



Business Incentive Application

IMPORTANT: DO NOT START CONSTRUCTION BEFORE APPLYING FOR INCENTIVES

If construction has started prior to an incentive application, it is assumed that the Applicant does not need assistance and the application may be denied.

Applying for Seabrook business incentives starts with completing this application. Staff will complete an economic impact analysis based on information provided by the applicant.

Then, if the analysis is favorable, the project moves towards a board presentations and review. The application is the official record of the project that is submitted to the economic development corporation (EDC) for review. The entire process can be completed within 45-60 days, depending on when the application is filed and public hearing requirements / posting.

Considerations for a successful analysis include, but are not limited to:

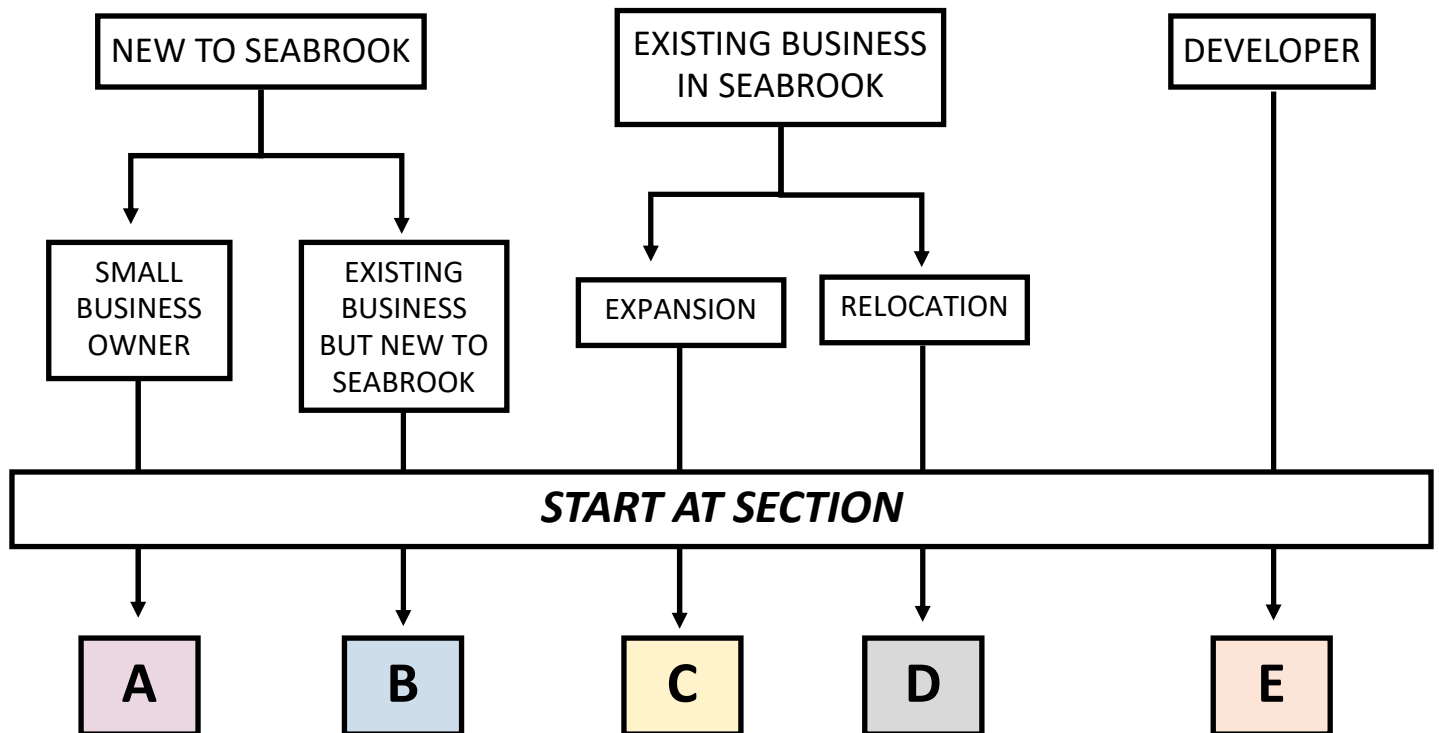
1. Top priority is given to the quality (and quantity) of jobs
2. Overall environmental impact
3. Quality and fit of the project
4. Taxable value created by the new investment

Additional items to keep in mind when completing this application:

- The City of Seabrook is a zoned community. As such, Projects must be located within an approved district for the expected business use.
- Incentives are paid on reimbursement of approved expenses. Final payments are issued upon completion of terms within the incentive agreement.
- Final determination of incentive award shall be made by the board of the EDC with final approval by city council.
- Any incentive shall be subject to a binding agreement with terms and conditions approved by all parties.

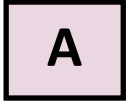
YOUR APPLICATION MUST BE ACCOMPANIED BY DOCUMENTS NOTED ON PAGE 15.

Please follow the diagram below to ensure you complete the necessary information related to your application.



When you have completed your section, please go to page 12 to finalize your application.

SMALL BUSINESS OWNER



Your Name: _____

Business Name: _____

Type: Proprietorship LLC Partnership Corp

Email: _____

Phone: _____ (cell)

Business Taxpayer ID: _____

File Number Assigned by Texas Secretary of State: _____

Website / Social Media: _____

Name and contact information of business partner (s): _____

Approximate date of business opening: _____

Address: _____

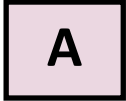
Will site either be leased or owned by business: _____

NEXT PAGE

SMALL BUSINESS OWNER



Name and contact of financial lender(s): _____



Current number of employees Full Time _____ Part Time _____

Will there be additional employees
as a result of this incentive? If so, please note: Full Time _____ Part Time _____

Defined as having less than five (5) full time (or FTE) employees and/or under \$2,000,000 in annual sales. Businesses that pursue an incentive in this category will be required to attend at least one meeting with a SBA / SCORE representative regarding the business' projected growth plan.

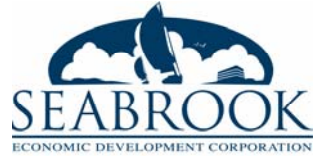
*The Small Business Development Incentive is designed to provide funding for **growth** of the business. Incentive funds are not awarded for operating expenses, payroll, building maintenance, utilities, etc.*

If awarded, incentive requests will be required to show proof of use of funds for the expansion of employment, expansion of services, or new construction. As with all incentives from the City of Seabrook, incentives are paid on a reimbursement basis only.

Small Business Development Incentives have a maximum value of \$50,000 per application.

PROCEED TO PAGE 12

EXISTING BUSINESS NEW TO SEABROOK



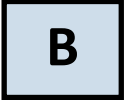
Your Name: _____

Business Name: _____

Type: Proprietorship LLC Partnership Corp

Email: _____

Phone: _____ (cell)



Business Taxpayer ID: _____

File Number Assigned by Texas Secretary of State: _____

Website / Social Media: _____

Location of additional sites in the Houston MSA: _____

Approximate date of business opening in Seabrook: _____

Address: _____

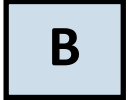
Will site either be leased or owned by business: _____

NEXT PAGE

BUSINESS NEW TO SEABROOK



Name and contact of financial lender (s): _____



Expected number of employees at opening date: _____

Has this business received business incentives from other government entities in the past? If so, please note most recent incentive awards: _____

PROCEED TO PAGE 12

EXISTING BUSINESS — EXPANSION IN SEABROOK



Your Name: _____

Business Name: _____

Type: Proprietorship LLC Partnership Corp

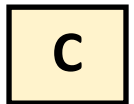
Email: _____

Phone: _____ (cell)

Business Taxpayer ID: _____

File Number Assigned by Texas Secretary of State: _____

Website / Social Media: _____



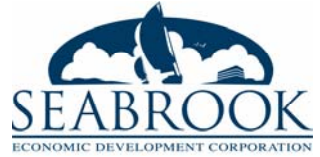
Current location of your Seabrook site: _____

Approximate date of business first opening in Seabrook: _____

Will site either be leased or owned by business: _____

NEXT PAGE

EXISTING BUSINESS — EXPANSION IN SEABROOK



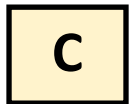
Name and contact of financial lender (s): _____

Current number of employees at existing site: _____(PT) _____ (FT)

Expected number of employees after expansion: _____(PT) _____ (FT)

Will expansion be at current site: _____

If not, please note address of expansion site: _____



Has this business received business incentives from either this or other government entities within the past 10 years? If so, please note most recent incentive awards:

PROCEED TO PAGE 12

EXISTING BUSINESS — RELOCATION IN SEABROOK



Your Name: _____

Business Name: _____

Type: Proprietorship LLC Partnership Corp

Email: _____

Phone: _____ (cell)

Business Taxpayer ID: _____

File Number Assigned by Texas Secretary of State: _____

Website / Social Media: _____

Current location of your Seabrook site: _____

Approximate date of business first opening in Seabrook: _____

NEW location of business: _____

Will site either be leased or owned by business: _____



NEXT PAGE

EXISTING BUSINESS — RELOCATION IN SEABROOK



Name and contact of financial lender (s): _____

Current number of employees at existing site: _____(PT) _____ (FT)

Expected number of employees after relocation: _____(PT) _____ (FT)

Reason for relocation of business: _____

Has this business received business incentives from other government entities in the past? If so, please note most recent incentive awards:



PROCEED TO PAGE 12

BUSINESS SITE DEVELOPER



Your Name: _____

Business Name: _____

Type: Proprietorship LLC Partnership Corp

Email: _____

Phone: _____ (cell)

Business Taxpayer ID: _____

File Number Assigned by Texas Secretary of State: _____

Website / Social Media: _____

Location of proposed Seabrook site: _____

Approximate date of construction start: _____

Approximate date of construction completion: _____



Type of development: COMMERCIAL WAREHOUSE MANUFACTURING

Residential and related developments will not be considered for business incentives

Has your firm received business incentives from other government entities in the past? If so, please note most recent incentive awards:

PROCEED TO PAGE 12

INCENTIVE REQUEST INFORMATION



IMPORTANT: DO NOT START CONSTRUCTION BEFORE APPLYING FOR INCENTIVES

If construction has started prior to an incentive application, it is assumed that the Applicant does not need assistance and the application may be denied.

Please refer to the SEDC Incentives Policy, Appendix A, for details regarding the available programs.

Total value of project: _____

Total incentive requested: _____

Include a detailed worksheet on the project costs as well as outline the expected use of incentive funds for your project.

Please continue to next page



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 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.

NOTE: If landlord will be seeking incentive, they will also be party to the abatement agreement and will be required to meet all conditions of the agreement including documents related to an annual performance report. If leased, and landlord is either seeking incentive or if applicant is seeking modifications to the landlord's property, landlord will need to complete their contact information below.

Legal Property Owner / Landlord

Applicant (*if different from legal property owner*)

Signature _____

Signature _____

Date _____

Date _____

Name _____

Name _____

Legal address: _____

Telephone _____

E-Mail _____

Telephone _____

E-Mail _____

Please continue to next page



MEDIA RELEASE FORM

I, _____, hereby grant to the City of Seabrook and the Seabrook Economic Development Corporation the rights to use for their purposes, and release, waive and forever discharge any and all claims arising out of the use by the City of Seabrook and the Seabrook Economic Development Corporation (and subsequent designees) of my likeness, my spoken words, and/or my voice, whether on film, videotape, sound recording, photographs, or published material, including but not limited to in any educational film, news article, press kit or company publication which may be published in newspapers, exhibited or broadcast on television, radio, cable television, by means of video cassette recorders, advertisements, or any other business use or purpose by the City of Seabrook and the Seabrook Economic Development Corporation or their authorized designees.

I am aware that the City of Seabrook and the Seabrook Economic Development Corporation are governed by the Texas Public Information Act.

I have read and understood the foregoing and sign this release form of my own free will.

Signed by: _____

Printed name: _____

Date: _____

Please continue to next page



REQUIRED DOCUMENTS TO ACCOMPANY APPLICATION

APPLICATIONS WILL NOT BE CONSIDERED UNLESS A COMPLETED APPLICATION **AND** THE DOCUMENTS NOTED BELOW ARE SUBMITTED.

- Sales and Use Tax Report *(if applicable)*
- Proof of Harris County Tax Payment
- Franchise Tax Certification of Account Status *(if applicable)*
- Articles of Incorporation from the Secretary of State
- Current Harris County appraisal district report on project site *(if applicable)*
- Budget for project - including copies of estimates for work and other cost documentation associated with your project.
- Drawings, renderings, photos of your project
(not required to be drawn to scale for incentive consideration)

You may be required to submit additional documentation related to your project for incentive consideration.

Final determination of incentive award shall be made by the Seabrook Economic Development Board and the City Council of the City of Seabrook. Any incentive award shall be subject to a binding agreement with terms and conditions approved by the Seabrook Economic Development Board and the City Council of the City of Seabrook.

Please submit your application to:

Paul Chavez, *Economic Development Director*
Seabrook Economic Development Corporation
1700 First Street
Seabrook, TX 77586

Final page of application