



**CITY OF SHAWNEE  
11110 JOHNSON DRIVE  
SHAWNEE, KANSAS 66203  
(913) 742-6263**

**APPLICATION FOR PUBLIC FINANCIAL PARTICIPATION REQUEST FOR:  
TAX INCREMENT FINANCING (TIF)  
COMMUNITY IMPROVEMENT DISTRICT (CID)  
TRANSPORTATION DEVELOPMENT DISTRICT (TDD)**

Please note that a **non-refundable application fee(s) of \$5,000** to the City of Shawnee must be submitted with this application, as follows:

- TIF District and Project Plan as a single process - \$5,000
- Each subsequent TIF Project Plan within an existing District - \$5,000
- CID - \$5,000
- TDD - \$5,000

The fee covers the administration cost of the City to process the application. The applicant will be asked to enter into a Funding Agreement with the City to cover the costs of outside professionals, including but not limited to the City’s bond counsel and financial advisor, through the approval by the City Council of a Redevelopment Agreement.

Applicant may attach any supplemental documents to the application rather than typing the answers on the form below. The supplemental documents shall be in the same order as requested below. This is a multi-purpose application, so please clarify which incentive mechanisms are being requested. Please send the application electronically and direct any questions to Maureen Rogers, Finance Director, [mrogers@cityofshawnee.org](mailto:mrogers@cityofshawnee.org), (913) 742-6263.

**A. PROJECT:**

1. Applicant information:

- a. Applicant Name \_\_\_\_\_
- b. Primary contact person \_\_\_\_\_
- c. Address \_\_\_\_\_
- d. Phone number \_\_\_\_\_
- e. Email \_\_\_\_\_

2. Brief description of Applicant. Please include the name and contact information of the person who will be the City's primary contact point, and organizer of the project. In addition, please provide the name and contact information for the applicant's counsel who will be working with the City's counsel to draft a Development/Redevelopment Agreement. It is the City's expectation that there will be regularly scheduled meetings with the applicant and their counsel to negotiate the Agreement. as well as regularly scheduled meetings between the applicant's engineering firm and the City's Planning and Development Services staff.
3. Names and addresses of all of the owners, and/or officers and directors of the Applicant and entities of the Applicant requesting public assistance.
4. For CID or TDD: Applicant Petition.
5. For a TIF Application, include completed blight/conservation study.
6. Owners of record, excluding right-of-way lands, for each parcel of land to be included in the proposed TIF District. If the Applicant is different from the record owners, please state the relationship to the owners.
7. Legal description of the proposed TIF District/TDD/CID or TIF Project area and verification by an American Land Title Association (ALTA) Survey. Please coordinate with the City's Development Services Department to accomplish this.
8. Addresses and parcel ID's; and map of proposed TIF District/TDD/CID.
9. Proposed Project: Description of public and/or private improvements, building(s) including square footage, materials, proposed use, etc. Attach site plan if available.
10. Estimated Project Costs and Sources of Funding. Please provide in a similar format and level of detail as the following example:

SOURCES	AMOUNT	DESCRIPTION
Bank Loan		
Developer Equity		
TIF Property/Sales Tax Increment		
CID/TDD Sales Tax		
Other		
<b>TOTAL:</b>		

USES	AMOUNT	TIF/CID/TDD ELIGIBLE
Land Acquisition		
Site Development		
Public Infrastructure		
Private Infrastructure		
Construction of buildings		
Engineering, architecture, etc.		
Legal costs, City fees, etc.		
<b>TOTAL:</b>		

11. Form of TIF request (bonds or pay-as-you-go financing).
12. Annual ongoing operating costs to be reimbursed through CID, if any.
13. Name and address of architect, engineer and general contractor. It is the City's expectation that there will be regularly scheduled planning meetings between the applicant's engineering firm and the City's Planning and Development Services staff to ensure all requirements are met.
14. Project schedule (construction through occupancy).
15. Total estimated market value of the project upon completion.
16. Estimated ad valorem property tax and sales taxes generated by the project upon completion. (Please show calculations by building/use type.)
17. Projected number of new jobs and economic impact created.

**A. PUBLIC ASSISTANCE REQUEST**

1. Describe the amount and purpose for which the public assistance is required.
2. Assistance Request:
  - a. TIF: Statement of necessity for use of public assistance for the proposed project. The City will conduct a rigorous financial analysis of the need for assistance as embodied in the "but-for" test finding. Please enclose information which will facilitate this analysis.
  - b. CID/TDD: Applicant's statement of the compliance of the request with the Criteria for Use of the CID/TDD in Section 2 of the City's CID/TDD Policy Statement.

3. Specify any other data or information you deem pertinent for the City's consideration of this application.
4. Coordinate with the City's Finance Director to submit the following items directly to the City's financial advisor:
  - a. Certified copies of the applicant's financial audits for the past three years.
  - b. Applicant's most recent annual or quarterly financial report.
5. If you have completed other developments, please provide up to three municipal references, with particular attention to any jurisdictions where you have requested and received public assistance. Please include a brief project description of each.

**APPLICANT'S AGREEMENT**

Applicant acknowledges and agrees that all fees and expenses incurred in connection with this application or establishment of the TIF/CID/TDD project, whether or not approved, will be paid by the Applicant. The Applicant shall hold the City, its officers, consultants, attorneys and agents harmless from any and all claims arising from or in connection with the Project, including but not limited to, any legal or actual violations for any State or Federal securities laws.

**Applicant agrees and understands that a non-refundable application fee of \$5,000 to the City of Shawnee must be submitted with this Application as detailed on page 1.**

It is understood and agreed the information required in this application or any other information will be disclosed to the City's financial team and may be disclosed to the public.

Applicant recognizes and agrees that the City reserves the right to deny any Application for TIF/CID/TDD at any stage of the proceedings prior to adopting the resolution approving the district, that the Applicant is not entitled to rely on any preliminary actions for the City prior to the final resolution, and that all expenditures, obligations, costs, fees or liabilities incurred by the Applicant in connection with the Project are incurred by the Applicant at its sole risk and expense and not in reliance on any actions of the City.

The undersigned, a duly authorized representative of the Applicant, hereby certifies that the foregoing information is true, correct and complete as of the date hereof and agrees that the Applicant shall be bound by the terms and provision herein.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date