



## SEABROOK BUSINESS INCENTIVE APPLICATION FORM

### Background Information

COMPANY NAME: \_\_\_\_\_

LEGAL NAME: \_\_\_\_\_

STATE OF INCORPORATION: \_\_\_\_\_

PHONE: \_\_\_\_\_

FAX: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

TAX ACCOUNT NUMBERS: \_\_\_\_\_

PROJECT CLASSIFICATION:

- New Construction in City
- Relocation/ Expansion of Existing Business in City
- SH146 Business Relocation
- Demolition

***Please proceed to the relevant section regarding additional project information.***

## Information Required for Chapter 380 Applications

*Chapter 380 of the Texas Local Government Code allows Texas municipalities to provide a grant or a loan of city funds or services to promote economic development. A Chapter 380 development agreement bypasses the need for upfront government incentives and kicks in only when a project is operating, thereby avoiding the prospect of a failed development taking incentive dollars.*

*Under a Chapter 380 agreement, a developer and taxing body negotiate a contract to provide sales tax incentives in return for the project meeting performance benchmarks. The agreement should help the business offset some costs associated with construction and infrastructure.*

DESCRIPTION OF PROJECT: \_\_\_\_\_

INCENTIVE REQUEST DESCRIPTION: **(please attach narrative and supporting documentation)**

LEGAL DESCRIPTION OF PROPERTY: \_\_\_\_\_

HARRIS COUNTY APPRAISAL DISTRICT ACCOUNT NUMBER: \_\_\_\_\_

DOES THE APPLICANT OWN OR LEASE SITE? \_\_\_\_\_

CONSTRUCTION START DATE ESTIMATE: \_\_\_\_\_

CONSTRUCTION COMPLETION DATE ESTIMATE: \_\_\_\_\_

ESTIMATED IMPROVEMENT VALUE OF COMPLETED PROJECT: \_\_\_\_\_

PROJECT CONSTRUCTION COSTS: **(please attach official quotes)**

- *Examples of project construction cost estimates include site acquisition cost, plan designs, building, FFE, and landscaping estimates. For the purpose of this application, labor does not qualify as part of the construction cost estimates.*

### **JOB CREATION / RETENTION**

Please attach documentation of current total full time and total part time employees **plus** the estimated number of full and part time employees once project is completed. If possible, please outline position titles created and retained.

IS THE APPLICANT SEEKING A VARIANCE TO EXISTING CODE: \_\_\_ Yes \_\_\_ No

*If "yes" attach letter requesting and justifying the variance, with supplemental information.*

**WAIVER OF BUILDING PERMITS, DEVELOPMENT PERMITS AND CONNECTION FEES**

APPLICANT IS REQUESTING WHAT PERCENTAGE, IF ANY, TO BE WAIVED FOR BUILDING PERMITS, DEVELOPMENT PERMITS AND CONNECTION FEES: \_\_\_\_\_

*(enter a range from 1% to 100%)*

WATER METER SIZE FOR PROPOSED PROJECT: \_\_\_\_\_

IRRIGATION METER SIZE FOR PROPOSED PROJECT: \_\_\_\_\_

## Information Required for Demolition Grant Applications

*Grants are awarded up to \$20,000 for qualifying projects. Grants may be applied to commercial properties located within any Seabrook Empowerment Zone. Grants are awarded on a reimbursement basis. Applicant must provide a final letter from the Seabrook Building Official, noting compliance of the demolition, prior to funds being released.*

DESCRIPTION OF PROJECT: \_\_\_\_\_

LEGAL DESCRIPTION OF PROPERTY: **(please attach survey)**

HARRIS COUNTY APPRAISAL DISTRICT ACCOUNT NUMBER: \_\_\_\_\_

DOES THE APPLICANT OWN OR LEASE THE SITE? \_\_\_\_\_

IS SITE CURRENTLY OCCUPIED? \_\_\_\_\_

DEMOLITION START DATE (ESTIMATE): \_\_\_\_\_

- *Demolition must occur within ninety (90) days of approval by the Seabrook City Council.*
- *Photos of site PRIOR TO demolition should be included with application.*

DEMOLITION COSTS: **(please attach official quotes)**

- *Examples of demolition cost estimates include pre-demolition site prep, site clearing and post-demolition debris removal. For the purpose of this application, labor does not qualify as part of the construction cost estimates.*

SITE REDEVELOPMENT PLAN: **(please attach narrative and supporting documents)**

## Information Required for Sales Tax Rebate Applications

The City collects 2% sales tax on any taxable retail sale made in the city limits and the funds are allocated as follows: 1% to the City's general fund; 0.5% to the Economic Development Corporation; and 0.5% to the crime district / crime prevention. An applicant may apply for a rebate of their contribution towards the 0.5% Economic Development Corporation portion. The City may pay any rebates based upon the confidential sales report received from the State of Texas Comptroller's Office after receipt of actual sales taxes by the City.

LEGAL DESCRIPTION OF PROPERTY: \_\_\_\_\_

HARRIS COUNTY APPRAISAL DISTRICT ACCOUNT NUMBER: \_\_\_\_\_

DOES THE APPLICANT OWN OR LEASE THE SITE? \_\_\_\_\_

APPLICANT IS REQUESTING WHAT PERCENTAGE OF THE EDC PORTION OF SALES TAX TO BE REIMBURSED: \_\_\_\_\_ (enter a range from 1% to 100%)

NUMBER OF YEARS APPLICANT IS REQUESTING: \_\_\_\_\_ (not to exceed ten years)

**NEW BUSINESS:** PLEASE PROVIDE SALES TAX ESTIMATES BASED ON BUSINESS PLAN MODEL.

YEAR ONE \_\_\_\_\_

YEAR TWO \_\_\_\_\_

YEAR THREE \_\_\_\_\_

**EXISTING BUSINESS:** PLEASE PROVIDE FINAL SALES TAX FIGURES (MINUS ALCOHOL SALES – IF APPLICABLE) FOR THE PAST TWO YEARS, THE CURRENT YEAR AND PROJECTED SALES FOR THE NEXT TWO YEARS AFTER PROJECT COMPLETION. IF COMPANY HAS MULTIPLE SITES, PLEASE REPORT AND NOTE EITHER THE SITE CLOSEST TO OR WITHIN THE CITY OF SEABROOK.

ADDRESS OF SITE REPORTING FIGURES: \_\_\_\_\_

YEAR: : \_\_\_\_\_

YEAR: : \_\_\_\_\_

MOST CURRENT YEAR ( ): \_\_\_\_\_

YEAR ONE POST CONSTRUCTION: \_\_\_\_\_

YEAR TWO POST CONSTRUCTION: \_\_\_\_\_

## Information Required for Storefront Façade Improvement Grant Applications

BUSINESS/PROJECT TYPE: \_\_\_\_\_

LEGAL DESCRIPTION OF PROPERTY: \_\_\_\_\_

HARRIS COUNTY APPRAISAL DISTRICT ACCOUNT NUMBER: \_\_\_\_\_

DOES THE APPLICANT OWN OR LEASE THE SITE? \_\_\_\_\_

CONSTRUCTION START DATE ESTIMATE: \_\_\_\_\_

CONSTRUCTION COMPLETION DATE ESTIMATE: \_\_\_\_\_

ESTIMATED IMPROVEMENT VALUE OF COMPLETED PROJECT: \_\_\_\_\_

### **FAÇADE CONSTRUCTION COSTS: (please attach official quotes)**

- *Examples of project construction cost estimates include building prep estimates, plan designs, material costs, labor, and landscaping estimates. For the purpose of this application, labor does not qualify as part of the construction cost estimates.*
- Application should include photos of the existing structure as well as renderings of the proposed improvements to the site.

### **SITE LANDSCAPING / PARKING COSTS: (please attach official quotes)**

- Application should include photos of the existing landscaping and parking lot as well as renderings of the proposed improvements to the site.

### **JOB CREATION / RETENTION**

Please attach documentation of current total full time and total part time employees **plus** the estimated number of full and part time employees once project is completed. If possible, please outline position titles created and retained.

IS THE APPLICANT SEEKING A VARIANCE TO EXISTING CODE: \_\_\_ Yes \_\_\_ No

*If "yes" attach letter requesting and justifying the variance, with supplemental information.*

APPLICANT IS REQUESTING WHAT PERCENTAGE OF PARTICIPATION FROM THE EDC FOR THE FAÇADE COST: \_\_\_\_\_ *(enter a range from 1% to 100%)*

APPLICANT IS REQUESTING WHAT PERCENTAGE OF PARTICIPATION FROM THE EDC FOR THE LANDSCAPING COST: \_\_\_\_\_ *(enter a range from 1% to 100%)*

## Information Required for SH146 Business Relocation Applications

BUSINESS/PROJECT TYPE: \_\_\_\_\_

CURRENT SITE ADDRESS: \_\_\_\_\_

HARRIS COUNTY APPRAISAL DISTRICT ACCOUNT NUMBER: \_\_\_\_\_

DOES THE APPLICANT OWN OR LEASE CURRENT SITE? \_\_\_\_\_

PROPOSED NEW SITE LOCATION (address or block number): \_\_\_\_\_

RELOCATION DATE ESTIMATE: \_\_\_\_\_

WILL THE APPLICANT EITHER BE BUYING OR LEASING NEW SITE? \_\_\_\_\_

INCENTIVE REQUEST DESCRIPTION: **(please attach narrative and supporting documents)**

### **JOB CREATION / RETENTION**

Please attach documentation of current total full time and total part time employees **plus** the estimated number of full and part time employees once project is completed. If possible, please outline position titles created and retained.

IS THE APPLICANT SEEKING A VARIANCE TO EXISTING CODE: \_\_\_ Yes \_\_\_ No

*If "yes" attach letter requesting and justifying the variance, with supplemental information.*



## Authorization for Submittal

To the best of my knowledge and belief, the information contained in this Application for Incentives (including attachments) is true and correct, as evidenced by my signature below. I further certify that the business entity is in good standing under the laws of the jurisdiction(s) in which the entity is organized or authorized to conduct business and that no delinquent taxes are owed to any taxing entity.

If incentives are awarded, the applicant will be subject to a performance agreement and be required to submit documentation regarding the number of employees, average wages by employee category, taxable sales, personal property inventory and any other pertinent information required in the contract for incentives awarded for the number of years stipulated in the performance agreement.

Authorized Company Official:

Authorized Local Representative:

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Telephone: \_\_\_\_\_

Telephone: \_\_\_\_\_

E-mail: \_\_\_\_\_

E-mail: \_\_\_\_\_

**ALL APPLICANTS REMAIN CONFIDENTIAL UNLESS OTHERWISE ARRANGED BETWEEN THE CITY AND THE APPLICANT.**

Received by: \_\_\_\_\_

Date received: \_\_\_\_\_