

**CITY OF ROCHESTER, MINNESOTA
TIF / BUSINESS ASSISTANCE APPLICATION**

** Please note that there may be portions of the application form that may not be relevant to each specific request for assistance.*

1) APPLICANT INFORMATION

- a) **Business Name** _____
- b) **Business Address** _____
- c) **Business Form (corporation, partnership, etc.)**

- d) **Parent Organization (if any)** _____
- e) **Authorized Representative** _____
Phone _____
- f) **Names and Addresses of Major Stockholders or Principals**
 - i) _____
 - ii) _____
 - iii) _____

2) BUSINESS DESCRIPTION

Give a brief narrative history of the business, including a description of nature of business and principal products.

3) BUSINESS PROFILE

- a) **Are you located in the City of Rochester at this time?**

Yes _____ No _____
- b) **Number of employees in Rochester (before and after proposed project)?** _____
- c) **Approximate annual sales?** _____

d) **Length of time in business?** _____

e) **Do you have plants in other locations?**

Yes _____ No _____

f) **Are you engaged in international trade?**

Yes _____ No _____

4) **FINANCIAL HISTORY/REFERENCES**

a) **Provide information on the anticipated financing structure for the project? List status and details.**

b) **Have you or any of the principals in the project ever filed for bankruptcy? Yes _____ No _____**

c) **Have you or any of the principals ever defaulted on a loan commitment? Yes _____ No _____**

d) **Are you or any of the principals currently delinquent on property taxes for property in the City of Rochester?**

Yes _____ No _____

e) **List three financial references:**

i) _____

ii) _____

iii) _____

5) **DEVELOPMENT TEAM INFORMATION**

Names, addresses, telephone numbers and contact persons for firms providing consulting services for the project.

a) **Architectural/Engineering**

b) **Financial**

c) Market Feasibility

d) Legal

e) Other

**6) INFORMATION CONCERNING APPLICANT'S PROPOSED PROJECT
(provide attachments with information on the following):**

a) Narrative description of proposed project and proposed tenants if the facility will be leased (if known).

b) Total cost breakdown of the proposed project.

c) Amount of public assistance being requested and breakdown (land assembly, relocation, demolition, public improvements, utility relocation, street or alley vacation, etc.)

d) Preliminary economic analysis showing existing taxes, future taxes, and source and use of funds.

e) Pro forma analysis of the project.

f) Market feasibility analysis.

g) Site information (site plan, schematics, and narrative description of location, type of development, and scope and size of the project).

h) Planning and zoning analysis: Does the project conform to the current zoning? Are any variances needed? If so, please identify and explain.

i) Schedule – Developer's target date for start and completion of the project.

7) INFORMATION CONCERNING THE NEED FOR THE REQUESTED PUBLIC ASSISTANCE

a) Why is public assistance needed?

b) A letter indicating reasons why the project will not proceed without the public assistance.

c) What public purpose will be served by the project (number of new jobs created or retained, increase in tax base, other?)

8) APPLICATION FEE

A \$5,000 application fee must be attached to the application. This fee is designed to cover the City's out of pocket costs associated with evaluating the application. If warranted by the complexity of the application, additional deposits may be required.