

Item #12

**City of Carson City
Agenda Report**

Date Submitted: Jan 20, 2009

Agenda Date Requested: February 5, 2009

To: Redevelopment Authority

Time Requested: 60 minutes

From: Joe McCarthy, Office of Business Development

Subject Title: Action to approve policies, procedures, programs as they relate to both Redevelopment Project No. 1 and Redevelopment Project Area No. 2

Staff Summary: On October 16, 2008, the Redevelopment Authority approved, in concept, staff's recommended redevelopment policies, procedures, program and internal business practices. Several Redevelopment Authority members made key suggestions to improve the packet with the recommendation that staff present the new packet to the Redevelopment Authority in early 2009 for final consideration, recommendations and approval.

Type of Action Requested:

(check one)

☐ Resolution

☐ Ordinance

☒ Formal Action/Motion

☐ Other (Specify) - None

Does This Action Require A Business Impact Statement:

☐ Yes ☒ No

Recommended Board Action: I move to approve policies, procedures, programs as they relate to both Redevelopment Project No. 1 and Redevelopment Project Area No. 2.

Explanation for Recommended Board Action: On July 31, 2008 and October 16, 2008, the Redevelopment Authority and the staff of the Office of Business Development conducted public workshops to review staff's specific recommendations regarding proposed new policies, procedures, programs and the Office of Business Development's internal business practices. The Redevelopment Authority's recommendations emerged from these public meetings and staff then was directed to bring the full packet back in 2009 for final approval.

Applicable Statue, Code, Policy, Rule or Regulation: NRS 279

Fiscal Impact: n/a

Explanation of Impact: n/a

Funding Source: n/a

Alternatives: n/a

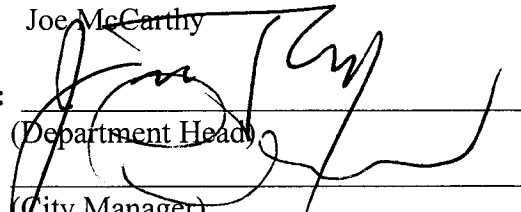
Funding Source: n/a

Alternatives: n/a

Supporting Material: Staff report and the packet that contains the Redevelopment Authority's proposed policies, procedures, programs and the Office of Business Development's internal business practices for both Redevelopment Project Area No. 1 and Redevelopment Project Area No. 2

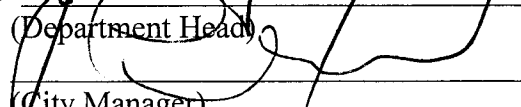
Prepared By: Joe McCarthy

Reviewed By:


(Department Head)

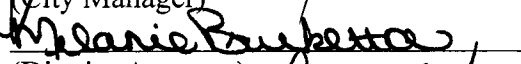
Date:

1-27-09


(City Manager)

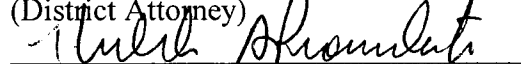
Date:

1-27-08


(District Attorney)

Date:

1-27-09


(Finance Director)

Date:

1-27-09



Office of Business Development

201 North Carson Street, Suite 2

Carson City, Nevada 89701

Date: February 19, 2009

To: Redevelopment Authority

From: Joe McCarthy, Director

Subject: Staff report regarding the February 19, 2009 adoption of Redevelopment policies, procedures, programs and the Office of Business Development's internal business practices

On February 19, 2009, the Redevelopment Authority will approve the implementation of policies, procedures, programs and the office's internal business practices as they relate to both Redevelopment Project No. 1 and Redevelopment Project Area No. 2.

Last year, on July 31, 2008 and October 16, 2008, the Redevelopment Authority and the staff conducted public workshops to review specific recommendations regarding proposed new policies, procedures, programs and internal business practices. On October 16, 2008, the Redevelopment Authority approved them, in concept. Several Redevelopment Authority members made key suggestions to improve the packet and directed staff to present the final packet in to the Authority in early 2009.

Prior to final Authority approval, on February 11, 2009, staff presented the proposed packet to the Redevelopment Authority Citizens Committee for its evaluation of both the process and the programs. The committee and the District Attorney's office assessed the programs in detail and made excellent recommendations to staff to amend and improve each component of our redevelopment programs. The committee also suggested that a separate advisory be established to serve Project Area No. 2. Staff will present an amended resolution on March 5, 2009 to RDA to establish such an advisory entity. The Committee also discussed the monthly meeting schedule. The Committee wants to receive applications quarterly and one committee member recommended quarterly meetings.

The Redevelopment Authority's programs and partnership agreements with the private sector will consist of four-step process:

1. Applicant filing
2. Technical review
3. Redevelopment Authority Citizens Committee ranking
4. Redevelopment Authority action

What follows is a sample filing timeline: (the first quarter will begin April 1, 2009)

Application to the OBD	Technical Review by the OBD	RACC review	RACC ranking	RACC rankings report to OBD	RDA agenda preparation	Packets due	RDA review	RDA meeting – successful application selected.
July 1 – July 15	July 16 – July 23	July 27 complete July 31	Aug. 5	Aug. 6	August 10	Aug. 12	Aug. 12 - 19	Aug. 20
Oct. 1 – Oct. 15	Oct. 16 – Oct. 29	Nov. 2 - complete Nov. 6	Nov. 18	Nov. 19	Nov. 23	Nov. 25	Nov. 25 – Dec. 2	Dec. 3

To recap the goals of the programs

- Complying with NRS Chapters 279 & 332
- Complying with internal policies, practices and procedures
- Taking full advantage of all stakeholder contributions
- Clearly defining roles, responsibilities and duties
- Assuring that outcomes will be achieved through the proper implementation of the programs
- Aligning Redevelopment Authority's goals and objectives
- Providing a consistent, ongoing contribution to the implementation of the City Master Plan - *Envision Carson City*

Review/Ranking/Action (by the Office of Business Development (OBD), Redevelopment Authority Citizen Committee (RACC) and the Redevelopment Authority (RDA):

Technical Review – OBD

The Office of Business Development's director will assess each application and evaluate its support documentation in terms of how the data relates to meeting the findings pursuant to NRS Chapter 279, the RDA's objectives, the master plan's goals and the project's community-wide economic impact. Staff will recommend qualified applications with either a single or combined "best-fit" redevelopment tool option. Based on this technical review, staff will assign a priority order ranking and forward this recommendation to the RACC for its review and ranking.

Citizen Review – RACC

The RACC will study each application and determine the application's alignment with meeting the findings pursuant to NRS Chapter 279, the RDA's objectives and the master plan's goals. Each member will place an overall priority order to the set of applications. The RACC will deliberate and set its priorities in a public meeting. Staff will then submit these recommendations to the RDA.

Formal Action – RDA

RDA will consider staff's technical review and RACC's priority order rankings to determine:

- Compliance with NRS Chapter 279
- Resource availability
- "Best-fit" redevelopment tool
- Risks and highest and best use potential
- Project compatibility with other development
- Furtherance of the goals of the master plan
- Alignment with RDA objectives
- Economic impacts

Master Plan Goals

- Beautification: aesthetics, cleanliness, historic preservation, street level infrastructure
- Public safety
- Transportation: pedestrian links, auto, public transport, bicycle, way finding signage
- Civic investment: government and cultural entities, not-for-profits
- Sustainable (green) initiatives
- In-town housing, affordable, market-based, job-live proximity, density, mixed-income , lodging

- High value business development focused on employment opportunities in emerging technologies, retail diversity and downtown revitalization
- Events, promotions & street life, including audience development, back-yard appeal, heads-in-beds and “brand” consistency

Primary Economic Impact Factors

- Job creation
- Capital Investment
- Property Value
- Tax Generation

Redevelopment Authority Programs/Tools

- Support, on a reimbursement basis, new development and tenant improvements
- Predevelopment services
- Tax abatements, deferrals and rebates
- Infrastructure assistance, on and off site
- façade improvements
- rent subsidies

**Consolidated Municipality of Carson City
Office of Business Development
Redevelopment Area #1**

Pre-Development Incentive Program

Purpose: The Carson City Pre-Development Costs Incentive Program (hereinafter referred to as "the Program") is designed to encourage development of new businesses in the Redevelopment Area. The Program provides architectural and design assistance to applicants.

The Program: Carson City provides matching funds within levels established by the funding criteria as reimbursement for architectural and design costs associated with establishing a new businesses or businesses physically expanding within the Redevelopment Area.

Eligibility: The Program is open to property owners, business owners and/or tenants within Redevelopment Area #1 (Downtown). Applicants must be in good standing with the City prior to receiving approval. Specifically, applicants must be in good standing with respect to taxes, fees, loans or other financial obligations to the City.

The Process: The initial step to Program participation is completion of a pre-application form. The applicant will be asked to describe the proposed project and the ways in which the proposed project meets the objectives of the Redevelopment Plan. The pre-application will be reviewed and ranked by the Redevelopment Advisory Citizens Committee (RACC) and recommended for either approval or denial by the Redevelopment Authority. Upon ranking by the RACC for approval by the RDA, a complete application detailing the project will be completed and submitted to the RDA. Once approved by the Redevelopment Authority, a project agreement shall be completed and presented to the Redevelopment Authority and the Board of Supervisors for approval. Upon completion of the project, the applicant may submit receipts for reimbursement up to the amount listed on the agreement.

A Redevelopment Project Investment Report shall be required to be completed by the recipient of any redevelopment incentive one (1) year after completion of the project.

Criteria for Selection:

Objective Criteria:

- Meets at least one of the following Redevelopment Objectives:
 - Fills a vacant building.
 - Encourages mixed use development.
 - Encourages civic investment.
 - Creates synergy among businesses.
 - Cures blighted properties.
 - Enhances green spaces.
 - Improves building facades.
 - Improves pedestrian safety.
 - Enhances parking.
 - Enhances public gathering spaces.
 - Improves traffic circulation.
 - Improves signage.
 - Supports historic preservation.
 - Creates jobs.
 - Increases property value.
 - Produces sales tax.
 - Creates capital investment.
- Amount of internal / external property improvement investment by the applicants.
- Assurances by applicant of long-term viability of the project.

Subjective Criteria:

- Impact of project within the community.
- Aesthetic Value
- Addition to overall quality of the redevelopment area.

Funding: Approval of any application for funding is a discretionary act of the Redevelopment Authority. The Redevelopment Authority reserves the right to reject applications, to approve partial funding of applicants and/or to exceed these limits for specific circumstances or for projects that meet multiple redevelopment objectives and have a larger impact upon the community.

Repayment: Any incentive awarded is subject to repayment to the Redevelopment Authority by the Grantee if, before the end of the following time periods, any portion of the subject property is subdivided, parceled, sold, conveyed, assigned or transferred; or more than fifty percent of the stock or ownership of Grantee is transferred or sold:

Year 2	100%
Year 3	80%
Year 4	60%
Year 5	40%
Year 6	20%

The time period listed above begin on the date the proposed work is finished, but not later than the one year anniversary of the date of this agreement.

City Participation: The City must consent to all Program applications prior to making any funding commitments. Funding commitments shall be in writing for a specified scope or work and agreeable time period necessary to complete the work. To determine project eligibility and before initiating work on the project, the City must receive a copy of the completed Program application including proposed scope of work, project estimates or bids from qualified professionals.

**Consolidated Municipality of Carson City
Office of Business Development
Redevelopment Area #1**

Property Improvement and Assistance Program

Purpose: The Carson City Property Improvement and Assistance Program (hereinafter referred to as “the Program”) is designed to encourage improvements to the appearance of property and the long-term success potential of businesses in Redevelopment Area #1 through a public / private partnership.

The Program: Carson City provides matching funds within levels established by the funding criteria as reimbursement for façade, tenant improvements, landscaping, signage, business assistance and so forth as subject to City review and approval. The program is designed to encourage recruitment and retention of target/niche businesses with proven track records.

For example:

Convenience Retail & Support Services Specialty Retail Arts and Culture		
Professional Services	Bookstores	Art Galleries & Studios
Copy Center/Office Supplies	Small Apparel Shops	Art Supply and Framing Stores
Small Grocery Store	Home Interior, Design, Antiques, Vintage and so forth.	Specialty printers
Personal Services	Internet Café	Civic Investment and Development
Food Services (ie: restaurants, delis, coffee shops, ice creameries and bakeries)	Kitchen/ Culinary Shops	
Premier Lodging and Conference Space	Specialty / Gourmet Food Provider	

Eligibility: Applicants must be in good standing with the City prior to receiving approval. Specifically, applicants must be in good standing with respect to taxes, fees, loans or other financial obligations to the City.

The Process: The initial step to Program participation is completion of a pre-application form. The applicant will be asked to describe the proposed project and the ways in which the proposed project meets the objectives of Redevelopment Area #1 and complies with NRS Chapter 279. The pre-application will be reviewed and ranked by the Office of Business Development (OBD) and Redevelopment Authority Citizens Committee (RACC). Upon ranking the applicant may be directed to file a complete application

detailing the project, project design, project scope, project cost, the contractor performing the work, the time line for the work and the incentive requested from the Program for submission to the RDA for either approval or denial. Once the application is approved by the Redevelopment Authority, a project agreement shall be completed and presented to the Redevelopment Authority and the Board of Supervisors for approval. Upon completion of the project, the applicant may submit receipts for reimbursement up to the amount listed on the agreement.

A Redevelopment Project Investment Report shall be required to be completed by the recipient of any redevelopment incentive one (1) year after completion of the project.

Criteria for Selection:

Meets at least one of the following Redevelopment Objectives:

- Target/niche business preference.
- Potential for long-term viability.
- Qualifications and track record of managers/owners.
- Cost/benefit to redevelopment area #1.
- Availability of program funds.
- Availability of space.
- Employment creation.
- Appropriate collateral.
- The outcome of the incentive meets at least one objective for Redevelopment Area 1 as adopted by the Redevelopment Authority.
- Amount of investment made or proposed to be made by the property owner and/or tenant.
- Assurances by applicant of long-term viability of the project as evidenced by a comprehensive business plan.
- Aesthetic value created by the project.
- Fills a vacant building.
- Encourages mixed use development.
- Encourages civic investment.
- Creates synergy among businesses.
- Cures blighted properties.
- Enhances green spaces.
- Improves building façade.
- Improves pedestrian safety.
- Enhances parking.
- Enhances public gathering spaces.
- Improves traffic circulation.
- Improves signage.
- Supports historic preservation.
- Creates jobs.
- Increases property value.
- Produces sales tax.
- Creates capital investment.

Funding: The funding level is based on total size of the project but can not, in any case, exceed \$100,000. Up to 20% of the total project cost may be reimbursed.

Note: Property owners who have received previous assistance from the RDA are eligible to apply for additional assistance under the following conditions:

- 1) RDA expired lien or if lien exists new assistance cannot exceed \$50,000 and is consistent with criteria #2.
- 2) Project is new and does not overlap with work associated with previous project.

Approval of any application for funding is a discretionary act of the Redevelopment Authority. The Redevelopment Authority reserves the right to reject applications, to approve partial funding of applicants and/or to exceed these limits for specific circumstances or for projects that meet multiple redevelopment objectives and have a larger impact upon the community.

Repayment: Any incentive awarded is subject to repayment to the Redevelopment Authority by the Grantee if, before the end of the following time periods, any portion of the subject property is subdivided, parceled, sold, conveyed, assigned or transferred; or more than fifty percent of the stock or ownership of Grantee is transferred or sold:

Year 2	100%
Year 3	80%
Year 4	60%
Year 5	40%
Year 6	20%

The time period listed above begins on the date the proposed work is finished, but not later than the one year anniversary of the date of this agreement.

City Participation: The B.O.S must consent to all Program applications prior to funding commitments. Funding commitments shall be in writing for a specified scope or work and agreeable time period necessary to complete the work. To determine project eligibility and before initiating work on the project, the City must receive a copy of the completed Program application including proposed scope of work, project estimates or bids from qualified professionals. The B.O.S. will make final approval after receiving a completed copy of the application.

Prior to receiving funding commitments, the project will be reviewed for consistency with all applicable codes, ordinances and regulations. Approved projects must conform to all applicable codes, ordinances, and regulations as well as the common design principles established by the Program. All applicable permits must be obtained, all accompanying inspections must be successfully completed, all bills must be paid and proof must be presented to Carson City of release of any and all liens in order to receive reimbursement. If a project is selected for a grant, photographs of the property may be used by the City in promotional materials for the Program.

**Consolidated Municipality of Carson City
Office of Business Development
Redevelopment Area #2**

Pre-Development Incentive Program

Purpose: The Carson City Pre-Development Costs Incentive Program (hereinafter referred to as "the Program") is designed to encourage development of new businesses in the Redevelopment Area. The Program provides architectural and design assistance to applicants.

The Program: Carson City provides matching funds within levels established by the funding criteria as reimbursement for architectural and design costs associated with establishing a new businesses or businesses physically expanding within the Redevelopment Area.

Eligibility: The Program is open to property owners, business owners and/or tenants within Redevelopment Area #2 (South Carson Street). Applicants must be in good standing with the City prior to receiving approval. Specifically, applicants must be in good standing with respect to taxes, fees, loans or other financial obligations to the City.

The Process: The initial step to Program participation is completion of a pre-application form. The applicant will be asked to describe the proposed project and the ways in which the proposed project meets the objectives of the Redevelopment Plan. The pre-application will be reviewed and ranked by the Redevelopment Advisory Citizens Committee (RACC) and recommended for either approval or denial by the Redevelopment Authority. Upon ranking by the RACC, a complete application detailing the project will be completed and submitted to the RDA. Once approved by the Redevelopment Authority, a project agreement shall be completed and presented to the Redevelopment Authority and the Board of Supervisors for approval. Upon completion of the project, the applicant may submit receipts for reimbursement up to the amount listed on the agreement.

A Redevelopment Project Investment Report shall be required to be completed by the recipient of any redevelopment incentive one (1) year after completion of the project.

Criteria for Selection:

Objective Criteria:

- Meets at least one of the following Redevelopment Objectives:
 - Expand existing auto sales activities.
 - Develop new "points" in auto sales.
 - Secure on-going business agreement with auto sales businesses.
 - Create synergy among auto sales business.
 - Fill vacant empty big box retail facilities.
 - Fill vacant store fronts.
 - Improve traffic circulation.
 - Improve signage.
 - Improve streetscapes.
 - Create jobs.
 - Increase property value.
 - Produce sales taxes.
 - Create capital investment.
- Amount of internal / external property improvement investment by the applicants.
- Assurances by applicant of long-term viability of the project.

Subjective Criteria:

- Impact of project within the community.
- Aesthetic value created by the project.
- Addition to overall quality of the redevelopment area.

Funding: Funding level is limited to a minimum of \$5,000 to a maximum of 6% of total project costs up to a maximum grant of \$50,000.

Approval of any application for funding is a discretionary act of the Redevelopment Authority. The Redevelopment Authority reserves the right to reject applications, to approve partial funding of applicants and/or to exceed these limits for specific circumstances or for projects that meet multiple redevelopment objectives and have a larger impact upon the community.

Repayment: Any incentive awarded is subject to repayment to the Redevelopment Authority by the Grantee if, before the end of the following time periods, any portion of the subject property is subdivided, parceled, sold, conveyed, assigned or transferred; or more than fifty percent of the stock or ownership of Grantee is transferred or sold:

Year 2	100%
Year 3	80%
Year 4	60%

Year 5	40%
Year 6	20%

The time period listed above begin on the date the proposed work is finished, but not later than the one year anniversary of the date of this agreement.

City Participation: The City must consent to all Program applications prior to making any funding commitments. Funding commitments shall be in writing for a specified scope or work and agreeable time period necessary to complete the work. To determine project eligibility and before initiating work on the project, the City must receive a copy of the completed Program application including proposed scope of work, project estimates or bids from qualified professionals.

**Consolidated Municipality of Carson City
Office of Business Development
Redevelopment Area #2**

Property Improvement and Assistance Program

Purpose: The Carson City Property Improvement and Assistance Program (hereinafter referred to as "the Program") is designed to encourage development of new commercial businesses, improve the appearance of property as well as improve the long-term success potential of businesses in Redevelopment Area #2 through a public / private partnership.

The Program: Carson City provides matching funds within levels established by the funding criteria as reimbursement for new construction, land acquisition, façade improvements, tenant improvements, landscaping, signage, business assistance and so forth as subject to City review and approval. Any incentives less than \$100,000 will not trigger the prevailing wage requirement, pursuant to NRS Chapter 279.500.

Eligibility: Applicants must be in good standing with the City prior to receiving approval. Specifically, applicants must be in good standing with respect to taxes, fees, loans or other financial obligations to the City.

The Process: The initial step to Program participation is completion of a pre-application form. The applicant will be asked to describe the proposed project and the ways in which the proposed project meets the objectives of Redevelopment Area #2 and complies with NRS Chapter 279. The pre-application will be reviewed and ranked by the Office of Business Development (OBD) and Redevelopment Authority Citizens Committee_Area #2 (RACC_Area #2). Upon ranking the applicant may be directed to file a complete application detailing the project, project design, project scope, project cost, the contractor performing the work, the time line for the work and the incentive requested from the Program for submission to the RDA for either approval or denial. Once the application is approved by the Redevelopment Authority, a project agreement shall be completed and presented to the Redevelopment Authority and the Board of Supervisors for approval. Upon completion of the project, the applicant may submit receipts for reimbursement up to the amount listed on the agreement.

A Redevelopment Project Investment Report shall be required to be completed by the recipient of any redevelopment incentive one (1) year after completion of the project.

Criteria for Selection:

Meets at least one of the following Redevelopment Objectives:

- Fill vacant empty big box retail facilities.
- Produces sales tax.
- Fill vacant store fronts.
- Potential for long-term viability.
- Qualifications and track record of managers/owners.
- Cost/benefit to redevelopment area #2.

- Availability of program funds.
- Availability of space.
- Employment creation.
- Appropriate collateral.
- The outcome of the incentive meets at least one objective for Redevelopment Area 2 as adopted by the Redevelopment Authority.
- Amount of investment made or proposed to be made by the property owner and/or tenant.
- Assurances by applicant of long-term viability of the project as evidenced by a comprehensive business plan.
- Aesthetic value created by the project.
- Creates synergy among businesses.
- Cures blighted properties.
- Enhances green spaces.
- Improves building façades.
- Improves pedestrian safety.
- Enhances parking.
- Improves traffic circulation.
- Improves signage.
- Creates jobs.
- Increases property value.
- Creates capital investment.
- Expand existing auto sales activities.
- Develop new "points" in auto sales.
- Secure on-going business agreement with auto sales businesses.
- Create synergy among auto sales business.

Funding: The funding level is based on total size of the project, up to 20% of the total project cost may be reimbursed.

Approval of any application for funding is a discretionary act of the Redevelopment Authority. The Redevelopment Authority reserves the right to reject applications, to approve partial funding of applicants and/or to exceed these limits for specific circumstances or for projects that meet multiple redevelopment objectives and have a larger impact upon the community.

Repayment: Any incentive awarded is subject to repayment to the Redevelopment Authority by the Grantee if, before the end of the following time periods, any portion of the subject property is subdivided, parceled, sold, conveyed, assigned or transferred; or more than fifty percent of the stock or ownership of Grantee is transferred or sold:

Year 2	100%
Year 3	80%
Year 4	60%
Year 5	40%
Year 6	20%

The time period listed above begins on the date the proposed work is finished, but not later than the one year anniversary of the date of this agreement.

City Participation: The B.O.S must consent to all Program applications prior to funding commitments. Funding commitments shall be in writing for a specified scope or work and agreeable time period necessary to complete the work. To determine project eligibility and before initiating work on the project, the City must receive a copy of the completed Program application including proposed scope of work, project estimates or bids from qualified professionals. The B.O.S. will make final approval after receiving a completed copy of the application.

Prior to receiving funding commitments, the project will be reviewed for consistency with all applicable codes, ordinances and regulations. Approved projects must conform to all applicable codes, ordinances, and regulations as well as the common design principles established by the Program. All applicable permits must be obtained, all accompanying inspections must be successfully completed, all bills must be paid and proof must be presented to Carson City of release of any and all liens in order to receive reimbursement. If a project is selected for a grant, photographs of the property may be used by the City in promotional materials for the Program.

Redevelopment
Project Area #1

Carson City Partnership Incentive Pre-Application Form

Sample Development Objectives:

For complete listing, see Program description.

1. Provides for mixed use development.
2. Provides for civic investment.
3. Creates synergy with other businesses.
4. Cures blighted properties.
5. Enhances green space.
6. Improves building facades.
7. Improves pedestrian safety.
8. Enhances parking.
9. Enhances public gathering space.
10. Improves traffic circulation.
11. Improves signage.
12. Preserves historic structures.

Applicant Information

Name of Business: _____

Name of Applicant: _____

Mailing Address: _____

Phone: _____

Cell Phone: _____

FAX: _____

Business Information

Type of Business: _____

Yrs in Business: _____

Website: _____

Project Name: _____

Project Location

Project Description:

Please explain why this project meets one or more of the objectives established for redevelopment in Carson City.

Type and Amount of Incentive Requested:

Pre-Development Costs \$ _____

Business Assistance \$ _____

Property Improvements \$ _____

Other \$ _____
=====

Total Request: \$ _____

Carson City Partnership Incentive Pre-Application Form

Redevelopment
Project Area #1

Economic Objectives:

1. Create jobs.
2. Increase the value of property.
3. Create capital investment
4. Produce local government revenue.

Economic Impact Information—

Project Investment

Total Project Cost \$ _____

Total Amount of Redevelopment Incentive
Requested: \$ _____

Private Investment \$ _____

Job Creation

Number of new jobs _____

Average Hourly Wage _____

Support of Public Services

Anticipated Annual Taxable Sales
\$ _____

Increase in Property Value as a result of the
investment \$ _____

Project Timetable

Anticipated start date: _____

Anticipated completion date: _____

Anticipated date of business opening
(Where Applicable) _____

Project Name: _____

Business Name: _____

Please explain why this project meets one or more of the economic objectives established for redevelopment in Carson City.

The undersigned agree and represent that:

1. S/he has authority to make this application on behalf of the tenant or owner.
2. S/he has personal knowledge or information sufficient to make a materially correct response to the questions asked in this pre-application form, and that s/he knows or believes all matter stated herein to be true.
3. S/he understands that the awarding of incentive funds to any applicant is a discretionary act of the Carson City Redevelopment Authority and Board of Supervisors.
4. S/he understands that the information that the information provided by the applicant on this pre-application form shall become a matter of public record prior to approval by the Carson City Redevelopment Authority and Board of Supervisors.

Property Owner and/or Representative:

Signature: _____

Print Name: _____

Tenant or Representative:

Signature: _____

Print Name: _____

Carson City Partnership Incentive Pre-Application Form

Sample Development Objectives:

For complete list, see Program description.

1. Expand existing auto sales activities.
2. Develop new "points" in auto sales.
3. Secure on-going business agreement with auto sales businesses.
4. Create synergy among auto sales business.
5. Fill vacant empty big box retail facilities.
6. Fill vacant store fronts.
7. Improve traffic circulation.
8. Improve signage.
9. Improve streetscapes.
10. Improve underground infrastructure.
11. Cure blighted properties.
12. Improve building facades.

Applicant Information

Name of Business: _____

Name of Applicant: _____

Mailing Address: _____

Phone: _____

Cell Phone: _____

FAX: _____

Business Information

Type of Business: _____

Yrs in Business: _____

Website: _____

Project Name: _____

Project Location

Project Description:

Please explain why this project meets one or more of the objectives established for redevelopment in Carson City.

Type and Amount of Incentive Requested:

Pre-Development Costs \$ _____

Business Assistance \$ _____

Property Improvements \$ _____

Other \$ _____
=====

Total Request: \$ _____

Carson City Partnership Incentive Pre-Application Form

Economic Objectives:

1. Create jobs.
2. Increase property value.
3. Produce sales taxes
4. Create capital investment.

Economic Impact Information—

Project Investment

Total Project Cost \$ _____

Total Amount of Redevelopment Incentive
Requested: \$ _____

Private Investment \$ _____

Job Creation

Number of new jobs _____

Average Hourly Wage _____

Support of Public Services

Anticipated Annual Taxable Sales
\$ _____

Increase in Property Value as a result of the
investment \$ _____

Project Timetable

Anticipated start date: _____

Anticipated completion date: _____

Anticipated date of business opening
(Where Applicable) _____

Project Name: _____

Business Name: _____

Please explain why this project meets one or more of the economic objectives established for redevelopment in Carson City.

The undersigned agree and represent that:

1. S/he has authority to make this application on behalf of the tenant or owner.
2. S/he has personal knowledge or information sufficient to make a materially correct response to the questions asked in this pre-application form, and that s/he knows or believes all matter stated herein to be true.
3. S/he understands that the awarding of incentive funds to any applicant is a discretionary act of the Carson City Redevelopment Authority and Board of Supervisors.
4. S/he understands that the information that the information provided by the applicant on this pre-application form shall become a matter of public record prior to approval by the Carson City Redevelopment Authority and Board of Supervisors.

Property Owner or Representative:

Signature: _____

Print Name: _____

Tenant or Representative:

Signature: _____

Print Name: _____

**Consolidated Municipality of Carson City
Office of Business Development**



Incentive Program Application

Name of Business:		Date:	
Business Address			
Name of Tenant:		Phone Number	
Address of Tenant:		Fax:	
		E-mail:	
Name of Property Owner		Phone Number	
Address of Property Owner:		Fax:	
		E-mail:	
Incentive Program:	☐ Pre-Development Costs ☐ Property Improvements ☐ Business Assistance ☐ Other	\$	_____ _____ _____ _____ _____
Project Name:		Project Area: (check one) • Area #1 _____ • Area #2 _____	
Project Address / Location		Assessors Parcel Number:	
Bldg Size:		Land Area:	

Project Description:			
Total Tenant / Property Owner Investments	Land Acquisition:	\$	
	Site Development Costs:	\$	
	Public Improvements:	\$	
	Building Costs (Hard):	\$	
	Soft Costs (Professional / legal, etc.)	\$	
	Other:	\$	
	Other:		
	Total	\$	
Total Tenant Investment	Site Development Costs:	\$	%
	Public Improvements:	\$	%
	Building Costs (Hard):	\$	%
	Soft Costs (Professional / legal, etc.)	\$	%
	Other:	\$	%
	Other:	\$	%
	Total	\$	%
Total Property Owner Investment	Land Acquisition:	\$	%
	Site Development Costs:	\$	%
	Public Improvements:	\$	%
	Building Costs (Hard):	\$	%
	Soft Costs (Professional / legal, etc.)	\$	%
	Other:	\$	%
	Other:	\$	%
	Total	\$	%
Total Estimated Project Cost		\$	
Total Incentive Funds Requested		\$	
Incentive as a % of total project		%	
Estimated Project Start Date			
Estimated Project Completion Date			
Do you have a Business Plan?		☐ Yes	☐ No
Number of years business has existed under current organization:			

Does the applicant own an existing business?	☐ Yes	☐ No	
If yes, what is the name of the business?			
Number of years business has existed:			
Number of years business has existed under the ownership of applicant?			
Please attach the most recent financial reports for this business along with a credit report.			
Project Team:	Architect / Designer		
	Contractor		
	Attorney		
	Accountant		
	Project Manager		
	Construction Manager		
	Development Consultant		
Economic Impact Information	Anticipated Annual Payroll	\$	
	Anticipated Annual Sales Tax Collections	\$	
	Anticipated Increase in Property Value	\$	
Total Tenant Investment	Site Development Costs:	\$	%
	Public Improvements:	\$	%
	Building Costs (Hard):	\$	%
	Soft Costs (Professional / legal, etc.)	\$	%
	Other:	\$	%
	Other:	\$	%
	Total	\$	%
Total Property Owner Investment	Land Acquisition:	\$	%
	Site Development Costs:	\$	%
	Public Improvements:	\$	%
	Building Costs (Hard):	\$	%
	Soft Costs (Professional / legal, etc.)	\$	%
	Other:	\$	%
	Other:	\$	%

	Total	\$	%
Submittals Checklist	Please submit where applicable:		
	Architects / Designer Proposal		
	Architects / Designer Renderings or Drawings		
	Project Budget Detail		
	Site Plan		
	Lease Agreement		
	Building / Project Elevations		
• Your project must conform to all applicable codes, ordinances, and regulations as well as the common design principles established by Downtown Design Standards. • Construction documents describing your complete project must be submitted to the appropriate departments and agencies of the City for review and permitting prior to beginning work. In some cases, an architect and/or engineer must prepare these documents. All applicable permits must be obtained and all accompanying inspections must be successfully completed. • Shop drawings must also be submitted for review for all awnings, ornamental ironwork, and signs prior to beginning work.			
Acknowledgement of Application Provisions: ☐ I affirm that this project will not be initiated without written commitments and completed contract with the Consolidated Municipality of Carson City. ☐ I affirm that this project conforms to all applicable codes, ordinances and regulations, as well as the common design principles for Downtown Carson City. ☐ All applicable permits will be obtained for this project and all accompanying inspections will be successfully completed to receive reimbursement. ☐ I affirm that I am in good standing with the Consolidated Municipality of Carson City with respect to taxes, fees, loans or other financial obligations to the City. ☐ If this project is selected for an incentive from the Consolidated Municipality of Carson City, I acknowledge that photographs of my property may be used in promotional materials for Downtown Carson City.			
Applicants Signature		Date:	
*Note: ALL project related invoices must be submitted for review at conclusion of the project prior to reimbursement. In addition, approved copies of required City building, sign and other permits must be submitted as a condition of reimbursement and in order for any and all liens to be released.			
(For Internal Use Only)		Date	
Application Approved:			

Project Commenced:	
Project Completed:	
Reimbursement Request submitted to Finance Department	
Reimbursement remitted to Applicant	