



Economic Development Incentive Application

Company Profile

Company Name: _____

Company Address: _____ Zip: _____

Phone: _____ Fax: _____

Email: _____

Longevity of Company: _____

Principal Officers: _____

_____ use additional pages if necessary

Stockholders: _____

_____ use additional pages if necessary

Clients: _____

_____ use additional pages if necessary

Economic Incentives Requested

Specific information on Economic Development Incentives being requested: _____

Economic Incentive Application Requirements

New or existing businesses that seek Economic Incentives from the City must file an *Application for Economic Incentives* before their request can be considered in the form then available from the Community Development Department. The application shall contain the following accompanying information if not included on the Application form:

1. Specific information on Economic Incentives being requested.
2. Company profile including longevity of company, principal officers, stockholders and clients.
3. Audited financial statements – last five (5) years or since date of incorporation if company has not been in existence for five (5) years; provided that, upon request this may be provided to City consultants pursuant to a non-disclosure agreement.
4. Business Plan as it relates to the proposed business to be located in Ottawa. Business Plan to include:
 - a. Number of employees along with a detailed breakdown of the classification and wages for each position type.
 - b. Projected annual operating costs for the proposed development.
 - c. Projected annual revenues and financing for the first ten (10) years.
5. For constitutional abatements and property tax abatement IRBs, a Cost Benefit Analysis Worksheet
6. For applicants wishing to develop a greenfield site, or redevelop property along existing infrastructure, the following items are required:
 - a. A detailed site development plan.
 - b. Construction estimates for all improvements. If asking for a TIF, TDD, IRB, CID, RHID or SBD, applicant must provide an itemized breakdown of eligible costs for the Economic Incentive program being requested.
 - c. Estimated utility usage and composition of wastewater produced by the site.
 - d. Detailed information regarding traffic patterns to and from the site being developed, including the number of vehicles per day (average and peak times) as well as size and type of vehicle.
 - e. If the proposed development requires the extension/creation/reconstruction of City of Ottawa water, electric, sewer, road, or stormwater infrastructure, the applicant must provide detailed cost estimates. **City of Ottawa staff will not provide cost estimates.** The applicant will be required to retain the services of a qualified engineer for this purpose.
7. Sources of funds for the project other than the requested Economic Incentives, including information on all other incentives requested or granted by state or federal jurisdictions.

The City will not consider the granting of any Economic Incentive unless the applicant submits a full and complete application and provides additional information as may be requested by City staff or the Governing Body. The accuracy of the information provided in the application shall be certified by the applicant. Any misstatement or error in fact may render the application null and void and may be cause for the repeal of any proceedings adopted in reliance on said information. Applications will not be considered after the issuance of building permits. Refer to the Fee Schedule, herein, for application and renewal fee information.

I have read a copy of the **Economic Development Incentive Policy** of the City of Ottawa, Kansas and all requirements therein have been met. I understand that any misrepresentation or false statement in the above answers may constitute cause for denial or revocation of this application. Fees paid for processing this application are not refundable or prorated in the event this application is denied.

Fees: Fees are set by Resolution No. 1884-21. Please include the appropriate fee with your application.

_____	_____	_____
APPLICANT’S NAME (Printed)	APPLICANT’S SIGNATURE	TODAY’S DATE

Completed applications should be submitted to:

**Finance Department
101 S. Hickory St.
PO Box 60
Ottawa, KS 66067
(785) 229-3600**

City of Ottawa Use:

_____	Director of Utilities
_____	Director of Public Works
_____	Director of Community Development
_____	City Attorney (reviewed)
_____	City Manager (final approval)