



Application for Economic Development Incentives

The City of Amarillo is committed to the attraction, expansion and retention of high-quality projects in all parts of the community that diversify the tax base and enhance the quality of life for all citizens. To that end, the City of Amarillo will consider economic development incentives on a case-by-case basis in accordance with the [Comprehensive Guidelines and Criteria for Economic Development Incentives](#).

I. APPLICANT INFORMATION

- A. Applicant: _____
 - B. Lessee, if applicable: _____
 - C. Company/project name: _____
 - D. Mailing address: _____
 - E. Street address: _____
 - F. Telephone: _____ Fax: _____ E-mail: _____
- Applicant's representative for contact regarding incentive request:
- a. Name and title: _____
 - b. Mailing address: _____
 - c. Street address: _____
 - d. Telephone: _____ Fax: _____ E-mail: _____

II. PROPERTY AND PROJECT DESCRIPTION

- A. Address/location/size of property to be considered for economic development incentives:

- B. Project description:

C. Description of activities, products, or services produced and/or provided at project location:

D. Proposed total amount of new investment for this project:

- a. Total cost of infrastructure: _____
- b. Construction cost of building: _____
- c. Total square footage of building: _____
- d. Construction cost of other structures on property: _____
- e. Total square footage of other structures on property: _____
- f. Cost of fixed machinery and equipment: _____
- g. Other: _____

((Please add attachments as needed))

E. Is the project a:

New project: _____ Relocation project: _____ Expansion project: _____

F. Calendar year the full value of the project will be on the tax role:

G. If new business, estimation of property on the tax role in Year 1:

Real property value: \$ _____

Personal property value: \$ _____

Estimation of property on the tax role in Year 5:

Real property value: \$ _____

Personal property value: \$ _____

Estimation of property on the tax role in Year 10:

Real property value: \$ _____

Personal property value: \$ _____

H. Existing business or relocating business:

Real property value at current location: \$ _____

Personal property value at current location: \$ _____

Address of current location: _____

I. Project time horizon:

Projected months of construction time: _____ months

Projected years of building life: _____ years

Projected date of commencement of construction at project site: _____

Projected date of opening: _____

J. Please indicate date for phases, if applicable:

K. Location of other existing company facilities, if any:

L. Projected gross annual revenue by the facility in 5 years: \$ _____

M. Projected gross annual revenue sales subject to City of Amarillo sales tax in 5 years:
\$ _____

N. Projected gross annual revenue by the facility in 10 years: \$ _____

O. Projected gross annual revenue sales subject to City of Amarillo sales tax in 10 years:
\$ _____

P. After the facility is open:

(i) Annual operating budget: \$ _____

III. EMPLOYMENT IMPACT AT PROJECT LOCATION

A. New employment in Amarillo: Full-time: _____ Part-time: _____

Existing employment in Amarillo: Full-time: _____ Part-time: _____

B. New employment annual payroll in Amarillo: Full-time: _____

New employment annual payroll in Amarillo: Part-time: _____

Existing employment annual payroll in Amarillo: Full-time: _____

Existing employment annual payroll Part-time: _____

If positions are to be phased in, provide figures for each phase year) _____

- C. Provide types of jobs created, detailed by skilled, unskilled and management positions, and average salary levels of each:

VI. VISITOR INSIGHTS

- A. Number of visitors per day to facility: _____
B. Duration of stay (days): _____

VII. REQUESTED INFORMATION

Submit the following information to be considered for a City of Amarillo Economic Development Incentive:

- A. Provide a plat, map or survey showing the location of the property and proposed project
B. Legal description of the property
C. Name, address and phone number of the owner of the property:

- D. Tenants or proposed tenants, if known:

- E. Will the property be owner occupied or leased: _____

- F. At least five years of financial and operating history of the company. If company is a start-up please provide at least five years of financial information of the sole proprietor, principal investors and/or any partnerships.

- G. Describe how the proposed project meets or exceeds the criteria found within the [Comprehensive Guidelines and Criteria for Economic Development Incentives](#)

- H. City reserves the right to request copy of applicant's business plan as needed.

(Please add attachments as needed)

VIII. INCENTIVE REQUEST

Tax Abatement/Tax Grant

- A. Applicant is requesting what percentage, if any, of the City of Amarillo’s portion of the real property tax collected: _____ (enter a range from 1% to 100%)
- B. Number of years applicant is requesting: _____ (not to exceed ten years)
- C. Applicant is requesting what percentage, if any, of the City of Amarillo’s portion of the personal property tax collected: _____ (enter a range from 1% to 100%)
- D. Number of years applicant is requesting: _____ (not to exceed ten years)

Sales Tax Rebate If requesting a sales tax rebate, please circle which projection below fits your project

(Only applies to 1% of sales tax that is allocated to the City’s general fund.)

- A. Project’s Annual sales are projected at over \$17 million.
Project qualifies for up to 1% rebate for up to ten years.
- B. Project’s Annual sales are projected between \$15 million and \$16,999,999.
Project qualifies for up to 1% rebate for up to eight years.
- C. Project’s Annual sales are projected to be less than \$10 million.
Project qualifies for up to 1% rebate for up to six years.
- D. Other:

Other Requests

- A. Please provide any other incentive request the applicant would like the City to consider.

Timeline

Once an application is submitted City staff will review for completeness and may request additional information. If deemed appropriate, City staff will begin initial negotiations with applicant. City Council may review an economic incentive request during executive session at a City Council meeting. City Council meetings are held on Tuesday of every week. City Council may review an economic incentive requests at multiple meetings and applicants are requested to allow appropriate time in their business plan for staff and City Council review of the incentive request.

Upon receipt of a completed application, the City of Amarillo may require other information as may be deemed appropriate for evaluating the economic development incentive request. The City of Amarillo will work closely with the applicant to expedite the application.

I certify the information contained in this application (including all attachments) to be true and correct to the best of my knowledge. I further certify that I have read the “*Amarillo Comprehensive Guidelines and Criteria for Economic Development Incentives*” and agree to comply with the guidelines and criteria stated therein.

_____	_____
Signature	Title
_____	_____
Printed Name	Date

**Please return the completed application and attachments to:
City of Amarillo
Planning and Development Services Department
P.O. Box 1971 Amarillo, TX 79105**

**For assistance, contact:
Planning and Development Services Department at 806-378-5285 or
economicdevelopment@amarillo.gov**

Received by: _____
Title: _____
Date received: _____