



# City of Amarillo Tax Increment Financing Assistance Short Form Application For Requests of \$50,000 or less

**Name of Project**

Upon completion, return to:  
City of Amarillo Planning Department  
Attn: Economic Development  
808 S. Buchanan  
P.O. Box 1971  
Amarillo, TX 79106  
(806) 378-6290  
[www.amarillo.gov](http://www.amarillo.gov)

<u>For Office Use Only</u>		
TIRZ	_____	
Project Number:	_____	
Project Name:	_____	
Applicant:	_____	
Submittal Date:	_____	
	Action	Date
TIRZ Board	_____	_____
City Action	_____	_____
Developer Agreement	_____	_____

## SHORT FORM APPLICATION

Thank you for your interest in participating in the growth and development of Amarillo, Texas. Your commitment and investment plays a vital role in accomplishing the City of Amarillo's economic development goals and objectives. If TIRZ assistance requested is \$50,000 or less, please proceed in completing this application.

### Instructions:

- **NOTE:** Prior to completing this application, please contact the City of Amarillo Economic Development staff at 806-378-6290 to schedule a required pre-application meeting to discuss your project and potential TIF eligibility.
- Submit the completed application with all required information and attachments to City staff. A complete application consists of **one hard copy** and **one electronic version** of the application and attachments. Each hard copy of the application and attachments should be bound in some manner (binder, folder, etc). The electronic documents should either be burned to a CD or submitted by E-mail to the appropriate City staff.
- **Include all requested attachments. The application review cannot begin without all required documents.**
- The information in this application and any supporting documents is subject to the Texas Public Information Act, once the Board makes a final decision. If you conspicuously mark any supporting document as "confidential", then City staff and the TIRZ Board will protect that confidentiality only to the extent allowed by law and will notify you of any request for that information.

If you have questions or need additional information, please contact the City of Amarillo Office of Economic Development at (806) 378-6290.

**AMARILLO TAX INCREMENT FINANCING ASSISTANCE  
SHORT FORM APPLICATION**

Project Name: \_\_\_\_\_

**Applicant Information**

Company Name: \_\_\_\_\_

Business Form: \_\_\_\_\_ Corporation \_\_\_\_\_ Partnership \_\_\_\_\_ Sole Proprietorship

Years in Business: \_\_\_\_\_ Years an Amarillo Business \_\_\_\_\_ Tax ID (EIN) \_\_\_\_\_

Contact Person/Title: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Office phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Other: \_\_\_\_\_

Email address: \_\_\_\_\_

**Project Information**

Address of proposed project: \_\_\_\_\_

Total project costs: \$ \_\_\_\_\_ Amount of TIF Assistance requested \$ \_\_\_\_\_

Use of TIF funds:

_____ Land Acquisition	_____ Professional Services	_____ Site Improvements
_____ Infrastructure	_____ Rehab/Expansion	_____ Financing Costs
_____ Parking	_____ Other	

Estimated Project Start Date: \_\_\_\_\_ Estimated Completion Date: \_\_\_\_\_

**Economic Development Information**

Estimated number of new jobs that will be created after the completion of the project

Full-time: \_\_\_\_\_ Part-time: \_\_\_\_\_

Type of jobs: \_\_\_\_\_

Estimated annual gross sales: \$ \_\_\_\_\_

Current appraised value of property: \$ \_\_\_\_\_

Estimated additional value of property upon completion of project: \$ \_\_\_\_\_

## Project Costs

Please document project costs below:

Costs	Amount (\$)	Source of Funds
Purchase of Land		
Demolition Costs		
Site Improvements		
Construction of New Building(s)		
Purchase of Existing Facility		
Renovation Costs		
Cost of Machinery or Equipment		
Architectural and/or Engineering Fees		
Legal or Other Professional Fees		
Contingency		
Working Capital		
Other (Please Specify)		
Total Project Costs		

## Financing

Please document project financing below:

Source	Amount	Terms: Years/Interest	Contact Information
Equity			
Loans from other sources (banks, etc)			
1.			
2.			
3.			
4.			
5.			
Total Project Funding			
TIF Assistance			

## **Additional Information**

Please include a narrative that will address the following:

1. Description of Business/Company
2. Project Description
  - A. Construction information that includes the number of square feet to be renovated or constructed, parking, general site improvements, and other pertinent construction related information
  - B. Site evaluation and any constraints
  - C. Benefit or service to the community
3. Describe the type and amount of TIRZ assistance needed and why it is needed.
4. Applicant should submit additional information as appropriate such as site plans, environmental studies, business plans, engineering or architectural drawings to be included for review and consideration.
5. Applicant should submit a current individual or corporate credit report.

## Applicant Assurances and Certification

I hereby agree to comply with all municipal codes applicable to development in the City of Amarillo. I agree that the City's Codes are based on the City's concern for the health, safety and welfare of its citizens.

I hereby agree that I have read and reviewed the City of Amarillo's TIF Policy and Procedures, and I agree to be bound by all applicable federal, state, and local laws and ordinances, whether or not those provisions are specifically set out in this affidavit of acknowledgement.

I hereby assure that no City of Amarillo City Council Member, no member of a City board or commission, or any City employee would have any financial interest, direct or indirect, in any assistance that may be provided to the Applicant or affiliates for the project described herein except as disclosed in writing by the applicant.

I hereby agree that the City may terminate any contract to provide assistance for the project described herein if I or any of my affiliates have offered, conferred, or agreed to confer any benefit upon a City official or employee that is prohibited by law or ordinance.

I acknowledge that the City may terminate the TIF process if I commence construction before obtaining an executed Development Agreement. I acknowledge that the City will not reimburse any costs or finance any costs incurred prior to the execution of a Development Agreement.

If my TIRZ-funded project includes construction of or improvements to public infrastructure or property: then as to such public portions of my project, I agree to provide payment and performance bonds under Chapter 2253, Texas Government Code, naming the City of Amarillo as a beneficiary or obligee, prior to commencing each phase of public improvement construction. I further agree to comply with the City's requirements for workers compensation requirements and pay prevailing wages in compliance with Chapter 2258 of the Texas Government Code on the construction of the public improvement.

I agree to clearly mark each document presented to the City for review and approval with the phrase "TIF Project". I understand that this includes, but is not limited to, all building plans or permits, applications, plats, requests for variances or waivers, and construction plans. I understand that failure to do so could result in the termination of the TIF process.

I agree that Tax Increment Financing is a discretionary program. I have no right to receive tax increment financing, and the TIF Policy does not create legal rights. The City may terminate my application for TIF at any time, for any reason.

I understand that the execution of this Acknowledgement does not constitute a contract or agreement with the City, or a promise of the City to enter into a contract or agreement.

NAME OF APPLICANT

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name and Title of Authorized Party

\_\_\_\_\_  
Date

### Corporate Acknowledgement:

State of Texas  
County of \_\_\_\_\_

Before me, the undersigned, a Notary Public on this day personally appeared known to me (or proved to me on the oath of \_\_\_\_\_), to be the person and officer whose name is subscribed to the foregoing instrument and acknowledged to me that the same was the act of the said (\_\_\_\_\_ Corporation) a corporation, and that he had executed the same as the act of such corporation for the purpose and consideration therein expressed, and in the capacity therein stated.

Given under my hand and seal of office, this \_\_\_\_ day of \_\_\_\_\_, A.D. 20\_\_.

\_\_\_\_\_  
Notary Public, State of Texas

My commission expires the \_\_\_\_ day of \_\_\_\_\_, 20\_\_.