



City Development Corporation of El Campo

Business Incentive Policy for Economic Development

I. Policy Statement

The City Development Corporation of El Campo (CDC) is committed to the promotion and retention of high quality development in all areas of the City and to an ongoing improvement in the quality of life for its citizens. Insofar as the enhancement and expansion of the local economy generally serve these objectives, the CDC will, on a case-by-case basis, give consideration to providing business incentives as stimulation for economic development in El Campo. The City Development Corporation of El Campo will consider providing business incentives in accordance with the procedures and criteria outlined in this document. Incentive Agreements will be considered for both new facilities and expansions of existing facilities and for the expansion or modernization of existing facilities and structures. Nothing herein shall imply or suggest that the CDC is under any obligation to provide any business incentive to any applicant. Applications shall be filed with the CDC and copies will be coordinated with the CDC Board of Directors within five working days. All applicants shall be considered on a case-by-case basis.

II. Applicability

This policy establishes that all business incentive options, programs, and agreements shall be governed by applicable state statutes relating to economic development.

III. Criteria

Any request for a business incentive shall be reviewed by the City Development Corporation (CDC) Board. If the request is accepted by the board, the board will recommend approval to the City Council. Acceptance and approval shall be based upon an evaluation of the narrative responses provided in the Application for Business Development Incentives (attached herein) and all accompanying support documents.

IV. Expiration and Modification

- A. This Business Incentive Policy for Economic Development is effective upon the date of its adoption and will remain in force for two years, at which time, all project incentives provided pursuant to its provision will be reviewed by the CDC Board to determine whether the goals of the abatement program have been achieved. Based upon that review, the Business Incentive Policy may be modified, renewed or eliminated.
- B. Prior to the date for review, as defined above, the Business Incentive Policy may be modified by a super-majority 4/5th vote of the CDC Board of Directors.



City Development Corporation of El Campo

Application for Business Development Incentives

Please submit the following application and supporting documentation to the City Development Corporation of El Campo, Attention: Chandra Spenrath, 204 North Washington St, El Campo, TX. 77437, Phone: 979-578-0066, or fax: 979-543-5495.

1. APPLICANT INFORMATION (Responsible Person): Application Date: _____/_____/_____

Applicant Name: _____ Title: _____

Applicant Address: Physical _____ Box _____

Applicant City, State Zip Code: _____

Applicant Area Code/Phone: _____ Fax: _____

Applicant Area Code/Cell: _____ Email: _____

Applicant Drivers License # & State _____ Social Security # _____

Company Name: _____

Company Address: Physical _____ Box _____

Company City, State Zip Code: _____

Company Area Code/Phone: _____ Area Code/Fax: _____

Company Web Page: _____ Email: _____

Previous Co. Mailing Address: Physical _____ Box _____

Previous Co. City, State Zip Code: _____

Business is a (please check one):

- (a.) Corporation - Texas or Foreign; (b.) Partnership;
(c.) Sole Proprietorship; (d.) Other (Please Explain) _____

Date Company Established: _____ Federal Taxpayer ID Number: _____

Please List Business References:

1. Bank Name _____ Address: _____

Contact Name: _____ Phone #: _____ Email: _____

Checking Account # _____ Savings Account # _____

Other Account # _____ Other Account # _____

2. Accounting Firm _____ Address: _____

Contact Name: _____ Phone #: _____ Email: _____

3. Legal Firm _____ Address: _____

Attorney Name: _____ Phone #: _____ Email: _____

4. Other _____ Address: _____



Contact Name: _____ Phone #: _____ Email: _____

2. PROPERTY OWNER INFORMATION:

Property Owner's Name: _____

Mailing Address: Physical _____ Box _____

Area Code/Phone: _____ Area/Code Fax: _____

Area Code/Cell: _____ Email: _____ Web Page: _____

3. PROPERTY OWNER'S REPRESENTATIVE:

Owner's Representative's Name: _____

Mailing Address: Physical _____ Box _____

Area Code/Phone: _____ Area/Code Fax: _____

Area Code/Cell: _____ Email: _____ Web Page: _____

4. PROPERTY INFORMATION: Own Leasing Will Purchase \$ _____

Property Location (including school district jurisdiction): _____

Property Address: _____

Property Legal Description / Total Acreage (Provide survey if by metes and bounds):

Most Current Wharton County Tax Appraisal District (DCTAD) Assessed Valuation (Please attach copy of DCTAD Statement) on real property and improvements:

Real Property: _____ Improvements _____

5. PROJECT DESCRIPTION: Please describe the following aspects of the project.

Intended Use: (e.g. hotel, retail, industrial, manufacturing, medical, wholesale, call center, corporate office, professional office, research/development, etc.) _____

This project is: Existing Expanding New Relocating (from another state - _____)

Relocating (from another Texas City/County _____)? Give location of current facilities:



PROJECT DESCRIPTION (Cont'd)

Will the occupancy be Owner/Occupied or Landlord/Tenant? If leasing, what is the length of the lease (**please include copy of the lease**)? _____

Is the project compatible with the City's Comprehensive Plan? Yes No

Will a zoning change be necessary to accommodate the project? Yes No

Is there adequate infrastructure available to the site? If not, please detail required improvements.

6. DEVELOPMENT CONCEPT: Please describe the development concept for the project.

Building Type: (# of stories, architectural style, materials, etc.) _____

Development Concept: (single building or campus setting, open space, surface or structured parking, acreage, vehicular access, etc.) _____

General Description of business activities: _____

7. TIMING QUESTIONS: Please provide an estimation of the following timing questions.



Reference	Month/Year	Item
a.		First development application (zoning, site plan, plat, etc.)
b.		Ground breaking
c.		Phase I occupancy

8. PROJECT CRITERIA:

Ref. #	Category	Approximate Dates by Phase					
		Phase I - (Month/Yr)		Phase II – (Month/Yr)		Phase III – (Month/Yr).	
<i>INVESTMENT</i>							
a.	Building in square feet	sqft		sqft			
b.	Construction value	\$ _____		\$ _____		\$ _____	
c.	Personal property value	\$ _____		\$ _____		\$ _____	
d.	Total Improvement Value	\$ _____		\$ _____		\$ _____	
<i>TAXES</i>							
e.	Direct Sales Tax Paid due to Company Purchases	\$ _____		\$ _____		\$ _____	
f.	Annual sales tax generated & collected in El Campo	\$ _____		\$ _____		\$ _____	
<i>CURRENT EMPLOYEES</i>		F-T	P-T	F-T	P-T	F-T	P-T
g.	Current # Employees						
h.	Current # Employees RELOCATING						
i.	Type Jobs of Current Employees						
j.	Payroll for Current Emps	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
k.	# of Emp w/annual salary of \$50,000 or greater						
l.	% of Employees residing in Wharton County	_____ %	_____ %	_____ %	_____ %	_____ %	_____ %
m.	Average Annual Salary Per Employee	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
<i>NEW EMPLOYEES</i>		F-T	P-T	F-T	P-T	F-T	P-T
n.	# of New Jobs to be Created						
o.	Type New Jobs to be Created						
p.	Payroll for New Created Jobs/Employees	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
q.	# of New Emps w/annual salary of \$50,000 or greater						
r.	% of New Emps residing in Wharton County	_____ %	_____ %	_____ %	_____ %	_____ %	_____ %
s.	Average Annual Salary Per New Employee	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
t.	Total Current & New Annual Payroll	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

Reference: Provide any additional notes here regarding any of the items above (e.g. 8a – Notes):



9. COMMUNITY IMPACTS

Describe the pros & cons of how this project will affect existing businesses in the development area?

What effect will the project have on the local housing market? _____

What effect will the project have on the local school district? _____

Will the project create any environmental quality impacts on Air Water Visual Other?

Will the project have a high demand for Water, Wastewater, Electricity, or Gas?

Is the property currently properly zoned for your project? Yes No

Will there be any Rezoning and/or Platting and/or Re-platting?

10. INCENTIVE REQUEST: Please outline the incentive you are requesting of this board and the necessity of your request for this project. _____



Please summarize the overall economic impact this project will have on the City of El Campo.

11. PROJECT PARTNERS: Please list any other financial partners or investors involved in this project.

Name: _____ Title: _____ Project Relationship _____
Address: Physical _____ Box _____
City, State Zip Code: _____
Area Code/Phone: _____ Fax: _____
Area Code/Cell: _____ Email: _____
Drivers License # & State _____ Social Security # _____

Name: _____ Title: _____ Project Relationship _____
Address: Physical _____ Box _____
City, State Zip Code: _____
Area Code/Phone: _____ Fax: _____
Area Code/Cell: _____ Email: _____
Drivers License # & State _____ Social Security # _____

12. OTHER INFORMATION:

Have you or any of your partners had any legal judgments against a current or prior business?

No Yes (Explain) _____

Have you or any of your partners declared bankruptcy in the last 5 years?



No Yes (Explain) _____

13. SUPPORTING INFORMATION: In addition to the information provided in this application, please enclose the following documents as indicated below with your application.

<u>Requested</u>	<u>Attached</u>	<u>Item</u> (10 copies each of color prints or B/W original for reproduction)
EXISTING BUSINESS		
<input type="checkbox"/>	<input type="checkbox"/>	Audited financial statements for the past 3 years preceding this application
<input type="checkbox"/>	<input type="checkbox"/>	If applicant is a corp., corporate reports for the past 3 years preceding this application
<input type="checkbox"/>	<input type="checkbox"/>	Annual Reports for the past 3 years preceding this application
<input type="checkbox"/>	<input type="checkbox"/>	Profit/Loss Statement
<input type="checkbox"/>	<input type="checkbox"/>	Cash Flow Statement
<input type="checkbox"/>	<input type="checkbox"/>	Business Plan
<input type="checkbox"/>	<input type="checkbox"/>	Market Analysis
<input type="checkbox"/>	<input type="checkbox"/>	Evidence of ownership of subject real property
<input type="checkbox"/>	<input type="checkbox"/>	Title Report
<input type="checkbox"/>	<input type="checkbox"/>	Credit Report
<input type="checkbox"/>	<input type="checkbox"/>	Most recent _____ County Tax Appraisal District Assessed Valuation Statement
<input type="checkbox"/>	<input type="checkbox"/>	Tax Returns for the past 3 years (If this is a new business start-up, provide personal income tax returns)
<input type="checkbox"/>	<input type="checkbox"/>	Drawings/specifications
<input type="checkbox"/>	<input type="checkbox"/>	Survey of Property in metes and bounds
<input type="checkbox"/>	<input type="checkbox"/>	Certificate of Good Standing from the Texas Comptroller's Office
<input type="checkbox"/>	<input type="checkbox"/>	Attached notary statement complete with notarization
<input type="checkbox"/>	<input type="checkbox"/>	Other: _____
<input type="checkbox"/>	<input type="checkbox"/>	Other: _____

PROPOSED NEW BUSINESS START-UP OR IMPROVEMENTS		
<input type="checkbox"/>	<input type="checkbox"/>	Proposal Cover Letter
<input type="checkbox"/>	<input type="checkbox"/>	Business Plan
<input type="checkbox"/>	<input type="checkbox"/>	Market Analysis
<input type="checkbox"/>	<input type="checkbox"/>	Evidence of ownership of subject real property
<input type="checkbox"/>	<input type="checkbox"/>	Title Report
<input type="checkbox"/>	<input type="checkbox"/>	Credit Report
<input type="checkbox"/>	<input type="checkbox"/>	Most recent Wharton County Tax Appraisal District Assessed Valuation Statement
<input type="checkbox"/>	<input type="checkbox"/>	Tax Returns for the past 3 years (If this is a new business start-up, provide personal income tax returns)
<input type="checkbox"/>	<input type="checkbox"/>	Drawings/specifications and/or conceptual development layout
<input type="checkbox"/>	<input type="checkbox"/>	Survey of Property in metes and bounds
<input type="checkbox"/>	<input type="checkbox"/>	Certificate of Good Standing from the Texas Comptroller's Office
<input type="checkbox"/>	<input type="checkbox"/>	Attached notary statement complete with notarization
<input type="checkbox"/>	<input type="checkbox"/>	Other: _____
<input type="checkbox"/>	<input type="checkbox"/>	Other: _____





In reference to the City Development Corporation Business Incentive application for _____ Company, my relationship to the applicant in the foregoing application is _____. I am authorized to make this application on behalf of the applicant. I hereby certify that the information set forth in and enclosed with this application is true and correct.

Company Name

Signature

Type or Print Name

Title

Date

STATE OF TEXAS §
 §
COUNTY OF Wharton §

Before me _____ on this day personally appeared _____ known to me (or proved to me on the oath of _____ or through _____ (description of identity card or other document) to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he executed the same for the purposes and consideration therein expressed.

Given under my hand and seal of office this _____ day of _____, A.D. _____.

(SEAL)

Notary Public in and for the State of Texas
My Commission Expires: _____
Type or Print Notary's Name:
