



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 Business Development Incentive Applications

Under a Business Development Incentive, an applicant can apply for a wide range of participation options from the Seabrook EDC to help with “landing the deal” in our community.

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: _____