



SEABROOK BUSINESS INCENTIVE APPLICATION FORM

ALL APPLICANTS REMAIN CONFIDENTIAL UNLESS OTHERWISE ARRANGED BETWEEN THE CITY AND THE APPLICANT OR AS REQUIRED BY LAW.

Requirements Prior to Application Submittal

Applicants must provide documentation as outlined in the checklist below. Conformance and completion of all sections is the basis for consideration by the Economic Development Board and City Council.

- _____ Seabrook Business Incentive Application Form – original signatures and notarized.
- _____ Narrative – Background of the company and description of the project. Also include site plan and renderings of finished site if possible. Pictures / renderings can go a long way to selling your project!
- _____ Budget – Detailing components and costs of the real property improvements and fixed-in-place improvements for which an incentive is requested.
- _____ Project timeline – Schedule for constructing proposed improvements.
- _____ Financial information: Include copies of sales tax payment reports (an annual summary is preferred) from the Texas Comptroller’s office for a period up to five years.
- _____ Documentation that all tax accounts within Harris County are paid on a current basis.
- _____ Copy of lease agreement, if applicable, or proof of ownership of the property.
- _____ Establishment of business entity name (copy of Articles of Incorporation, dba, etc)

Background Information

COMPANY NAME (INCLUDING ALL ASSUMED NAMES): _____

TYPE OF ENTITY: _____

LEGAL NAME: _____

STATE OF INCORPORATION: _____

REGISTERED OFFICE ADDRESS: _____

ADDRESS OF BUSINESS: _____

PHONE: _____

FAX: _____

E-MAIL ADDRESS: _____

TAX ACCOUNT NUMBERS: _____

PROJECT CLASSIFICATION:

_____ New Business Projects **(pages 1, 2, 3, 5, 6, 7 and 8)**

_____ Relocation / Expansion of Existing Business **(pages 1, 2, 3, 5, 6, 7 and 8)**

_____ Demolition **(pages 1, 2, 3, 4, 6, 7 and 8)**

Please proceed to the relevant sections regarding 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? _____

~ If leased, please provide copy of current, signed lease.

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.*

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

IF APPLICANT IS REQUESTING A WAIVER OF PERMIT FEES, WHAT IS THE PERCENTAGE BEING REQUESTED? _____ *(enter a range from 1% to 100%)*

WATER METER SIZE FOR PROPOSED PROJECT: _____

IRRIGATION METER SIZE FOR PROPOSED PROJECT: _____

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FAÇADE CONSTRUCTION (please attach official quotes)

NOTE: *Storefront Façade projects are limited to street-view sections of buildings.*

- Examples of project construction cost estimates include building prep estimates, plan designs, material costs, labor, and landscaping estimates. Labor does not qualify as part of the construction cost estimates and will not be reimbursed.
- Application should include photos of the existing structure as well as renderings of the proposed improvements to the site, including site plan.
- Evidence of insurance coverage shall be required.

PLEASE INDICATE THE PERCENTAGE OF PARTICIPATION FROM THE EDC FOR THE FAÇADE COST:

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

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.

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/EDC 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.

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 five years)

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

YEAR ONE _____

YEAR TWO _____

YEAR THREE _____

EXISTING BUSINESS: PLEASE PROVIDE ANNUAL 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: _____

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 may 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 by the EDC and the contract for incentives awarded for the number of years stipulated in the performance agreement.

By signing this document, applicant acknowledges that the Seabrook Economic Development Corporation may or may not grant a Business Incentive based upon the application or request hereunder purely as a matter of the EDC's and the City of Seabrook's sole discretion irrespective of any previous actions taken in same or similar applications, or previous actions taken on other applications concerning the same or similar property.

By signing this document, applicant affirms that he/she is an authorized person to file this application in behalf of owner / applicant and is prepared to demonstrate evidence of such authority when requested. Evidence of appropriate insurance shall be required as a condition to any approved incentive grant.

Legal Property Owner/Landlord

Applicant *(if different from legal property owner)*

Signature: _____

Signature: _____

Date: _____

Date: _____

Name: _____

Name: _____

Title: _____

Title: _____

Telephone: _____

Telephone: _____

E-mail: _____

E-mail: _____

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BY SIGNING THIS DOCUMENT, THE LEGAL PROPERTY OWNER CERTIFIES AGREEMENT TO THE ENTIRE PROPOSAL OUTLINED IN THIS APPLICATION AND AGREES TO PROVIDE APPROPRIATE EVIDENCE TO THE EDC OF COMPLIANCE WITH ANY LEASE OR RELATED LEGAL EQUIREMENTS.

NOTARY VERIFICATION -- Legal Property Owner/Landlord

STATE OF _____ §

COUNTY OF _____ §

Before me, the undersigned authority, on this day personally appeared _____ known to me to be the person whose name is subscribed to the foregoing instrument, and acknowledged to me and that he/she was authorized to execute this Application in behalf of the named Applicant for the purposes therein expressed.

This instrument was acknowledged before me on _____ day of _____, 20____ by _____.

Notary Public Stamp:

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NOTARY VERIFICATION -- Applicant
(if different from legal property owner/landlord)

STATE OF _____ §

COUNTY OF _____ §

Before me, the undersigned authority, on this day personally appeared _____ known to me to be the person whose name is subscribed to the foregoing instrument, and acknowledged to me and that he/she was authorized to execute this Application in behalf of the named Applicant for the purposes therein expressed.

This instrument was acknowledged before me on _____ day of _____, 20____ by _____.

Notary Public Stamp:

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