



## Northwest Jacksonville Economic Development Fund

### APPLICATION

The Application will be processed when it is complete and all exhibits have been received.

*(Please type or print legibly)*

#### I. APPLICANT

Company: \_\_\_\_\_

Type of legal entity: ( ) Sole proprietorship ( ) Partnership/Joint Venture ( ) Corporation  
( ) Limited Liability Corporation

State of incorporation (if applicable): \_\_\_\_\_ Date company established: \_\_\_\_\_

Address: \_\_\_\_\_ (Mailing address, if different):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-Mail: \_\_\_\_\_ Web site Address: \_\_\_\_\_

List the names of all investors or partners of this project:

Name: _____	Affiliation: _____
Name: _____	Affiliation: _____
Name: _____	Affiliation: _____
Name: _____	Affiliation: _____

Primary Contact: \_\_\_\_\_ Title: \_\_\_\_\_

( ) New to Jacksonville ( ) Expansion of Existing Facility ( ) Start-Up  
( ) Relocation within Jacksonville ( ) Leasehold Improvements

Principal Business Activity: \_\_\_\_\_

TID/SSN: \_\_\_\_\_ NAICS/SIC Code: \_\_\_\_\_

Estimated Date to Begin Construction/Renovation (if applicable): \_\_\_\_\_

Estimated Date to Complete Construction/Renovation (if applicable): \_\_\_\_\_

Address of new Facility: \_\_\_\_\_  
(if applicable) \_\_\_\_\_

Briefly describe the New Facility or the Expansion including acreage and square footage.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## II. EMPLOYMENT

Number of Current Full-Time Employees in Jacksonville: \_\_\_\_\_

Average Wage: \_\_\_\_\_ Benefit Package: ☐ Medical ☐ Dental ☐ 401K

Number of Current Part-Time Employees in Jacksonville: \_\_\_\_\_

Average Wage: \_\_\_\_\_ Benefit Package: ☐ Medical ☐ Dental ☐ 401K

Number of Full-Time Employees to be Retained: \_\_\_\_\_ Part-time (in FTE's): \_\_\_\_\_

Leasee Jobs to be retained(included in above figure): \_\_\_\_\_ Part-time (in

FTE's): \_\_\_\_\_

New Full-Time Employment to be Created: \_\_\_\_\_ Part-time (in FTE's): \_\_\_\_\_

Leasee Jobs to be created(included in above figure): \_\_\_\_\_ Part-time (in FTE's): \_\_\_\_\_

Estimated time period to Create Jobs: \_\_\_\_\_

List the major job categories and wages of jobs to be created (i.e. 5 management, 10 sales, 15 manufacturing):

Position	Number	Average Annual Wage	Benefit Package (circle)
			Medical Dental 401K
			Medical Dental 401K
			Medical Dental 401K
			Medical Dental 401K
			Medical Dental 401K

List other employee benefits (i.e. tuition reimbursement): \_\_\_\_\_

### III. PROJECT COSTS BREAKDOWN AND SOURCES OF FUNDS SUMMARY

#### USES

Acquire Land & Building \$ \_\_\_\_\_

Construction of New Building \$ \_\_\_\_\_

Renovations of Existing Building \$ \_\_\_\_\_

Site Development Costs \$ \_\_\_\_\_

Architects, permits, other soft costs \$ \_\_\_\_\_

Machinery/ Equipment Costs \$ \_\_\_\_\_

Furniture, Fixtures & Equipment \$ \_\_\_\_\_

Other Costs (Describe) \$ \_\_\_\_\_

**TOTAL EST. PROJECT COSTS** \$ \_\_\_\_\_

#### SOURCES OF FUNDS

Conventional Financing \$ \_\_\_\_\_  
Name of Lender: \_\_\_\_\_

Owner's Equity Injection \$ \_\_\_\_\_

**TOTAL PRIVATE CAPITAL** \$ \_\_\_\_\_

Request for Public Capital \$ \_\_\_\_\_

**TOTAL SOURCES** \$ \_\_\_\_\_

#### IV. Space to be leased

Number of Units	Square Footage of Units	Cost per Unit

## V. UTILITIES

Electricity:                      Approximate kWh consumption per month: \_\_\_\_\_

Water:                              Usage per month: \_\_\_\_\_

Sewer:                              Volume per month: \_\_\_\_\_

## VI. ENVIRONMENT

Facility will affect the environment in the following manner:

	Content	Volume
Air	_____	_____
Water	_____	_____
Sewer	_____	_____
Odor	_____	_____
Noise	_____	_____

☐ Facility will have no environmental impact.

## **REQUIRED EXHIBITS**

### **Exhibit 1:**

Detailed explanation of need for public benefit in accordance with the goals of the NWJEDF as adopted May 22, 2007 under City Council Ordinance 2007-281-E

### **Exhibit 2:**

Business Plan with pro forma for three to five years projections and demonstrate relevant experience. Include name and contact information of person who prepared the business plan.

\*Only applicable to new commercial development

### **Exhibit 3:**

Copy of property deed

### **Exhibit 4:**

Evidence of Proper Zoning

### **Exhibit 5:**

Copy of existing liens on the property

### **Exhibit 6:**

Copy of survey and current appraisal of the property (within previous 12 month period)

### **Exhibit 7:**

Map indicating location within the NWJEDF area boundaries

### **Exhibit 8:**

Evidence that all business property and income taxes are current

### **Exhibit 9:**

Contractor Agreement on Standard AIA Form Document 101.

### **Exhibit 10:**

Contractor documents:

\*State of Florida License and certification of good standing with the State of Florida

\*Proof of Insurance to include levels of coverage

### **Exhibit 11:**

Detailed cost estimate of proposed acquisition(s) and/or improvements (to include machinery & equipment purchases and/or proposed leasehold improvements).

### **Exhibit 12:**

Copy of State of Florida Corporate Annual Report

### **Exhibit 13:**

Proof of industry experience of Owners/Proprietors

**Exhibit 14:**

Two years of corporate returns (if a corporation) or two years of personal tax returns if a proprietorship of all persons with a vested interest in the property or project.

**Exhibit 15:**

Most recent 2 years of fiscal year end audited financial statements and most recent interim financial statement. Proprietorships must submit a financial statement for the previous 12 month period for all persons with a vested interest in the property or project.

**Exhibit 16:**

Statement of owner's equity/private capital investment in the business and any proposed expansion or relocation.

**Exhibit 17:**

Proof that client attempted to secure private financing from a financial institution.

**Exhibit 18:**

Statement of financial contingency plans for dealing with changes in market conditions or cash flow projections.

**Exhibit 19 :**

Statement of prior funding, that any person or entity with a vested interest in this project, has received from the City of Jacksonville for this project or any other project.

If funding was received for other projects, please include status report of the project(s).

## Acknowledgements and Signatures:

I understand and agree that I and any business entity with which I am affiliated (collectively "Developer") are not entitled to receive any incentive funds or any other type of assistance (monetary or otherwise) in any form from the CITY OF JACKSONVILLE (collectively "Incentives") until such time as Developer has received a formal development agreement executed by the City of Jacksonville and Developer, and then only to the extent specifically set forth in such agreement. The City of Jacksonville makes no promises or representations that any such agreement will be approved by any governing body within the City of Jacksonville that is required to approve such agreements, nor does the City of Jacksonville make any promises or representations regarding Developer's eligibility to receive any incentives whatsoever at any time. Moreover, I understand and agree that notwithstanding the approval of Incentives by the City of Jacksonville or any other board or agency of the City of Jacksonville, such approvals are not binding until such time as Developer receives a fully executed development agreement between the City of Jacksonville and the Developer. Furthermore, I understand that any sample calculations are for illustration purposes only and may not reflect actual final amounts. I therefore understand and agree that Developer will not rely on any oral or written statements made by any City of Jacksonville employees or officials regarding any Incentives, and Developer will only rely on any Incentives specifically set forth in a development agreement fully executed by Developer and the City of Jacksonville subject to the fulfillment of all conditions to the receipt of such Incentives as provided in such development agreement.

I further authorize the City of Jacksonville to make inquiries as necessary to verify the accuracy of the statements made and to determine my creditworthiness, which will require the review of past credit history. I certify the above and the statements contained in the attachments are true and accurate as of the stated date(s). These statements are made for the purpose of obtaining a loan. I understand FALSE statements may result in forfeiture of benefits and possible prosecution.

Please type:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

Signature: \_\_\_\_\_ SSN: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ SSN: \_\_\_\_\_ Date: \_\_\_\_\_

***Signature of all parties with a vested interest in this project, including guarantors, are required***