



Village of Hales Corners

TAX INCREMENTAL FINANCING POLICY AND APPLICATION

(adopted on: Dec. 22, 2014)

Tax Incremental Financing Policy and Application

What is TIF?

Tax Incremental Financing (TIF) is a special funding tool available to local municipalities that spurs economic development which otherwise would not occur. When a Tax Increment District (TID) is created property owners within the district continue to pay the same property tax rates as those outside the district. The difference is that tax collections, over and above the “base value” are placed into a special fund that is used to pay for project costs. Once all costs incurred by the creation of the TID are recouped by the additional tax increment created the TID is closed and the additional property taxes created are shared by all taxing entities. The use of TIF varies from project to project and district to district. In some cases, the Village of Hales Corners (“Village”) uses TIF to promote redevelopment of older parts of the community. In other cases the Village uses TIF to create industrial parks through land acquisition and construction of infrastructure. In both cases, increased property tax collections are used to pay down debt service associated with project costs. The following outlines the Village’s policy regarding TIF.

Purpose:

The purpose of this Policy is to articulate to existing or potential businesses the Village of Hales Corners’ desire to promote economic development that is consistent with the Village’s Comprehensive Plan and provides a community benefit that will ultimately be shared by all taxing entities (Village, Whitnall School District, Milwaukee Area Technical College, Milwaukee County, and State of Wisconsin) impacted through the establishment of Tax Increment District (TID).

Notwithstanding compliance with any or all of the guidelines herein, the provision of TIF assistance is a policy choice to be evaluated on a case-by-case basis by the Village of Hales Corners Community Development Authority (“CDA”) with the approval by the Village Board of Trustees (“BOT”). The use of the term “Village” herein includes the CDA and/or the BOT, as the review process may dictate. The burden of establishing the public value of TIF shall be placed upon the applicant and the application must substantially meet the criteria contained herein. Village Administration reserves the right to bring any TIF proposal forward for CDA and BOT consideration.

Meeting statutory requirements, policy guidelines or other criteria listed herein does not guarantee the provision of TIF financial assistance nor does the approval or denial of one project set precedent for approval or denial of another project.

TIF Authority:

The authority and regulations for Tax Incremental Financing and the establishment of Tax Increment Districts are found in Wis. Stats. 66.1105. The Village reserves the right to be more restrictive than may be provided under the statute

Basic Provisions:

As a matter of policy the Village will consider using Tax Incremental Financing to assist private development in those circumstances where the proposed private project shows a demonstrated financial gap and that the financial assistance request is the minimum necessary to make the project feasible. The developer is expected to have exhausted every other financial alternative(s) prior to requesting the use of TIF, including equity participation, other federal and state funds, bonds, tax credits, loans, etc.

It is the intent of the Village to provide the minimum amount of Tax Incremental Financing assistance to make the project viable and not solely to broaden a developer's profit margin on the project. Prior to consideration of a Tax Incremental Financing request, the Village will undertake (at the requestor's cost) an independent analysis of the project by the Village's financial advisors and consultants to ensure the request for assistance is valid as determined by the Village.

In requesting TIF assistance, the developer must demonstrate that there will be a substantial and significant public benefit to the community by eliminating blight, strengthening the economic and employment base of the Village, positively impacting surrounding neighborhoods, increasing property values and the tax base, creating new and retaining existing jobs, and implementing the Comprehensive Plan.

Each project and location is unique and therefore every proposal shall be evaluated on its individual merit, including its potential impact on Village service levels, its overall contribution to the economy and its consistency with the Comprehensive Plan, Strategic Plan or other community planning documents. Each project must demonstrate probability of financial success.

“BUT FOR” TIF

The fundamental principle, and that which the CDA and Village must determine through information provided by the developer, is that the project would not occur “but for” the assistance provided through Tax Incremental Financing. The burden is on the developer to make this case to the Village and not the Village to make this case for the developer. Should this “but for” determination not be made, Tax Incremental Financing for the project cannot be advanced.

TIF Objectives:

The Village will consider utilizing Tax Incremental Financing to meet the following basic objectives:

1. Stimulate and continued revitalization of the commercial areas of the Village:
 - a. Improving infrastructure;
 - b. Creating a variety of housing opportunities to increase the number of downtown residents;
 - c. Preventing or eliminating slums and blighting conditions;
 - d. Constructing mixed-use developments;
 - e. Attracting desirable businesses and retaining existing businesses.
 - f. Encouraging development projects that enhance the streetscape and pedestrian experience and improve the vitality of the downtown area by adding interest and activity on the first floor of mixed- use buildings.
2. Promote efficient usage of land through redevelopment of blighted areas.
3. Strengthen the economic base of the Village and support economic development.

4. Stabilize and upgrade targeted neighborhoods.
5. Create and retain family supporting jobs in the Village.
6. Increase property values and tax revenues.
7. Leveraging the maximum amount of non-Village funds into a development and back into the community.

What Development is Eligible?

The type of development the Village will consider TIF funding for includes:

1. Business development (attraction, retention, expansion). TIF assistance will be evaluated on its impact on existing local markets.
2. Mixed-use developments that creatively integrate commercial and retail projects into a residential development.
3. Revitalization of historically significant or deteriorated buildings.
4. Projects that promote office and retail development.
5. Projects that promote neighborhood stabilization or revitalization.
6. Projects that promote industrial development.
7. Projects consistent with approved TIF Project Plans.
8. Projects that involve environmental clean-up, removal of slum and blighting conditions.
9. Projects that contribute to the implementation of other public policies, as adopted by the Village in its strategic plans such as promotion of high quality architectural design, energy conservation (i.e. LEED, Energy Star, etc), green infrastructure, etc.

What Development is Ineligible?

The Village will not favor use of TIF funding which supports the following types of development.

1. Speculative office development (projects that have no secured tenants).
2. Relocation of existing offices, retail and/or commercial uses within the Village for purposes other than retaining or substantially expanding the business.
3. Projects not consistent with the Comprehensive Plan.

Eligible Costs:

TIF eligible expenditures are defined by Section 66.1105(2)(e) of Wisconsin Statutes, which the Village of Hales Corners may further limit on a project by project basis. The following are typical eligible costs.

1. Capital costs, including actual costs of:
 - a. Construction of public works or improvements;
 - b. Construction of new buildings, structures, and fixtures;
 - c. Demolition, alteration, rehabilitation, repair or reconstruction of existing buildings, structures and fixtures, other than historic buildings and structures.
 - d. Acquisition of equipment to service the district;
 - e. Restoration of soil or groundwater affected by environmental pollution; and
 - f. Clearing and grading of land.
2. Real property assembly costs.
3. Professional service costs (planning, architectural, engineering, and legal).
4. Relocation costs.
5. Environmental remediation.
6. Organizational costs (environmental and other studies, publication and notification costs).

Criteria for TIF Assistance:

The following financial criteria shall be addressed by the developer in order to be considered for TIF assistance. The Village reserves the right to consider stricter or more liberal criteria.

1. Equity Requirement. Developer must provide a minimum 15% equity of total project costs. Projects that exceed the 15% equity requirement will be looked upon favorably by the Village. Equity is defined as cash or un-leveraged value in land or prepaid costs attributable to the project. The equity requirement excludes deferred developer fees or deferred or waiver contractor fees. The Village reserves the right to require the developer to reserve a portion of its developer fee in addition to the 15% equity component.
2. 50% Rule. No more than 50% of the net present value of the tax increment generated by a private development shall be made available to the project. The Village reserves the right to consider exceptions up to 75%.
3. Payback Period. 20 year maximum payback period. Preference will be given to projects with payback periods of 10 years or under.
4. TIF Cap. The total amount of TIF assistance should not exceed 25% of total project costs. This limitation may be waived or revised if the project involves redevelopment of existing structures or the assembly and clearance of land upon which existing structures are located. The Village will consider the maximization of private funds by the developer. For example, The Village will evaluate whether the loan being proposed by the developer is less than what may be attained taking into account the proposed debt service coverage ratio.
5. Self-Supporting Projects. Each project requesting TIF assistance should generate sufficient tax increment to cover the requested TIF assistance and a portion of any public infrastructure costs within the district. The Village prefers that increment from other private development projects within the district not be used to supplement another project's inability to generate sufficient tax increment to cover project costs.
6. Land Assembly Cap. TIF assistance for land/property assembly costs will not be provided in an amount exceeding 10% of the fair market value of the land. The fair market value will be determined by an independent appraiser contracted by the Village with cost of appraisal paid for by developer.
7. Internal Rate of Return. The amount of assistance provided to a developer will be limited to the amount necessary to provide the developer a reasonable rate of return on investment in the project and the subject site. A developer's return on equity, return on cost or internal rate of return will be based on current market conditions as determined by the Village or Village's financial advisors and consultants. It is preferred by the Village that the internal rate of return not exceed 20%.
8. Taxable Increase. The project should result in an increase in taxable valuation of at least 20% upon project completion.
9. Guaranty. The Village may require a personal guaranty for TIF assistance. The Village shall have the option to consider alternate forms of guaranty, such as a letter of credit and special assessment guarantees.

Policy Criteria

In addition to meeting all of the above financial criteria, projects must accumulate at least 50 points based on the following policy criteria. Points can range from 0 to the maximum shown below in each category:

Criteria	Maximum Points
1. Attracting, retaining or expanding businesses for the purpose of improving the Village's economic base. a. Documentation of employment or financial projections must be provided by the party making the request and will serve as the basis for the agreement.	20
2. Projects that directly implement specific recommendations of the Village's strategic planning documents such as the Village's Comprehensive Plan.	10
3. Projects involving retail development that is targeted to encourage an inflow of customers from outside the Village that result in exported goods, or that provide services or fill retail markets that are currently unavailable or underserved in the Village.	5
4. Presence of extraordinary development/redevelopment costs such as: a. Remodeling/Rehabilitation/Demolition b. Environmental Remediation c. Capital purchases d. Facility expansion e. Public infrastructure	20
5. Proposed employment potential. a. Number of new employees. b. Skill and education levels required for the jobs. c. Range of salary and compensation rates for the jobs as compared with the median income level for the community. d. Cost of public assistance per job. e. Potential for executive relocation.	10
6. Enhance the streetscape and pedestrian experience.	5
7. Historic Preservation. Preservation/rehabilitation of a locally significant historic structure.	5
8. Provides direct benefit to distressed areas through blight elimination.	15
9. Quality of development and overall aesthetics (architectural, site design, landscaping, etc.) beyond that which is minimally required by the Zoning Ordinance.	5
10. Higher standards of Building Design, Materials, and Energy Efficiency such as meeting LEED certification, Energy Star, etc.	5

Process of TIF Approval:

Tax Increment District creation requires following statutory prescribed timelines that include notification to the overlying taxing jurisdictions (i.e. public school district, technical college, county, Village), property owners within the district, and published meeting notification in the

newspaper. Ultimately CDA, Village Plan Commission and BOT must approve the TIF creation request.

1. A pre-application meeting is held between the developer and Village staff and advisors.
2. A Tax Incremental Financing Application is submitted by the developer to the Village.
3. The Village will review the Application and determine completeness and whether the proposed project is eligible under the Village's policy and statutory requirements.
4. An analysis of the TIF Plan and financial proformas will be conducted by Village staff and/or outside consultants.
5. Within ninety (90) days of receipt of a completed application staff will schedule a public hearing before the CDA on the Project Plan and District Boundaries. If approved by the CDA, the Project Plan and recommended boundaries will be sent to the BOT for review. There is a minimum 14 day wait from the public hearing to BOT review.
6. The BOT may approve or deny the proposal to create the Tax Increment District. The BOT may also adjust the boundaries (retraction only) of the proposed district from that which was recommended by the CDA. If approved, the plan is forwarded to the Joint Review Board to make the final determination that the development will not proceed "but for" the use of TIF.
7. If approved, a Development Agreement is drafted and negotiated between the Village and developer.
8. Once general agreement has been reached on the terms of the Development Agreement, it will require approval by the CDA and BOT.
9. Execution of the Development Agreement between the Village and developer.

Structure for Tax Incremental Financing Assistance:

1. Tax Incremental Financing assistance will be provided by the Village on a "pay-go" note method or via bond proceeds. Requests for up-front financing may be considered on a case-by-case basis if increment generation is sufficient to meet initial financing and debt service costs and is not the first dollars spent on a project.
2. For "pay-go" structured projects, the project owner shall agree to pay all other outstanding Village of Hales Corners property tax bills prior to disbursement of any pay-go payments by the Village.
3. The Village will not provide mortgage guarantees.
4. The Village will require a personal guaranty (or other forms of guaranty) for receiving TIF assistance. The amount and form shall be acceptable to the Village.
5. The property owner shall agree not to protest to the Board of Review or Circuit Court the Village assessor's determination of the property value for the properties for which the grant is requested.
6. The Village will retain a maximum of 10% of any tax increment received from the project to reimburse for administrative costs. Until such time as the project generates

positive tax increment, the Village will charge an administrative fee to the developer to partially offset the cost of record keeping, report preparation, and accounting.

7. When the project is intended as a for-sale development (i.e., office, retail or residential condominiums), the developer must retain ownership of the overall project until final completion; provided, however, that individual condominium units may be sold as they are completed. For all other projects, the developer must retain ownership of the project at least long enough to complete it, to stabilize its occupancy, to establish the project management and to initiate payment of taxes based on the increased project value.
8. Projects receiving assistance will be subject to a “look back” provision. The look back mandates a developer to provide the Village or its financial advisor with evidence of its annualized cumulative internal rate of return on the investment (IRRI) at specified periods of time after project completion. The IRRI shall be calculated with equity, revenues, and expenses in accord with generally accepted accounting principals. When the developer owns the subject property and rents space to tenants, supporting documentation shall include certified records of project costs and revenues including lease agreements and sales on a per square foot basis. If the records indicate that the developer has received a higher return on equity, a higher return on cost, or a higher internal rate of return than originally proposed to the Village at the time of development agreement, the developer and the Village shall split the increase above the originally projected rates of return at a ratio reasonably acceptable to the Village. When the subject property is a for-sale development and the IRRI cannot be completed, the developer is to provide financial data after the project is completed. This shall include a calculation of profit on total development costs minus the TIF assistance. If the financial records indicate that the developer has received a higher return on equity, a higher return on cost, or a higher internal rate of return than originally contemplated at the time of development agreement approval, the developer and the Village shall split any increase at or above original projected rates of return at a ratio reasonably acceptable to the Village.
9. The Village reserves the right to amend, modify, or withdraw these policies or require additional statements or information as it deems reasonably necessary. Any party requesting waiver or modification from the guidelines found herein or on any other forms provided for TIF assistance may do so on forms provided by the Village with the burden being on the requestor to demonstrate that the exception to these policies is in the best interests of the Village.

Please complete and submit the following information to the Village of Hales Corners for a more detailed review of the feasibility of your request for Tax Incremental Financing (TIF) assistance. The application is comprised of five parts:

1. Applicant Information
2. Project/Property Information
3. Project Narrative
4. Project Budget/Financial Information
5. Buyer Certification and Acknowledgement.

Where there is not enough space for your response or additional information is requested, please use an attachment. Use attachments only when necessary and to provide clarifying or additional information.

The CDA initially reviews and considers all applications for TIF assistance. Failure to provide all required information in a complete and accurate manner could delay processing of your application and the CDA reserves the right to reject or halt processing the application for incomplete submittals.

For further information please refer to the “Village of Hales Corners Tax Incremental Financing Policy” document.

Applicant Information:

Legal Name: [REDACTED]

Mailing Address: [REDACTED]

Primary Contact #: [REDACTED] Cell #: [REDACTED]

E-mail: [REDACTED] FAX #: [REDACTED]

Attorney: [REDACTED]

Legal Entity: Individual(s) [REDACTED] Joint Tenants [REDACTED] Tenants in Common [REDACTED]

Corporation [REDACTED] LLC [REDACTED] Partnership [REDACTED] Other [REDACTED]

If not a Wisconsin corporation/partnership/LLC, state where organized: [REDACTED]

Will a new entity be created for ownership? Yes [REDACTED] No [REDACTED]

Principals of existing or proposed corporation/partnership/LLC and extent of ownership interest.

Name:

Address:

Title:

Interest:

[REDACTED]

Is any owner, member, stockholder, partner, officer or director of any previously identified entities, or any member of the immediate family of any such person, an employee of the Village of Hales Corners? Yes [REDACTED] No [REDACTED]

If yes, give the name and relationship of the employee: [REDACTED]

Have any of the applicants (including the principals of the corporation/partnership/LLC) ever been charged or convicted of a misdemeanor or felony? Yes No

If yes, please furnish details:

Project/Property Summary:

Overall Project Summary and Objectives: [REDACTED]

Current and Proposed Uses: [REDACTED]

Description of End Users: [REDACTED]

Property Summary:

Parcel/Land Area: [REDACTED] SF

Building Area: [REDACTED] SF

of Dwelling Units: [REDACTED]

of Stories: [REDACTED]

of Parking Spaces: [REDACTED]

Describe any zoning changes that will be needed: [REDACTED]

Identify any other approvals, permits or licenses (i.e. Liquor License, Health Department, etc): [REDACTED]

Describe briefly what the project will do for the property and neighborhood: [REDACTED]

Project/Property Summary:

Project Timetable

Date

Final Plan/Specification Preparation: [REDACTED]

Bidding and Contracting: [REDACTED]

Firm Financing Approval: [REDACTED]

Construction/Rehabilitation: [REDACTED]

Landscaping/Site Work: [REDACTED]

Occupancy/Lease Up: [REDACTED]

Development Team

Developer: [REDACTED]

Architect: [REDACTED]

Surveyor: [REDACTED]

Contractor: [REDACTED]

Other Members: [REDACTED]

Describe Team expertise and experience in developing similar projects: [REDACTED]

Other current Team projects in development: [REDACTED]

Financial ability of the applicant to complete the project: [REDACTED]

Full and part-time jobs to be created by the proposed project including estimated salary: [REDACTED]

Professional Studies

Market Studies: Applications for commercial and residential projects must include a comprehensive market study. The market study must identify target markets, analysis of competition, demographics, market rents, letters of intent/interest from prospective tenants, or for housing developments, sale prices or rental rates of comparable properties.

Appraisal: All projects that involve the transfer of land must include a recent appraisal. Projects that include land as a form of equity or collateral must also submit a recent appraisal. The appraisal must value the property “as is”, and the impact on value must be considered for such items as demolition, environmental remediation, relocation of utilities, lease buy-outs, and other work necessary to make the site developable. The property must be valued assuming that the highest and best use is the proposed use.

Project Budget/Financial Information:

Sources and Uses of Funds

Identify the sources of funds used to finance the project. Typical sources include equity, lender financing, mezzanine financing, government financing, other anticipated types of public assistance, and any other types or methods of financing.

Use of Funds	Amount(\$)	\$/SF of Building Area
Land Acquisition:		
Demolition:		
Environmental Remediation:		
Site Clearance and Preparation:		
Soft Costs/Fees:		
Soft Costs Contingency:		
Hard Construction Costs:		
Total Project Costs:		

Sources of Funds **% of total**
project costs

Equity

Developer Equity:	\$	
		%
Deferred Developer Fee:	\$	
		%
Other Equity: ()	\$	
		%
Total Equity:	\$	
		%

Loans

	Rate	Term
Construction Financing:	\$ %	mos.
Permanent Financing:	\$ %	yrs.
		%

TIF Assistance

	\$	
		%
Other: ()	\$	
		%

Total Sources of Funds \$ 100%

Financing

Source Amount **Terms: Years/Interest** **Contact**
Information

Equity:	
Loans	1:
	2:
	3:
	4:

Note that the Village reserves the right to require the developer to prepare and submit a construction period Sources and Uses of Funds schedule and a permanent (post-construction/operating) Sources and Uses of Funds schedule.

Supplemental Information:

Detailed Pro Forma (must correspond to line items for Uses of Funds on previous page)

Land Acquisition	\$	
Demolition	\$	
Site Clearance and Preparation		
Infrastructure	\$	
Utilities/removal	\$	
Utilities/relocation	\$	
Utilities/installation	\$	
Hazardous Materials Removal	\$	
Other ()	\$	
Total Site Clearance and Preparation		
Soft Costs/Fees		
Project Management (%)	\$	
General Contractor (%)	\$	
Architect/Engineer (%)	\$	
Developer fee (%)	\$	
Appraisal	\$	
Soil Testing	\$	
Market Study	\$	
Legal/Accounting	\$	
Insurance	\$	
Title/Recording/Transfer	\$	
Building Permit	\$	
Mortgage Fees	\$	
Construction Interest	\$	
Commissions	\$	
Marketing	\$	
Real Estate Taxes	\$	
Other Taxes	\$	
Other ()	\$	
Other ()	\$	
Sub-total soft Costs/Fees	\$	
Soft Cost Contingency	\$	

Supplemental Information: Pro Forma Income and Expense Schedule

Applicants whose projects involve the rental of commercial, retail, industrial, or living units must submit project pro formas that identify income and expense projections on an annual basis for a minimum five-year to a maximum eleven-year period. If you expect a reversion of the asset after a holding period please include that in your pro forma as well. Please check with Village staff to determine the time period needed for the pro forma. Identify all assumptions (such as absorption, vacancies, debt service, operational costs, etc.) that serve as the basis for the pro formas. **Two sets of pro formas are to be submitted. The first set should show the project without TIF assistance and the second set with TIF assistance.**

For owner-occupied industrial and commercial projects, detailed financial information must be presented that supports the need for financial assistance (see below).

Analysis of Financial Need

Each application must include financial analyses that demonstrate the need for TIF assistance. **Two analyses must be submitted: one WITHOUT TIF assistance and one WITH TIF assistance.** The applicant must indicate the minimum return or profit the applicant needs to proceed with the project and rationale for this minimum return or profit. The analyses will necessarily differ according to the type of project that is being developed.

Rental Property: For projects involving rental of space by the developer to tenants (tenants include offices, retail stores, industrial companies, and households), an internal rate of return on equity must be computed with and without TIF assistance based on the pro forma of income and expense prepared for the **Income and Expense Schedule** below. The reversion at the end of the ten-year holding period must be based on the capitalized 11th year net operating income. The reversionary value is then added to the 10th year cash flow before discounting to present value. State all assumptions to the analyses.

For Sale Residential: Show profit as a percent of project cost (minus developer fee and overhead and minus sales commissions and closing costs, which should be subtracted from gross sales revenue). Other measure of profitability may be submitted, such as profit as a percent of sales revenue.

Mixed Use Commercial / For-Sale Residential: Provide either separate analyses for each component of the project or include in the revenue sources for the for-sale portion, the sale value of the commercial component based on the net operating income of the commercial space at stabilization. Indicate how the sale value was derived.

Owner-Occupied Commercial: For projects, such as “big-box” retail projects, provide copies of the analyses that the company needs to meet or exceed the company’s minimum investment threshold(s) for proceeding with the project.

Competitive Projects: In instances where the Village is competing with other jurisdictions for the project (e.g., corporate headquarters, new manufacturing facility or retail/commercial development), present detailed analyses that demonstrate the capital and operating cost differential between the proposed location(s) in Hales Corners and locations that are seriously being considered by the applicant.

Supplemental Information: Revenue Projections – Rental Project

Year 11	Year 1	Year 2	>>
Income rent per sf (or avg.)	\$	\$	\$
Commercial Rent	\$	\$	\$
Commercial Expense Recoveries	\$	\$	\$
Residential Rent	\$	\$	\$
Other Revenue ()	\$	\$	\$
Gross Potential Income	\$	\$	\$
Commercial Vacancy %	\$	\$	\$
Residential Vacancy %	\$	\$	\$
Effective Gross Income (EGI)	\$	\$	\$
Expenses			
Maintenance & Repairs	\$	\$	\$
Real Estate Taxes	\$	\$	\$
Insurance	\$	\$	\$
Management Fee	\$	\$	\$
Professional Fees	\$	\$	\$
Other Expense ()	\$	\$	\$
Other Expense ()	\$	\$	\$
Total Expenses	\$	\$	\$
Net Operating Income (NOI)	\$	\$	\$
Capital Expenses (<i>reserves, tenant improvements, commissions</i>)	\$	\$	\$
Debt Service	\$	\$	\$
Net Cash Flow (before depreciation)	\$	\$	\$
Reversion in Year 10			
Year 11 NOI before Debt & Capital Expenses	\$		
Capitalization Rate	\$		
Gross Reversion	\$		

Supplemental Information: Revenue Projects – For-Sale Project

Gross Sales Revenue Housing Units	Unit Type*	Number	Price/Unit	
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$
Total Housing Sales:				\$
<i>*affordable units if any</i>				
Housing Unit Upgrades:				\$
Commercial Space	Unit Type	Size-sf	Price per sf	
			\$	\$
			\$	\$
			\$	\$
Total Commercial Sales:				\$
Total Gross Sales Revenue				\$
Cost of Sales				
Commissions		%	\$	
Marketing		%	\$	
Closing		%	\$	
Other Costs ()		%	\$	
Total Costs of Sales		%		\$
Net Sales Revenue				\$

Attachments:

Summary Letter

Provide a summary of the project in the form of a letter addressed to the Village Manager. The letter should not exceed two (2) pages in length and should include only the following essential information about the project:

- Description of site or building
- Current and proposed uses
- Description of end users
- Project start and end dates
- Profitability
- Description of public benefits, including job creation.
- Overview of private-sector financing
- Amount of TIF assistance requested
- Summary of increment projections
- Name of developer and owner
- Total development costs
- Statement regarding why TIF is essential and why the “but for” provision will be met.

Note: In the “but for” discussion you must clearly describe why TIF is needed to help this project and why the project will not/cannot proceed without such support. Failure to clearly provide the “but for” explanation will delay action on your application.

Project Narrative

Provide an in-depth overview of the project in narrative format. The narrative must include a description of the following aspects of the project:

- Current condition of the site and historical overview that includes the size and condition of any existing structures, environmental conditions, and past use of the site.
- Proposed uses (s) of project (e.g. industrial, commercial, retail, office, residential for sale or for rental, senior housing, etc.)
- Construction information about the project including: size of any existing structure to be demolished or rehabbed; size of any new construction: types of construction materials (structural and finish); delineation of square foot allocation by use; total number and individual square footage of residential units: type of residential units (e.g. for-sale, rental, condominium, single-family, etc.); number of affordable residential units; number and type of parking spaces; and construction phasing.
- If in an existing TID or redevelopment area, confirm that this project is consistent with the goals and objectives in the Project or Redevelopment Plan.
- A summary of the proposed “green” features to be included in the project. All projects that receive TIF assistance are encouraged to include environmentally friendly features.

Filing Requirements

You must provide all of the following items with your signed application:

1. **Fee:** An application fee of 1% of the requested TIF assistance or \$10,000, whichever is greater. This fee is to cover Village costs associated with evaluating the TIF application and does not cover the use of outside consultants, which if required will be paid for by the applicant. Make your check payable to the Village of Hales Corners.
2. **Site Maps:** Provide a map that shows the location of the site. Also provide a map that focuses on the project and its immediate surroundings. Both maps should be no larger than 11x17 inches. Larger maps will be provided upon request.
3. **Project Renderings:** Provide preliminary architectural drawings, plans and renderings for the project. These drawings should be no larger than 11x17 inches. Larger maps will be provided upon request.

Filing Requirements, Notes, Certification and Agreement:

Notes

- The Village charges an administrative fee of 5% of the annual tax increment revenue.
- If the project requires planning and zoning approvals, you must make these applications concurrent with this request.

Agreement

By signing this application, I agree to the following:

1. I have read and will abide by all the requirements of the Village for Tax Incremental Financing.
2. The information submitted is correct.
3. I agree to pay all costs involved in the legal and fiscal review of this project. These costs may include, but not be limited to, bond counsel, outside legal assistance, and outside financial assistance, and all costs involved in the issuance of the bonds or loans to finance the project.
4. I understand that the Village reserves the right to deny final approval, regardless of preliminary approval or the degree of construction completed before application for final approval.
5. The undersigned authorizes the Village to check credit references and verify financial and other information.
6. The undersigned also agrees to provide any additional information as may be requested by the Village after filing of this application.

Applicant Name: _____

Signature: _____

Date: _____, 20____