



CITY OF HOPKINSVILLE
KENTUCKY

TAX INCREMENT FINANCING (TIF) DISTRICT APPLICATION

Applicants desiring to use TIF incentives to support eligible types of development in targeted areas must submit twenty-five (25) complete copies of an application and remit the required non-refundable application fee of \$1,000. The application fee should be in the form of a check or money order and made payable to the "City of Hopkinsville."

All TIF District applications and applicable fee(s) should be delivered to the:

City Administrative Officer
City of Hopkinsville
101 North Main Street
Hopkinsville, KY 42240

Each application submitted for a TIF District will be evaluated by the TIF Authority on a case-by-case basis to analyze the viability of a proposed project. Depending on the exact nature and complexity of a project, the estimated timeframe from application to designation of a TIF District is at least three (3) months.

The following may be eligible for consideration for the use of TIF:

- Residential development: New construction or rehabilitation of single-family and/or multi-family housing in the inner city
- Business parks for targeted industries: New construction
- Office development: New construction
- Retail/commercial development: New construction
- Mixed-use or multi-family development: New construction

LEAVE BLANK	
Date received	_____
Received by	_____
Initial response (within 10 business days of receipt)	_____
Date responded	_____

TIF DISTRICT APPLICATION

INSTRUCTIONS: Please supply complete, current information as requested below. The following basic evaluation criteria may be used to initiate a thorough review of applications seeking funding and could result in an entirely different finance plan than initially proposed in the application. Since every project is unique, the TIF Authority may consider additional evaluation criteria and/or may waive any evaluation requirements set forth below for a particular project. Additional information may be requested for applications submitted in response to a Request for Proposals for a specific project. If an Applicant is non-responsive or fails to submit requested information, the application will be considered incomplete, the application fee will NOT be refunded, and no further action on the application will occur.

APPLICANT INFORMATION

Business Information

Business Name _____

Address: _____

Street Address	Unit #	
City	State	ZIP Code

Tax ID Number: _____

Owner/Agent Information

Full Name: _____

Last	First	M.I.
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Title: _____

Home Address: _____

Street Address	Unit #	
City	State	ZIP Code

Office Phone: () _____ Cell Phone: () _____

Home Phone: () _____ Fax: () _____

E-mail Address: _____

Project Information (Briefly describe desired TIF District area and project scope)

TIF DISTRICT APPLICATION

TIF DESIGNATION CRITERIA: Please check the appropriate box(es) to describe the desired TIF district area. The area:

- Substantially arrests or impairs the sound growth of the municipality creating the district, retards the provision of housing accommodations, or constitutes an economic or social liability and is a menace to the public health, safety, morals, or welfare in its present condition and use because of the presence of (check all that apply):
 - a substantial number of substandard, slum, deteriorated, or deteriorating structures;
 - the predominance of defective or inadequate sidewalk and street layout;
 - faulty lot layout in relation to size, adequacy, accessibility, or usefulness;
 - unsanitary or unsafe conditions;
 - the deterioration of site or other improvements;
 - tax or special assessment delinquency exceeding the fair market value of the land;
 - defective or unusual conditions of title; or
 - conditions that endanger life or property by fire or other causes; **OR**

- Is predominantly open and, because of obsolete platting, deterioration of structures or site improvements, or other factors, substantially impairs or arrests the sound growth of the municipality; **OR**

- Is an area described in a petition requesting that the area be designated as a TIF District if the petition is submitted to the governing body of the municipality by the owners of property.

ATTACHMENTS: Please attach the following information to this application.

1. Copies of the most current two years of financial statements, complete Sources and Uses budget, and any Letters of Credit from Bank (if applicable)
2. A complete market feasibility study performed by an outside consultant
3. A cost-benefit analysis as described in Section VIII(A) of the city's TIF Guidelines and Criteria (attached)
4. A statement identifying gaps in financing for the project
5. A statement illustrating the proposed financial structure of the project and delineating in detail Applicant's equity contribution into project
6. A statement identifying proposed security, collateralization, or credit enhancement
7. Examples of housing and commercial products, detailing how the project impacts the area in a positive manner, to demonstrate commitment to the quality of development and the project area
8. A statement detailing how project links with other area public improvement projects and Inner City Residential Enterprise Zone program activities
9. A statement detailing how project plan addresses any area code enforcement issues
10. Detailed pro formas
11. A Phase I Environmental Site Assessment of the proposed area not older than two (2) years in accordance with guidelines set forth in the city's TIF Guidelines and Criteria
12. A preliminary site plan layout and proposed public improvements and utility locations
13. A public improvement statement including the scope of the proposed project, project location map, project layout map, pavement section, detailed cost estimate for all public improvements, and roadway construction cost per foot for each section width including pavement and curbs. (If sidewalks and driveways are constructed at the same time with the street construction, the cost for these items shall be included with the cost of roadways.)

TIF DISTRICT APPLICATION

- 14. A statement demonstrating previous experience developing similar scale and type of project
- 15. A build-out schedule indicating timing of public improvements including commencement and completion dates
- 16. A completed Financial Interests Statement
- 17. A statement communicating and demonstrating how the project achieves objectives in the Hopkinsville Comprehensive Plan's Focus on the Future (Comprehensive Plan) (A copy is available upon request.)

The TIF Authority has elected to **WAIVE** or **FURTHER REQUEST** (circle one) the following:

FINANCIAL INTERESTS STATEMENT

Spouse's Information (Complete if applicable)

Spouse's Full Name: _____
Last *First* *M.I.*

Employer: _____

Title: _____

Identify any applicant source of income of the filer and the filer's immediate family members (spouse, emancipated child residing in the household, or a person claimed as a dependent for tax purposes) that exceeds \$5,000 during the preceding calendar year, and the nature of the income (e.g. salary, commission, dividends, retirement fund distribution, etc.).

Nothing in this Statement should be construed to require any applicant to disclose any specific dollar amounts or names of individual clients or customers of businesses listed as sources of income.

a. _____

b. _____

c. _____

d. _____

