



Economic Expansion Incentive Program
Job Creation Incentive Plan Application

Please complete this application after conducting a Pre-Application Meeting with the Department of Planning and Economic Development. Staff will request additional necessary application material at that time.

To be completed by the Department of Planning and Economic Development

Application #: _____ Application given by: _____

Date Reviewed: _____ Receipt of Additional Documentation: _____

Certified Complete Date: _____ Certified Complete by: _____

1. Applicant Contact Person : _____

Address: _____

Phone #: _____ E-mail: _____

2. Business Name: _____

Address: _____

Phone #: _____ E-mail: _____

3. Business Owner (if different from Contact Person): _____

Address: _____

Phone #: _____ E-mail: _____

4. Project description (attach additional pages if necessary) *Note, this may be the similar to project descriptions previously provided to the City.* You must include a detailed description of the Business and its proposed expansion plans, including increase in personnel:

5. Describe how this project will benefit the local economy, including, but not limited to, the hiring of local labor, the use of minority or women contractors/employees, the use of local suppliers, and/or minimize pollution (attach additional pages if necessary):

6. Describe your financial need for the stabilization of tangible taxes associated with this improvement (attach additional pages if necessary):

Note, Federal Form 941 must be submitted with this application in order for it to be certified complete.

By signing this application, the contact person certifies that all provided information is correct.

7. Signature of Contact Person: _____ Date: _____

8. Relationship to Owner (if different from Contact Person): _____

9. Signature of Owner (if different from applicant): _____ Date: _____

Note: Each item is to be completed or marked “Non-Applicable” (N/A). All applicants must be current on all taxes, fees, and registrations, and no liens may exist on the property in order to applications to be certified complete.

The submission of information required in this application does not preclude the Department of Planning and Economic Development’s right to require additional information. This application will be certified as complete or incomplete within fifteen (15) business days and the Contact Person will be notified.

A Copy of the City of Economic Expansion Improvement Program Rules and Regulations is available on the Department of Planning and Economic Development webpage.