

# Frederick County, Maryland

Office of Economic Development

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## APPLICATION FOR TAX INCREMENT FINANCING ("TIF")

APPLICANT: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE #: \_\_\_\_\_

FAX #: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

PROJECT NAME: \_\_\_\_\_

*Application Format: On a separate sheet of paper please answer the following questions. Please type each question prior to the applicable response.*

Funding infrastructure is a significant challenge to the smart and managed growth of Frederick County. The purpose of designating Tax Increment Financing (TIF) Areas is to provide another tool for the Board of County Commissioners to finance public infrastructure in commercial projects. TIF Areas are located on land zoned commercial/industrial (GC, GI, LI, ORI, MXD, MM or equivalent zoning in municipalities) that is within ½ mile of a major or minor arterial or expressway or within a municipality (see attached map). It is intended that TIFs would be used as part of an overall funding package for projects that benefit citizens and add significant income and property tax revenues to Frederick County.

These Guidelines have been prepared for the purpose of evaluating the feasibility of TIF as a mechanism to fund public infrastructure improvements in connection with private developer projects. The authority to make legislative findings and determinations necessary for a particular project is vested solely in the Board of County Commissioners of Frederick County (BOCC). A TIF is not a right under Maryland or Frederick County law and meeting any guidelines set forth herein shall not create a right or entitlement for applicant(s).

- (1) Provide relevant information on the Applicant's background and development experience. Include resumes of key individuals assigned to the project.
- (2) Identify the Applicant's consultants involved or proposed to be involved in the project noting relevant experience on similar projects (i.e., civil engineer, land use planner, Applicant's legal counsel, Applicant's financial advisor).
- (3) Describe the proposed project, including the size and scope and phasing of the proposed project. Specifically outline residential development, if any, to be included in the project.
- (4) Define the boundaries of the proposed TIF area by address and tax map, parcel number(s). Include a map of the proposed TIF area and the zoning (GC, GI, LI, ORI, MXD, MM or equivalent zoning in municipalities) and describe location within ½ mile of an expressway, major or minor arterial
- (5) Identify the property that is currently in the control of the Applicant via ownership or option. If under option note the option expiration date and terms.
- (6) Is the property currently zoned for the proposed use? If not, what zoning change(s) or exception(s) will be required? What process is needed for these changes and where is the project in that process?
- (7) Will the proposed project result in the relocation of residential, commercial or industrial facilities? If so, discuss the nature of any anticipated relocations.
- (8) State the need and justification for TIF assistance. Substantiate that other alternative methods of financing have been thoroughly explored.
- (9) Justify the project's compliance with the County's Comprehensive Plan.
- (10) Identify **sources, amounts, and status** of all debt financing and/or equity funding

available to complete the project. Does the applicant anticipate the debt to be privately financed by the construction lender or developer or publicly sold? Please prepare debt financing information in the following format.

| <u>Source</u> | <u>Amount</u> | <u>Term</u> | <u>Status</u> | <u>Contact Person</u> | <u>Contact Telephone #</u> |
|---------------|---------------|-------------|---------------|-----------------------|----------------------------|
|---------------|---------------|-------------|---------------|-----------------------|----------------------------|

- (11) Provide an outline of the costs associated with the development of the proposed project(s) and related parcel or parcels located within the TIF area. Identify in the outline those costs you would propose to fund with TIF financing and the proposed payback time frame.
- (12) Discuss and document information used to describe the market feasibility of each element of the proposed project. If formal feasibility or comparable studies have been prepared, attach such reports as an appendix to this application.
- (13) Provide your estimates of incremental property taxes and any other new taxes to be generated by the project assuming no change in property tax rates in the following format:

|         | Incremental Property Taxes | Other New Taxes |
|---------|----------------------------|-----------------|
| Year 1  |                            |                 |
| Year 2  |                            |                 |
| Year 3  |                            |                 |
| Year 4  |                            |                 |
| Year 5  |                            |                 |
| ...     |                            |                 |
| Year 15 |                            |                 |

- (14) Identify any proposed tenants of the project. Have leases been negotiated or signed? What type of lease is contemplated?
- (15) Who will own the developed property?
- (16) Briefly describe the economic and quality of life benefits of the proposed project to the County. Describe how the public improvements have application beyond the particular project.
- (17) State the number, nature and salaries of projected new jobs created by the project and expected to be filled by County residents.

- (18) Provide evidence that substantiates that the Applicant has sufficient financial resources to obtain the private financing for the project.
- (19) Include \$2,500 application fee (make checks payable to “Treasurer of Frederick County”), together with such deposit as shall be requested by the County to cover costs and expenses of the County related to evaluation of the application. Acknowledge that \$7,500 will be required for administration fees at the time of the TIF approval. In addition, a set up fee and annual administration fee may be added as appropriate.

Note: The County reserves the right to reject any and all projects for any reason whatsoever, even those which satisfy all of the criteria without regard to the viabilities of the project. Furthermore, the County reserves the right to waive any nonconformance and approve any project the County deems favorable to the County.

*Frederick County Government does not discriminate on the basis of race, color, national origin, sex, religion, age and/or disability in employment or in the provision of services*