

Application for Project Assistance

It is recommended that applicants provide documentation as outlined in the checklist below as well as a completed application. Conformance and completion of all sections is the basis for determination of initial eligibility and for favorable consideration by the SEDC and the City Council.

1. Seabrook Application Form – Original signed by company officer.
2. Brief narrative – Background of the company and description of the project. Also include site plan and renderings of finished site.
3. Investment Budget – detailing components and costs of the real property improvements and fixed-in-place improvements for which an incentive is requested.
4. Plat survey and metes & bounds description.
5. Project timeline.
6. Evaluation of competing locations – Documentation of a competitively-sited project including statement of reason(s) that requested incentive is necessary to ensure that proposed project is built in Seabrook (i.e., documentation supporting assertion that “but for” an incentive, the stated project could not be constructed in Seabrook).
7. Quarterly report(s) filed with the Texas Workforce Commission – for the immediately preceding quarter prior to application, documenting the current number of permanent full-time employees (and full-time Contractor employees, if any).
8. Financial information:
 - **Publicly traded company (including wholly owned subsidiary or operation division):** most recent annual report to stockholders.
 - **Privately-owned company:** most recent audited financial statements, documentation of the date and location of incorporation, bank references (including officer name and telephone number), and accountant and attorney references (names of firms and contact telephone numbers).
 - **New venture:** Business plan and financing commitment from lender and/or venture capitalist; plus bank references (including officer name and telephone number), accountant and attorney references (firms and contact telephone numbers).
9. Certification by Harris County Tax Assessor-Collector that all tax accounts within Harris County are paid on a current basis.
10. Completion of a conflict of interest questionnaire, (CIQ) as required by law (Texas Local Government Code Section 176.006).

PART I – Applicant Information

APPLICATION DATE: _____/_____/_____

COMPANY NAME: _____

AUTHORIZED REPRESENTATIVE(S): _____

LOCAL CONTACT NAME AND TITLE: _____

LOCAL CONTACT PHONE: _____

E-MAIL ADDRESS: _____

IF FRANCHISE, FRANCHISE OWNER’S NAME AND PHONE:

PROJECT DESCRIPTION:

_____ New Construction _____ Expansion _____ SH146 Relocation

PART II – Applicant and Project Background

HEADQUARTERS OR REGIONAL OFFICE ADDRESS: _____

STATE OF INCORPORATION: _____

NO. YEARS IN THE REGION: _____

CURRENT TOTAL FULL TIME EMPLOYEES: _____

CURRENT TOTAL PART TIME EMPLOYEES: _____

BUSINESS/PROJECT TYPE: _____

SITE LOCATION: _____

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

If “yes” attach letter requesting and justifying the variance, with supplemental information.

WILL THE APPLICANT BE BUYING OR LEASING AT SITE? _____

PART III – Project Information

CONSTRUCTION ESTIMATES:

STATE DATE: _____ / _____ / _____ COMPLETION DATE: _____ / _____ / _____

CONSTRUCTION COSTS: _____

CAPITAL INVESTMENT: _____

JOB CREATION / RETENTION:

Current Employment: _____

Jobs to be retained: _____

Jobs to be created after 3 years from construction completion date: _____

Authorized Company Representative:

Signature: _____

Name: _____

Title: _____

Telephone: _____

E-mail: _____

TO THE EXTENT PROVIDED BY LAW, ALL PROSPECTS REMAIN CONFIDENTIAL
UNLESS OTHERWISE ARRANGED BETWEEN THE CITY AND THE APPLICANT