

# Collinsville Downtown Economic Development

## Incentive Application

The information requested below will be used to process your application under the terms and conditions of the Collinsville Downtown Economic Development Incentive Policy. All grant applications must include complete information listed below.

Failure to provide complete information may result in delay of consideration of your application or even denial. Items with an asterisk (\*) may be supplemented by legal documents, appraisals or statements.

### I. Applicant Information

1. Applicant(s) name: \_\_\_\_\_  
Mailing address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_
2. Applicant's daytime telephone number: \_\_\_\_\_  
E-mail address: \_\_\_\_\_
3. Status of applicant (Please check one)  
\_\_\_\_ Property owner with vacant facility  
\_\_\_\_ Property owner with tenant business  
\_\_\_\_ Property owner/operator of existing business on property  
\_\_\_\_ Property deed, lease, or other document evidencing applicant's status
4. Length of ownership: \_\_\_\_\_  
Date purchased: \_\_\_\_\_

### II. Property Information

1. Address of property to be improved: \_\_\_\_\_
2. Legal description of subject property (metes and bounds)\*:  
\_\_\_\_\_  
\_\_\_\_\_
3. Grayson County Tax Assessor Parcel Number(s)\*:  
\_\_\_\_\_
4. Year built: \_\_\_\_\_ Square footage: \_\_\_\_\_

5. Description of activities, products, or services produced:

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6. What are the current types of businesses or other uses occupying the building?

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7. Name and phone number of tenant(s), if applicable:

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(Attach additional names/numbers, if needed)

8. Use of building after construction:\_\_\_\_\_

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9. Current zoning:\_\_\_\_\_

10. Is a zoning amendment required? Yes\_\_\_\_\_ No \_\_\_\_\_

11. Provide a copy of the latest sales tax payment if this is a previously existing business

12. Provide a copy of the Letter of Intent or the lease agreement between property owner and tenant, if applicable (item 7)

### III. Project Description

1. Description of Proposed Improvements: Please provide a detailed description of your proposed improvements. Attach a copy of your architectural or design plans if possible. Description:\_\_\_\_\_

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Please check any of the following that you are attaching:

\_\_\_\_\_Project Design \_\_\_\_\_Architectural renderings \_\_\_\_\_“Before” Pictures

\_\_\_\_\_ Other, please describe\_\_\_\_\_

2. How many jobs will be retained once the project is completed?

\_\_\_\_\_Full-time positions \_\_\_\_\_Part-time positions

3. How many new positions will result from this project?

\_\_\_\_\_Full-time positions \_\_\_\_\_Part-time positions

#### IV. Work Estimates

Please attach independent contractor estimates for the proposed improvements. Eligible costs shall be the cost of materials, equipment, and contracted labor to complete eligible improvements.

1. Name/company and phone number of preferred contractor:

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Amount: \_\_\_\_\_

2. Name/company and phone number of second contractor (if obtained):

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Amount: \_\_\_\_\_

3. Additional estimates/comments: (Please attach additional quotes, as required)

4. Total estimated costs of your improvements: \_\_\_\_\_

5. Estimated completion date for your improvements? \_\_\_\_\_

#### V. Type of Incentive

1. Check which of the following incentive programs you are applying for:

This application (check only one):

\_\_\_\_\_ Downtown Building Improvement Grant  
\_\_\_\_\_ Building Fee Payment Incentive  
\_\_\_\_\_ Downtown Building Renovation Grant

Other applications you have, or are, applying for:

\_\_\_\_\_ Downtown Building Improvement Grant  
\_\_\_\_\_ Building Fee Payment Incentive  
\_\_\_\_\_ Downtown Building Renovation Grant

#### VI. Community Impact

1. Summarize the overall economic impact on the City of Collinsville (sales tax, Real Property and Business Personal Property improvements, employment, business sector, etc).

2. Requested incentives amount: \_\_\_\_\_

3. Any Additional information: \_\_\_\_\_

## VII. Agreement of Applicant and Property Owner

I/We, \_\_\_\_\_, of the City of Collinsville, County of Grayson, State of Texas, declare under penalty of perjury that the information contained in this application is true and correct and that the information contained in the documents that accompany this application is true, correct, and complete. I/We certify and warrant that the proposed work described in this Application meets the eligibility requirements of Downtown Economic Development Incentive Policy. In exchange for the Collinsville Economic Development Corporation and the City of Collinsville's consideration of this application, I/We hereby agree to the following:

I/We hereby authorize representatives of CEDC and or the City, employees and agents, to perform inspections of my/our property if granted funds under the Collinsville Economic Development Incentive Program, both before and during the work for which funds are granted under this Program and after completion of the work to ensure compliance with the terms and conditions of the Program and all other applicable ordinances and other laws.

I/We acknowledge that any work carried out prior to written confirmation of grant/incentive approval may not be eligible for reimbursement.

I/We acknowledge receiving, understanding, and accepting the terms and conditions of the Collinsville Economic Development Incentive Program, and agree to fully comply with the same along with all other applicable ordinances and other laws, all of which are incorporated herein by reference, if granted funds under the Program. I agree that the CEDC/the City is entitled to the immediate return or reimbursement of any and all funds paid to the Applicant or other persons under the Program, plus interest and collection costs, in the event the Applicant fails to complete the work for which the grant was approved or otherwise fails to comply with all applicable Program guidelines and requirements, ordinances and other laws. I/We Applicants further acknowledge and agree that, if funds provided by the CEDC/the City to the Applicant under the Program are determined at any time not to comply with applicable state laws relating to the authorized uses of such funds, all funds paid to the Applicant or other persons under the Program shall be immediately returned or reimbursed to the CEDC/the City.

Chapter 2264 Certification: Pursuant to Chapter 2264 of the Texas Local Government Code. I/We hereby certifies that the Applicant's business, or a branch, division, or department of the Applicant's business, does not and will not knowingly employ an undocumented worker. An undocumented worker means an individual who, at the time of employment, is not lawfully admitted for permanent residence to the United States or authorized under the law to be employed in that manner in the United States. If after receiving this grant from the CEDC/City of Collinsville, Applicant, or a branch, division, or department of Applicant's business, is convicted of a violation under 8 U.S.C Section 1324a(f), Applicant shall repay the amount of the grant with interest, at the rate and according to the terms provided by this Agreement under Section of the Teas Local Government Code, not later than the 120<sup>th</sup> day after the date the Applicant is notified of the violation. I/We agree that this document serves as an agreement under Chapter 380 of the Texas Local Government Code.

I/We agree to indemnify, release, and hold harmless the Collinsville Economic Development Corporation, the City of Collinsville and its officers, employees and agents, from and against all claims, losses, liabilities, damages, suits, actions, or proceedings asserted or brought by any person, including Applicant and the property owner and their respective officers, employees, agents, contractors, and subcontractors, arising out of personal injury, death or property damage from any cause whatsoever in whole or in part arising out of the Agreement or the activities completed hereunder.

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Applicant or Authorized Agent of Applicant

### VIII. Consent of the Owner to the Use and Disclosure of Information

I/We, \_\_\_\_\_, am the owner of the land that is the subject of this Application, and I/we authorize and consent to the use by or the disclosure to any person or public body, including the Collinsville Economic Development Corporation or the City of Collinsville, of any personal or other information that is collected for the purposes of processing this application and administering the grant program. *(Note: Information provided in this application will become a public record, subject to disclosure under the Texas Public Information Act and /or Texas Open Meetings Act.)*

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Date

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Signature of Owner(s)