



AT THE EDGE OF THE CITY AND
THE HEART OF EVERYTHING

Shorewood Public Assistance Study

Phase 2

Please return the completed application and supporting documentation to:

Village of Shorewood
Village Manager's Office
3930 Murray Avenue
Shorewood, WI 53211
414-847-2701

rewald@villageofshorewood.org

In order to address the Village's costs of professional services and other expenses related to the review of this application, a nonrefundable fee of \$5,500 shall be made payable to the Village at the time the Phase I application is submitted. If actual costs of such review exceed the initial fee, additional funds may be required prior to continuing the review. Should the application proceed to Phase II an additional \$8,000 fee for financial review is required at time of application. The applicant will pay for all third-party costs associated with the review of the application, TID creation and assistance. If a TIF district is created the Phase II third party costs may be refunded by future revenues of the TIF district. Please see the process for Public Financial Assistance.

I. Supplemental Applicant Information

1. Attorney contact information: _____
2. Currently does the applicant own or lease the property?
OWN _____ LEASE _____ NEITHER _____
3. At project completion, will the applicant own, lease or convert the property to condo ownership?
OWN _____ LEASE _____ CONVERT TO CONDO OWNERSHIP _____
4. At project completion who will occupy (operate business on) the site
OWNER _____ RENTER _____ BOTH _____
5. If the applicant is the current or prospective tenant of the property, attach a description of the premises to be leased (legal description, floor plan etc.)
6. Evidence of Site Control:
 - A. If the applicant owns the project site, attach a copy of the applicant's deed. Also indicate:

Mortgage holder(s):

Total annual mortgage payment (principal & interest):

Total outstanding balance of existing mortgage(s):

B. If the applicant has a contract or option to purchase the project site, attach a copy of the purchase/option contract. Also indicate:

Date contract was signed:

Closing/expiration date:

C. If the applicant currently leases or will lease the project site, attached a copy of the lease or lease option contract. Also indicate:

Legal name of owner as noted on the deed(s):

Name of person who signed lease for tenant (lessee):

Landlord/owner's name and address:

7. Owner Affidavit: If the applicant currently leases or plans to lease the property, have the owner (and all entities having ownership interest in the property) sign an Owner's Consent Letter.

8. Please attach:

- Resume of principals
- Articles/Bylaws/Partnership agreement of partnerships/corporation/LLC
- A list of properties within the Village of Shorewood in which buyer has an ownership interest either as an individual or part of a corporation/partnership/LLC.

II. Public Outreach & Communication

Public input and transparency will be encouraged and opportunities will be made available in each application phase through the village's website, Village Manager's Memo and regular public notices for the CDA and Village Board meetings. Applicants are required to provide notice and public outreach to neighborhoods and impacted stakeholders prior to the review of their application by the CDA and Village Board at each application phase. The applicant shall submit a public outreach plan with each application for review that complements Village transparency efforts. The CDA and Village Board will look favorably upon applications that include demonstration of public support for the project.

1. List the stakeholder groups, including organizations such as the Business Improvement District, specific neighbors by address etc.
2. Identify the public outreach strategy for each stakeholder group and estimated dates for proposed communications.
3. Identify how the public outreach strategy will complement Village's communication methods listed above.

III. Additional Project Description Information

9. Land area (in square feet) of project site:

Current: _____

Proposed: _____

10. Building area (in square feet) of project building (or, for tenant applicants, leased premises):

	<u>Gross</u>	<u>Net leasable</u>
Current:	_____	_____
Proposed:	_____	_____

11. Land Use. Identify the appropriate existing or proposed land use of the redevelopment site and indicate the building areas dedicated to each use.

Category	Existing	Proposed	Building Area	
			Existing SF	Proposed SF
Retail	_____	_____	_____	_____
Office	_____	_____	_____	_____
Mixed use	_____	_____	_____	_____
Manufacturing	_____	_____	_____	_____
Vacant building		NA		NA
Residential	_____	_____	_____	_____

12. Job creation/retention: list the current and projected number of part time jobs and full-time jobs at the site before and after completion.

	Current	Projected
Full time employees		
Part time employees		
Total employees		

13. Attach a Sustainability Plan per Policy 40: Developer seeking over \$1 million in TIF assistance for a project shall prepare a report on the estimated cost of including solar power and other sustainable features and submit this report with the Phase II application. This report shall include an estimate of the amount of time that would be required to recover the cost of the solar power features through energy-cost savings. Commercial Shorewood projects are eligible for the Property Assessed Clean Energy (PACE) program through PACE Wisconsin.

14. Attach a Compliance Plan per Policy 40: Identify how the proposed development will meet compliance with Village of Shorewood’s goal of utilizing Targeted Business Enterprise (TBE) vendors for 25% of the construction and 17% professional services for developments receiving over \$1 million in TIF assistance.

ADDITIONAL DOCUMENTATION AND CHECKLIST

Applicants will also be required to provide the following documentation.

All personal financial information will be kept private and confidential to the extent provided by Wisconsin State Statutes.

- 1. Financial statements for past three years, including profit and loss statements and balance sheets, as applicable.
- 2. Personal financial statements of all major shareholders (principals) including the most recent three years of tax returns.

IV. Signature

I, the undersigned, affirm that the project descriptions, numerical and financial estimates, and all other information I have provided in this application are true and complete to the best of my knowledge. I have read and understood the requirements described in this application. Furthermore, I certify that I am authorized to initiate the TIF application process on behalf of the project described.

Printed name

Title

Signature

Date

Legal disclaimer

Completion of this application does not entitle the applicant to financial assistance, zoning or development approvals. Any such assistance and development approvals must be recommended and approved by the appropriate Village boards, committees, authorities, and the Village Board.

Any applications submitted under this process, and any supplemental documentation related thereto, are subject to Wisconsin's open records law as enumerated in Chapter 19 of the Wisconsin Statutes and as further defined by applicable Wisconsin case law, including exceptions and exemptions associated therewith.