



Experience LIFE in the Park

Tax Increment Financing Assistance Application

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Application for Tax Increment Financing Assistance

The St. Louis Park Economic Development Authority (EDA) has authority to provide financial assistance to redevelopment and housing projects that provide improvements which benefit the community in accordance with the city's TIF Policy. The use of tax increment financing is governed by [Minn. Stat. 469.174 – 469.179](#).

The EDA considers utilizing TIF to assist redevelopment and housing projects consistent with the city's Strategic Priorities and Economic Development Goals. Some, but not all of these priorities and goals include facilitating projects that:

1. Foster racial equity and inclusion to create a more just and inclusive community for all.
2. Help achieve the city's Climate Action Plan goals.
3. Provide a broad range of housing and neighborhood-oriented development.
4. Provide a balanced, broad range of both market rate and affordable housing stock to maintain a diverse population and to provide quality housing for those who live or work in the city.
5. Provide a variety of options for people to make their way around the city comfortably, safely and reliably.
6. Create opportunities to build social capital through community engagement.
7. Enhance the overall livability and economic vitality of the community.
8. Foster the expansion, redevelopment and revitalization of the city's business areas through environmentally sustainable projects.
9. Retain and foster the growth of the city's existing high-quality businesses.
10. Assist the startup, growth, diversification and expansion of the city's small businesses.
11. Recruit new businesses that are compatible with and complementary to the city's existing businesses.

It should not be presumed that a project meeting these requirements will automatically be approved to receive tax increment financing. Meeting the requirements creates no contractual rights on the part of any potential developer to have its application approved. The EDA reserves the right to accept or reject any application for TIF assistance as deemed in the city's best interests.

All third-party costs related to evaluation, consideration and implementation of local public financial assistance shall be the responsibility of the Applicant. The out-of-pocket costs to evaluate and process this request frequently range from \$30,000 to \$100,000 depending on the nature and complexity of the project. Additionally, a non-refundable application fee of \$3,100 shall accompany this application to defray a small portion of staff's time related to processing the application. These fees are in addition to other fees for additional city services (re-zoning, permits, etc.)

Application procedures for tax increment financing assistance

1. Meet with city economic development and planning staff to discuss the scope of the project, compliance with city strategic priorities and policy requirements, conformance with city comprehensive plan and zoning ordinance, need for financial assistance, time schedule, and other information as may be necessary before applying for tax increment assistance.
2. If the applicant plans to apply for tax increment assistance, the applicant must disclose that TIF will be requested at the time of any application for a comprehensive plan amendment, rezoning or site plan approval for a project, whichever occurs first.
3. Preliminary project plans requested planning applications, and indication of need for TIF assistance shall be submitted/presented in a staff report at a city council/EDA study session for initial concept review and feedback. The applicant may make a formal presentation of the project if necessary or requested. If the council/EDA's preliminary concept review is generally positive, and the EDA indicates that it is willing to consider a formal request for tax increment assistance then the applicant may file a formal application for TIF assistance. At the time of such application, the applicant is to submit the required application fee and initial escrow deposit to be placed in a segregated account to cover the EDA's financial and legal consulting fees associated with the application.
4. The application shall be reviewed by city staff and the EDA's financial consultant in a timely manner. Once an appropriate amount of assistance is determined and agreed to by the applicant, staff shall prepare a report with its findings of compliance with the city's TIF Policy and other policies along with its recommendation for TIF assistance.
5. The staff report shall be submitted/presented at a city council/EDA study session. If the council/EDA wishes to proceed and formally consider providing assistance to the proposed development, staff will be directed to undertake the following steps:
 - schedule a public hearing for the establishment of the appropriate TIF district type.
 - have a tax increment financing plan prepared.
 - prepare business terms for the provision of the agreed upon amount of tax increment.
6. The proposed business terms shall be submitted/presented in a staff report at a city council/EDA study session. If the terms are found to be generally acceptable and the EDA wishes to formally consider them, staff shall be directed to incorporate the terms into a formal redevelopment contract.
7. A public hearing for the establishment of the proposed TIF district shall then be held in conjunction with formal consideration of the proposed TIF district and redevelopment contract.

Application for Tax Increment Financing Assistance

Please fully complete entire application providing type-written responses to all questions.

Applicant information

Applicant (Developer/Business): _____

Street address: _____

City: _____ State: _____ Zip code: _____

Contact person: _____

Phone: _____

Email: _____

Brief description of applicant's business:

Contact information for person directly involved in preparing public finance application

Contact name: _____

Business name: _____

Phone: _____

Email: _____

Proposed project

1. Proposed project description:

Business type(s) and/or use(s), building(s) square footage, number of stories, number of housing units (if applicable including number and percentage of market rate and affordable broken down by bedroom type, as per the city's [Inclusionary Housing Policy](#)), building height and materials and prospective commercial tenants (if applicable). **Please provide a map showing the exact location and boundaries of the proposed development, proposed project site plan, preliminary building elevations, and floor plans showing arrangement and floor areas of proposed uses.**

2. Location of project

Provide a map depicting where project will be located within the city.

3. Size of project area

Acres/square feet: _____

4. Is any of the proposed project area blighted, contaminated or environmentally challenged?

Yes No

If yes, describe the challenges and their estimated extent.

5. Current ownership of the site

Does applicant have a fully executed option or purchase agreement with property owner(s)?

Yes No

Please explain.

6. Does developer control all the parcels required for the proposed development?

Yes No

Please explain.

7. Please submit proposed project’s financial statements including:

- **Sources and uses statement** (delineating hard and soft costs) indicating total estimated project costs (such as those listed below):

Sources of Financing	Estimated Amount	Percentage
Developer Equity	\$	%
Developer Financing A	\$	%
Developer Financing B	\$	%
Grants	\$	%
Other Sources (explain)	\$	%
TIF Assistance	\$	%
TOTAL SOURCES	\$	100%

Uses of Funds	Estimated Amount	Percentage
Hard Costs		
Acquisition Costs		
Land Acquisition	\$	%
Closing costs – broker commission	\$	%
Demolition	\$	%
Construction Costs		
Soil Correction/Remediation	\$	%
Site Grading and Excavation	\$	%
Building Construction	\$	%
Tenant Improvements	\$	%
Furniture, fixtures and equipment (FF&E)	\$	%
Structured Parking (if applicable)	\$	%
Utilities	\$	%
Road Improvements	\$	%
Curb, gutter, parking lot, sidewalks	\$	%
Landscaping	\$	%
Contractor Fees	\$	%
Contingencies	\$	%
Permits	\$	%
SAC/WAC	\$	%
Park & trail dedication fees	\$	%
Public art fees	\$	%
Contingency	\$	%
Soft Costs		
Professional Services		
Architectural & Engineering Fees	\$	%
Environmental Consulting Fees	\$	%
Legal Fees	\$	%
Financing Costs	\$	%
Developer Fee	\$	%
Other (please specify)	\$	%
TOTAL USES	\$	100%

- **Monthly/Annual income and expense budget**
- **15-year operating Proforma** along with assumptions and estimated return on investment **with and without TIF assistance.**

8. For what *specific reasons* is TIF assistance needed for this project?

9. What extraordinary costs prohibit this project from achieving financial viability?

Submit an itemized list of project costs for which TIF assistance is being requested (See attached list of TIF eligible costs).

Description of Expense	Estimated Amount of Expense	TIF Request
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
TOTAL	\$	\$

10. To what sustainable “green building” standard will the development likely be designed as required under the city’s [Green Building Policy](#)?

11. List anticipated sustainable elements to be included in proposed development as related to the city's Green Building Policy.

12. Total estimated amount of TIF assistance required to make proposed project financially feasible.

\$ _____ (please provide specific dollar amount).

13. Specific reasons why, "but for" the provision of the requested TIF assistance, this development would not proceed.

14. What other alternative financing sources have been sought for the development and why are they not adequate or feasible?

15. Summarize the anticipated change in the property tax base after completion of the proposed project.

- a) Current assessed value: \$
- b) Current annual property taxes paid: \$
- c) Anticipated assessed value after completion: \$
- d) Anticipated annual property taxes paid after completion: \$
- e) Estimated growth in assessed value (after completion): *c minus a* \$
- f) Estimated annual incremental taxes paid (after completion): *d minus b* \$

20. Does the proposed project incorporate principals of Livable Communities, New Urbanism, and/or Transit Oriented Development?

Yes No

If yes, please describe.

21. If applicable, how many FTE (Full Time Equivalent) jobs are expected to be retained in the city as a direct result of this project?

22. What is the expected pay range of these retained positions (without benefits)?

Pay Range	Number of FTE Employees	Total Wages
\$0 - \$14,999		\$
\$15,000 - \$24,999		\$
\$25,000 - \$29,999		\$
\$30,000 - \$44,999		\$
\$45,000 - \$59,999		\$
\$60,000 and above		\$
TOTAL		\$

23. How many FTE (Full Time Equivalent) jobs are expected to be *created* in the city as a direct result of this project?

24. What is the expected pay range of these new positions (without benefits)?

Pay Range	Number of FTE Employees	Total Wages
\$0 - \$14,999		\$
\$15,000 - \$24,999		\$
\$25,000 - \$29,999		\$
\$30,000 - \$44,999		\$
\$45,000 - \$59,999		\$
\$60,000 and above		\$
TOTAL		\$

25. Describe any other economic/social impacts this project is likely to have on the community.

26. Describe how the proposed development will help further the city's strategic priority of racial equity and inclusion to create a more just and inclusive community for all. Provide proposed strategies/actions that will be utilized during construction and ongoing property management post construction.

27. Provide summary market research data or market report, or other documentation supporting market feasibility of proposed project at proposed location.

Applicant (developer) background

28. Provide a brief description of the project developer (or client business) including a summary of development experience, financial capacity, construction, operational and management experience and proposed project staff. Attach additional pages if necessary.

29. Briefly describe at least two recent projects similar in scope that the applicant has successfully completed as well as experience of this particular development team working together.

30. Has the applicant or any project-related entity filed for bankruptcy or defaulted on a development or construction related agreement in the last seven years?

Yes No

If so, describe the situation and how it was resolved.

31. Municipal Reference

Provide the names of municipalities where the applicant has completed similar developments with local public funding assistance in the past five years.

Development costs eligible for TIF assistance

The EDA will consider the following development costs eligible for reimbursement through tax increment financing

- Land acquisition
- Demolition
- Site work including permits for site work, earthwork/excavation, soil correction, shoring, additional structural support systems such as pilings and related architectural and engineering fees
- Design and construction of utilities, stormwater systems, streets and roads, street/parking lot paving, curb and gutter, sidewalks, lighting, and landscaping
- Soil tests
- Environmental studies and remediation
- Replacement or clean-up of contaminated soils which would otherwise preclude redevelopment
- Parking structures
- Construction of affordable housing
- Rehabilitation of commercial and industrial buildings and multi-family housing facilities
- Relocation assistance
- Other costs allowable by Statute