



ECONOMIC DEVELOPMENT Application for Economic Development Incentives

The City of Keller is committed to the attraction, expansion and retention of high-quality projects in all parts of the community that diversify the tax base and enhance the quality of life for all citizens. To that end, the City of Keller will consider economic development incentives on a case-by-case basis in accordance with the [City of Keller Economic Development Incentives Policy](#).

I. APPLICANT INFORMATION

- A. Applicant: _____
 - B. Lessee, if applicable: _____
 - C. Company/project name: _____
 - D. Mailing address: _____
 - E. Street address: _____
 - F. Telephone: _____ Fax: _____ E-mail: _____
- Applicant’s representative for contact regarding incentive request:
- a. Name and title: _____
 - b. Mailing address: _____
 - c. Street address: _____
 - d. Telephone: _____ Fax: _____ E-mail: _____

II. PROPERTY AND PROJECT DESCRIPTION

- A. Address/location/size of property to be considered for economic development incentives:

- B. Project description:

C. Description of activities, products, or services produced and/or provided at project location:

D. Proposed total amount of new investment for this project:

- a. Total cost of infrastructure: _____
- b. Construction cost of building: _____
- c. Total square footage of building: _____
- d. Construction cost of other structures on property: _____
- e. Total square footage of other structures on property: _____
- f. Cost of fixed machinery and equipment: _____
- g. Other: _____

(Please add attachments or use reverse side if additional space is needed)

E. Is the project a:

New project: _____ Relocation project: _____ Expansion project: _____

F. Calendar year the full value of the project will be on the tax role:

G. If new business, estimation of property on the tax role in Year 1:

Real property value: \$ _____
Personal property value: \$ _____

Estimation of property on the tax role in Year 5:

Real property value: \$ _____
Personal property value: \$ _____

Estimation of property on the tax role in Year 10:

Real property value: \$ _____
Personal property value: \$ _____

H. Existing business or relocating business:

Real property value at current location: \$ _____
Personal property value at current location: \$ _____
Address of current location: _____

I. Project time horizon:

Projected months of construction time: _____ months

Projected years of building life: _____ years

Projected date of commencement of construction at project site: _____

Projected date of opening: _____

J. Please indicate date for phases, if applicable:

K. Location of other existing company facilities, if any:

L. Projected gross annual revenue by the facility in 5 years: \$ _____

M. Projected gross annual revenue sales subject to City of Keller sales tax in 5 years:
\$ _____

N. Projected gross annual revenue by the facility in 10 years: \$ _____

O. Projected gross annual revenue sales subject to City of Keller sales tax in 10 years:
\$ _____

P. After the facility is open:

(i) Annual operating budget: \$ _____

III. EMPLOYMENT IMPACT AT PROJECT LOCATION

A. New employment in Keller: Full-time: _____ Part-time: _____

Existing employment in Keller: Full-time: _____ Part-time: _____

B. New employment annual payroll in Keller: Full-time: _____

New employment annual payroll in Keller: Part-time: _____

Existing employment annual payroll in Keller: Full-time: _____

Existing employment annual payroll Part-time: _____

If positions are to be phased in, provide figures for each phase year) _____

C. Provide types of jobs created, detailed by skilled, unskilled and management positions, and average salary levels of each:

VI. VISITOR INSIGHTS

A. Number of visitors per day to facility: _____

B. Duration of stay (days): _____

VII. REQUESTED INFORMATION

Submit the following information to be considered for a City of Keller Economic Development Incentive:

A. Provide a plat, map or survey showing the location of the property and proposed project

B. Legal description of the property

C. Name, address and phone number of the owner of the property:

D. Tenants or proposed tenants, if known:

E. Will the property be owner occupied or leased: _____

F. At least five years of financial and operating history of the company. If company is a start-up please provide at least five years of financial information of the sole proprietor, principal investors and/or any partnerships.

G. City reserves the right to request copy of applicant’s business plan as needed.

VIII. INCENTIVE REQUEST

Tax Abatement/Tax Grant

- A. Applicant is requesting what percentage, if any, of the City of Keller's portion of the real property tax collected: _____ (enter a range from 1% to 100%)
- B. Number of years applicant is requesting: _____
(not to exceed ten years)
- C. Applicant is requesting what percentage, if any, of the City of Keller's portion of the personal property tax collected: _____ (enter a range from 1% to 100%)
- D. Number of years applicant is requesting: _____
(not to exceed ten years)

Sales Tax Rebate If requesting a sales tax rebate, please circle which projection below fits your project

(Only applies to 1% of sales tax that is allocated to the City's general fund.)

- A. Project's Annual sales are projected at over \$4 million.
Project qualifies for up to a 100% rebate for a maximum of three years.
- B. Project's Annual sales are projected between \$2 million and \$3,999,999.
Project qualifies for up to a 90% rebate for Year 1, up to 70% for Year 2 and up to 50% for Year 3.
- C. Project's Annual sales are projected to be less than \$2 million.
Project qualifies for up to a 50% rebate for Year 1, up to 30% for Year 2 and up to 10% for Year 3.

Waiver of Building Permits, Development Permits and Connection Fees

- A. Applicant is requesting what percentage, if any, to be waived for building permits, development permits and connection fees: _____
(enter a range from 1% to 100%)
- B. Water meter size for proposed project: _____
- C. Irrigation meter size for proposed project: _____

Reimbursement of City of Keller Impact Fees

The City Keller collects both City of Keller and City of Fort Worth water impact fees. The City of Fort Worth's water impact fees are not eligible for reimbursement. The City of Keller's water impact fees may be considered for reimbursement.

- A. Applicant is requesting what percentage, if any, to be reimbursed for roadway impact fees: _____ (enter a range from 1% to 100%)
- B. Applicant is requesting what percentage, if any, to be reimbursed for water impact fees: _____ (enter a range from 1% to 100%)
- C. Applicant is requesting what percentage, if any, to be reimbursed for sewer impact fees: _____ (enter a range from 1% to 100%)

City Participation in Infrastructure

City participation will only be considered for the extension, construction or reconstruction of public infrastructure.

- A. Applicant is requesting the following infrastructure to be considered:

- B. What is the projected dollar amount of infrastructure to be considered:

- C. Applicant is requesting what percentage, if any, for the City to participate in:
 _____ (enter a range from 1% to 100%)

Hotel/Motel Occupancy Tax

- A. Applicant is requesting what percentage, if any, of the City's 7% hotel occupancy tax:
 _____ (enter a range from 1% to 100%)
- B. Number of years applicant is requesting: _____
- C. If granted, applicant would do the following with the 7% portion of the tax:

Fast Track Permitting

A. Applicant is requesting fast track permitting for the following reasons:

Structure/Building

A. Applicant is requesting the City to either construct or provide funding for a building/structure. Please provide estimated building/structure cost, square footage and if the applicant is requesting the City to build or help with funding along with an explanation of request.

Grants

A. Applicant is requesting a grant from the City. Please provide the amount requested, along with an explanation how the grant will be utilized.

Other Requests

A. Please provide any other incentive request the applicant would like the City to consider.

Timeline

Once an application is submitted City staff will review for completeness and may request additional information. If deemed appropriate, City staff will begin initial negotiations with applicant. City Council may review an economic incentive request during executive session at a City Council meeting. City Council meetings are held the first and third Tuesday of every month. City Council may review an economic incentive requests at multiple meetings and applicants are requested to allow applicable time in their business plan for staff and City Council review of the incentive request.

Upon receipt of a completed application, the City of Keller may require other information as may be deemed appropriate for evaluating the economic development incentive request. The City of Keller will work closely with the applicant to expedite the application.

I certify the information contained in this application (including all attachments) to be true and correct to the best of my knowledge. I further certify that I have read the “*Keller Comprehensive Policy of Economic Development Incentives*” and agree to comply with the guidelines and criteria stated therein.

Signature	Title
Printed Name	Date

Please return the completed application and attachments to:

**City of Keller
Economic Development Department
P.O. Box 770
Keller, TX 76244**

For assistance, contact:

**Keller Economic Development
817-743-4020**

Received by: _____
Title: _____
Date received: _____