



Tax Increment Reinvestment Zone #3 – Downtown Application for Incentives

Date: _____
Applicant Name: _____ Position: _____
Mailing Address: _____
Phone: _____ Email: _____
Deadline for Documentation: _____

A.) Programs Applicant Would Like to Apply for:

- Targeted Vacant Property Improvement
 - Commercial Finish-Out Program
 - Office to Residential Conversion*
 - Rooftop Activation
 - Downtown Living Initiative
 - Streetscape & Safety Improvement Program
 - Project Specific Development Agreement
- *Multi-family projects over 5 million may require additional review by the city economic development department

Address of Property: _____
Legal Description: _____
Real Property Account #: _____
Existing Property Use: _____
Title/Contract Holder (If Different from Applicant): _____
Title/Contract Holder Address: _____
Phone: _____ Email: _____

B.) Project Information:

- New Structure (Undeveloped)
- Renovation/Historic Rehab
- New Structure (Demo of Existing)
- Conversion

Proposed Occupancy: Owner-Occupied Rental

Property Needs: Re-Zoning Re-Platting Infrastructure Connections

Project Title: _____
Current Assessed Property Value: _____ Proposed Investment: _____
Purchase Price: _____ Sq. Ft Land/Improvements: _____
Estimated Start Date: _____ Completion Date: _____
Have you received a grant from TIRZ #3 or the DMD before? _____
Number of Jobs that will be created: _____

SCOPE OF WORK:

Streetscape & Safety Program *Select all that apply to project

<input type="checkbox"/> Awning	<input type="checkbox"/> Exterior Electrical Repair	<input type="checkbox"/> Sidewalk Café/ Patio Improvements
<input type="checkbox"/> Concrete Work/ Sidewalk Repair	<input type="checkbox"/> Exterior Lighting*	<input type="checkbox"/> Signage
<input type="checkbox"/> Decorative Fence Installation (No chain link)	<input type="checkbox"/> Exterior Paint / Finish Repair*	<input type="checkbox"/> Surveillance Cameras & Systems
<input type="checkbox"/> Design & Permit fees	<input type="checkbox"/> Gutters*	<input type="checkbox"/> Window Replacement & Repair
<input type="checkbox"/> Door Replacement	<input type="checkbox"/> Landscaping	<input type="checkbox"/> Window Display
<input type="checkbox"/> Exterior Cleaning	<input type="checkbox"/> Mural	<input type="checkbox"/> Demo
	<input type="checkbox"/> Parking Lot	
	<input type="checkbox"/> Roof	

*Gutters only qualify for properties facing main streets.
 *Walls cannot be painted black or grey
 *Surveillance cameras must be at least 1080p with 10fpsr infrared capability of 15+ ft. Surveillance systems must have recording capability. Exterior lighting & surveillance cameras/systems are required for Streetscape & Safety.

<p><i>Commercial Finish Out Program</i> *Select all that apply to project</p> <ul style="list-style-type: none"> <input type="checkbox"/> Flooring and Wall Upgrades <input type="checkbox"/> Paint <input type="checkbox"/> Fixtures <input type="checkbox"/> MEP <input type="checkbox"/> HVAC <input type="checkbox"/> Carpentry <input type="checkbox"/> Kitchen Equipment <input type="checkbox"/> Countertops <input type="checkbox"/> Demo <input type="checkbox"/> Permits/ Design Fees 	<p><i>Rooftop Activation Program</i> *Select all that apply to project</p> <table border="0"> <tr> <td><input type="checkbox"/> Flooring and Wall Upgrad</td> <td><input type="checkbox"/> Restrooms</td> </tr> <tr> <td><input type="checkbox"/> Security cameras</td> <td><input type="checkbox"/> Shade Structures</td> </tr> <tr> <td><input type="checkbox"/> Signage</td> <td><input type="checkbox"/> Rooftop Accessibility (Elevators and Stairs)</td> </tr> <tr> <td><input type="checkbox"/> MEP</td> <td><input type="checkbox"/> Enclosed Landings, Windows, Doors</td> </tr> <tr> <td><input type="checkbox"/> Bar Build Out</td> <td><input type="checkbox"/> Permits and Design Fees</td> </tr> <tr> <td><input type="checkbox"/> Roof Repair</td> <td></td> </tr> <tr> <td><input type="checkbox"/> Structural Roof Support</td> <td></td> </tr> <tr> <td><input type="checkbox"/> Rooftop Safety</td> <td></td> </tr> <tr> <td><input type="checkbox"/> Permanent Seating</td> <td></td> </tr> <tr> <td><input type="checkbox"/> Lighting</td> <td></td> </tr> </table>	<input type="checkbox"/> Flooring and Wall Upgrad	<input type="checkbox"/> Restrooms	<input type="checkbox"/> Security cameras	<input type="checkbox"/> Shade Structures	<input type="checkbox"/> Signage	<input type="checkbox"/> Rooftop Accessibility (Elevators and Stairs)	<input type="checkbox"/> MEP	<input type="checkbox"/> Enclosed Landings, Windows, Doors	<input type="checkbox"/> Bar Build Out	<input type="checkbox"/> Permits and Design Fees	<input type="checkbox"/> Roof Repair		<input type="checkbox"/> Structural Roof Support		<input type="checkbox"/> Rooftop Safety		<input type="checkbox"/> Permanent Seating		<input type="checkbox"/> Lighting	
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<input type="checkbox"/> Lighting																					

C.) Checklist of Required Attachments *(Incomplete Applications Will Not Be Considered):*

- (A) Business Plan
- (B) Project Scope and Timeline
- (C) Current Photos of Property
- (D) Project Renderings and Drawings
- (E) Project Costs and Uses of Funding
- (F) Deed or Lease Agreement
- (G) Project Financing
- (H) Summary of Consultants or Contractors
- (I) W-9 for Payee *(Can be deferred, but must be provided prior to execution of Contract)*

*See Checklist Example Guide for more information regarding the required attachments.
 *Bars are required to provide food and Non-Alcoholic beverage options for patrons.
 *General Contractors are required to submit two bids for sub-contracted work. Projects not requiring a General Contractor will need to submit two bids for scope of work.

D.) CERTIFICATION

I hereby certify that I am authorized to sign the incentive application and the information contained in the application is true and correct to the best of my knowledge. I understand and certify that I have read the policy guidelines for each policy in which I am applying for and am familiar with the provisions contained therein. I also understand that all attachments are correct and that false information will disqualify this application.

I hereby warrant that all construction will be in accordance with the City of Corpus Christi Building Codes; **work will not commence on items eligible for reimbursement until an agreement has been approved by the Board of Directors of the TIRZ #3 Zone.** To the best of my knowledge, no member of the Board or employee of the Downtown Management District or City of Corpus Christi would have any financial interest, direct or indirect, in any assistance provided for this project.

Signature: _____ Date: _____

Construction plans must be submitted (not pulled) to Development Services prior to TIRZ Application submittal. An SBDC advisor meeting is now required for all potential TIRZ recipients prior to application submittal. Upon receipt of this application, the DMD may require additional financial and other information as necessary for evaluating the project. Incomplete applications will not be accepted. **Official submittal must be emailed to Jenny@cctexasdmd.com and Gabriella@cctexasdmd.com as individual PDF documents.**

For Internal Use Only:

Received by Downtown Management District: _____ Date: _____

Project Manager Assigned: _____

Requirements for Well-Designed Urban Developments

To qualify for any of the TIRZ #3 Incentives, projects must meet the following requirements. Additional requirements for the Downtown Living Initiative can be found on the ***Downtown Living Initiative Guidelines***.

- **Building Setback.** Zero-foot setbacks are preferred. Six-foot setback may be allowed if the right of way is insufficient. Additional setback may be allowed for outdoor cafés, balconies, plazas, etc. [See Figure 1].
 - **Ground Floor.** The ground floor shall be active, inviting, engaging and easily accessible from the street. For commercial ground floor uses, clear, energy efficient windows are preferred to allow pedestrians to see into the businesses.
 - **Canopies/Awnings.** Developments shall have canopies or awnings to provide architectural interest and to shield pedestrians from weather and the elements.
 - **Signage.** Pedestrian oriented designs, like hanging signs, blade signs and signs with channel letter are required. All signs shall incorporate appropriate lighting.
 - **Parking.** Off-street parking (structures and lots) must be visually appealing and integrated with the building’s design, screened with architectural and landscape elements. Cars must not be visible from the street. For new construction that includes a surface lot, the building frontage must have zero setback adjacent to higher traffic streets, with parking in the rear [See Figure 2]. Access to new lots should be through side-streets or alleyways. All parking areas must be paved, striped and lighted.
 - **Sidewalks.** Site owners will be required to install sidewalks in locations that currently do not have any installed. The sidewalk must comply with all standards set by the ADA and should accommodate landscaping, street furniture and sidewalk cafés.
1. **Landscape.** Planting zones shall include irrigated street trees, other landscaping, and street furniture. New buildings must have at least one tree for every 25 ft. of building frontage. Landscape areas should be designed to maximize tree canopy [See Figure 3]. *Note: Palm trees are not considered shade maximizing street trees.*
 2. **Lighting.** Lamp fixtures shall be installed on street walls to create well-lit sidewalks and ensure the safety of people using the space. Nocturnal architecture is strongly encouraged. Average foot candles of 1-3, with 0.5 to 6 at ground level.
 3. **Street Wall.** Blank walls cannot extend more than 10 feet. Wall space facing the street must be active, meaning the space should contain a mix of uses that will encourage use both day and night. Alternatives to blank walls include light features, windows, architectural features, and public art. Maintaining an active space will ensure livable streets and strengthen the downtown economy.
 4. **Underground Utilities.** Where underground utilities exist, they should remain underground. New projects should include underground utilities in design.
 5. **Exterior Utility Service.** Exterior utility service such as dumpsters, transformers, electrical boxes, and other utility elements must be concealed from public view.



Figure 1: Outdoor Cafe

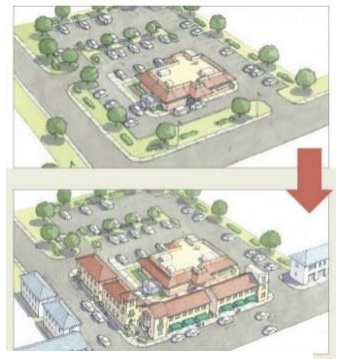


Figure 2: Parking should have minimal visual street presence



Figure 3: Streetscape should maximize tree canopy.

The Board retains the ability to alter requirements specified under these standards for individual projects. Applicant can request consideration of alternative design solutions to achieve intended goals. Designs must adhere to the Coding and Zoning requirements from the City of Corpus Christi.

Attachment A

<u>Operating Cash Flow</u>					
Revenues	Y1	Y2	Y3	Y4	Y5
Gross Residential Rent					
Gross Commercial Rent					
Commercial Tenant Contributions					
+ Other Income					
= GROSS INCOME					
- Vacancy Residential					
- Vacancy Commercial					
= Effective Gross Rent					
Expenses					
Operating Expenses					
Property Taxes					
Payroll					
Other					
Reserve Deposits					
- TOTAL EXPENSES					
= Net Operating Income					
Debt Service					
Loan #1					
Loan #2					
- Total Debt Service					
= CASH FLOW					

Attachment E

Sources & Uses of Funding			
Fill out what is applicable*			
Project Costs			Totals
Acquisition	Acquisition - Building Portion		
	Acquisiting - Land Portion		
			\$ -
Site Work	On-site		
	Off-site (steets, curbs, gutters)		
			\$ -
Rehabilitation /Construction	New Construction Costs		
	Rehabilitation Costs		
	Contingency (10%)		
	Fees & Permits		
			\$ -
Furniture, Fixtures, Equipment	Furniture, Fixtures, Equipment		
			\$ -
Professional Fees	Architect Fees		
	Engineering		
	Attorney / Real Estate		
	Consulting		
	Environmental		
	Appraisals		
			\$ -
Developer Fees	Developer Fees		
	General Partner		
			\$ -
Interim Costs	Construction Interest		
	Construction Loan Fee		
	Insurance. Title		
	Taxes		
			\$ -
Project Reserves	Replacement Reserves		
	Other		
			\$ -
Start Up Costs	Inventory / Permanent Working Capital		
	Marketing		
			\$ -
Total Uses			\$ -
Project Sources			Total
Equity	Owners Equity		
	Investors		
			\$ -
Loans	Loan #1		
	Loan #2		
			\$ -
Total Sources			\$ -