipated new employment)? What types of benefits will be offered? What percentage of employees will receive a full benefit package (i.e. healthcare or hospitalization insurance, vacation leave, sick leave) compared to those who will work on a part-time or contract basis? List the job titles, number of positions and average wage in each category.
10. Describe in detail the incentive request. What type and amount of incentives are being requested? What is the time period in which the incentives are requested to remain in effect? What is the project’s viability without the City of Edmond/EEDA participation? Have other taxing jurisdictions been approached for incentives related to this project? Substantiate and more fully describe the justification for the incentive request and how it contributes to the financial viability of the project.
11. Describe in detail the impact the project will have on municipal or public facilities, services and utilities. Any significant costs the city, school districts or other public entities could incur due to the project including off-site infrastructure requirements and significant traffic impacts must be noted. Is there any expected impact on the local housing market? What about on neighboring businesses and/or property owners? Any environmental impacts to the community must be explained as well.
12. Include or describe any other information relative to the project and its impact on Edmond.

I hereby certify that the information included on this document is complete and accurate:

Signature & Title

Print Name

Date