

Tax Increment Financing Assistance Policy & Application



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www.townofclayton.net**

Updated December 2023

Town of Clayton
Tax Increment Financing (TIF) Assistance Policy & Application Packet

Dear Applicant:

This packet contains information and materials necessary for submitting an application for tax incremental financing (TIF) assistance from the Town of Clayton.

This packet includes the following:

- Town of Clayton's Tax Incremental Financing Policy
- TIF Application Requirements
- TIF Compliance Informational Affidavit
- Economic Disclosure Statement & Affidavit

If you have not already, prior to filling out the application materials, please schedule a pre-submittal meeting with our Town Administrator to discuss the project, necessary approvals, and the TIF assistance process.

Please note that the items in this packet are updated periodically. Please check the Town website at www.townofclayton.net for updates before making a formal submission for TIF assistance.

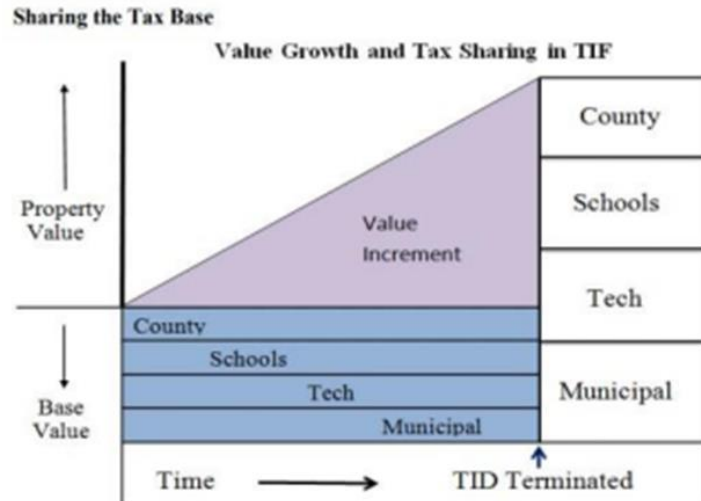
Town of Clayton

Tax Increment Financing (TIF) Assistance Policy

What is TIF?

Tax incremental financing (TIF) is a method of financing that generates tax revenue to be used toward funding infrastructure and development, which otherwise would not occur.

When a Tax Increment District (TID) is created, property owners within the district continue to pay the same property tax rates as those outside the district. The difference is those tax collections, over and above the “base value” are placed into a special fund that is used to pay for project costs. Once all costs incurred by the creation of the TID are recouped by the additional value increment created, the TID is closed and the additional property taxes created are shared by all taxing entities. The use of TIF varies from project to project and district to district. The Town uses TIF to promote development on the east side of Town. The Town has used TIF for construction of infrastructure as well.



Purpose:

The purpose of this Policy is to articulate to existing or potential businesses the Town of Clayton's desire to promote economic development that is consistent with the Town's Comprehensive Plan and provides a community benefit that will ultimately be shared by all taxing entities (Town, School, Technical College, County, & State) impacted through the establishment of a Tax Increment District (TID). ***Notwithstanding compliance with any or all of the guidelines herein, the provision of TIF assistance is a policy choice to be evaluated on a case-by-case basis by the Town Board.*** The burden of establishing the public value of TIF shall be placed upon the applicant and the application must substantially meet the criteria contained herein. The Town Administration reserves the right to bring any TIF proposal forward for Town Board consideration. Meeting statutory requirements, policy guidelines or other criteria listed herein does not guarantee the provision of TIF financial assistance nor does the approval or denial of one project set precedent for approval or denial of another project.

TIF Authority:

The authority and regulations for Tax Incremental Financing and the establishment of Tax Increment Districts are found in Wis. Stats. § 66.1105. The Town of Clayton reserves the right to be more restrictive than provided under the statutes.

Basic Provisions:

As a matter of policy, the Town of Clayton will consider using Tax Incremental Financing to assist private development in those circumstances where the proposed private project shows a demonstrated financial gap and the financial assistance request is the minimum necessary to make the project feasible. The developer is expected to have exhausted every other financial alternative(s) prior to requesting the use of TIF, including, but not limited to, equity participation, other federal and state funds, bonds, tax credits, loans, etc.

It is the intent of the Town to provide the minimum amount of Tax Incremental Financing assistance to make the project viable and not solely to broaden a developer's profit margin on the project. Prior to consideration of a Tax Incremental Financing request, the Town will undertake (at the requestor's cost) an independent analysis of the project to ensure the request for assistance is valid.

In requesting TIF assistance, the developer must demonstrate that there will be a substantial and significant public benefit to the community by strengthening the economic and employment base of the Town, positively impacting surrounding neighborhoods, increasing property values and the tax base, creating new and retaining existing jobs, and implementing the Town's Comprehensive Plan.

Each project and location are unique and therefore every proposal shall be evaluated on its individual merit, including its potential impact on public service levels, its overall contribution to the economy and its consistency with the Comprehensive Plan, or other community planning documents. Each project must demonstrate probability of financial success.

"But for" Standard – Each project must demonstrate sufficient need for the Town's financial assistance, so that without assistance, the proposed project would not occur. Every other financial alternative is to be exhausted prior to the use of TIF, including, but not limited to, equity participation, other federal and state funds, bonds, tax credits, loans, etc. TIF assistance will be utilized as gap financing. Each project must demonstrate probability of economic success.

TIF Objectives:

The Town will consider utilizing Tax Incremental Financing to meet the following basic objectives:

1. Stimulate and continued growth of the Town by:
 - a. Improving infrastructure;
 - b. Creating a variety of housing opportunities;
 - c. Preventing or eliminating blight conditions;
 - d. Constructing mixed-use developments;
 - e. Attracting desirable businesses and retaining existing businesses.
 - f. Remediating adverse environmental conditions.
 - g. Encouraging development projects that enhance the streetscape and pedestrian experience and improve the vitality of the area or neighborhood.
2. Strengthen the economic base of the Town and support economic development.

3. Stabilize and upgrade targeted neighborhoods.
4. Create and retain family supporting jobs in the Town.
5. Increase property values and tax revenues.
6. Leveraging the maximum amount of non-Town funds into a development and back into the community.

Structure for Tax Incremental Financing Assistance:

1. Tax Incremental Financing assistance will be provided by the Town on a “pay-go” basis. Requests for up-front financing may be considered on a case-by-case basis if increment generation is sufficient to meet initial financing and debt service costs and is not the first dollars spent on a project. For “pay-go” structured projects, the project owner shall agree to pay all other outstanding Town of Clayton property tax bills prior to disbursement of any pay-go payments by the Town. Requestors of up-front financing are responsible for understanding and accepting all tax implications of this type of financing.
2. No Mortgage Guarantees. The Town will not provide mortgage guarantees.
3. Personal Guarantee. The Town will require a personal guaranty for receiving TIF assistance. Amount and form shall be acceptable to the Town.
4. The property owner shall agree not to protest to the Board of Review or Circuit Court the Assessor’s determination of the property value for the properties for which the grant is requested.
5. The Town will require the property remain taxable for, at a minimum, the duration of the TIF assistance.
6. The Town will retain a maximum of 10% of any tax increment received from the project to reimburse for administrative costs. Until such time as the project generates positive tax increment, the Town will charge an administrative fee to the developer to partially offset the cost of record keeping, report preparation, accounting, and any other related administrative duties.
7. When the project is intended as a for-sale development (i.e., office, retail or residential condominiums), the developer must retain ownership of the overall project until final completion; provided, however, that individual condominium units may be sold as they are completed. For all other projects, the developer must retain ownership of the project at least long enough to complete it, to stabilize its occupancy, to establish the project management and to initiate payment of taxes based on the increased project value.
8. Projects receiving assistance will be subject to a “look back” provision. The look back mandates a developer to provide the Town or its financial advisor with evidence of its annualized cumulative internal rate of return on the investment (IRRI) at specified periods of time after project completion. The IRRI shall be calculated with equity, revenues, and expenses in accord with generally accepted accounting principles.

When the developer owns the subject property and rents space to tenants, supporting documentation shall include certified records of project costs and revenues including lease agreements and sales on a per square foot basis. If the records indicate that the developer has

received a higher return on equity, a higher return on cost, or a higher internal rate of return than originally proposed to the Town at the time of the development agreement, the developer and the Town shall split, on a 50/50 basis, the increase above the originally projected rates of return.

When the subject property is a for-sale development and the IRRI cannot be completed, the developer is to provide financial data after the project is completed. This shall include a calculation of profit on total development costs minus the TIF assistance. If the financial records indicate that the developer has received a higher return on equity, a higher return on cost, or a higher internal rate of return than originally contemplated at the time of development agreement approval, the developer and the Town shall split, on a 50/50 basis, any increase at or above original projected rates of return.

Exceptions to TIF Policy.

The Town reserves the right to amend, modify, or withdraw these policies or require additional statements or information as deemed necessary. Any party requesting waiver from the guidelines found herein or on any other forms provided for TIF assistance may do so via written communication provided to the Town with the burden being on the requestor to demonstrate that the exception to these policies is in the best interests of the Town.

Town of Clayton
Tax Increment Financing (TIF) Assistance
Application Requirements

The Town of Clayton is committed to working with the development community in a manner that is respectful of the timelines associated with business, while protecting the Town of Clayton's taxpayers. To balance these goals, the Town reviews all applications for TIF assistance in accordance with this application packet. In order for the Town to effectively and efficiently evaluate a request for TIF assistance, the Applicant must:

- Provide all applicable items in a single submission
- Organize the submission and present the required information in the manner indicated below and
- Provide one (1) hard copy and one (1) digital copy (PDF) of the submission

Applications should be mailed/emailed to the Town Administrator. Failure to provide all required information in a complete and accurate manner could delay processing of your application. The Town reserves the right to reject or halt the processing of applications that lack all required items.

General Project Information

1. Summary Letter

Provide a summary of the project in the form of a letter addressed to the Town Administrator. The letter should not exceed two (2) pages in length and should include only the following essential information about the project:

- | | |
|--|--|
| • Description of site or building, including address | • Amount of TIF assistance requested |
| • Current and proposed uses | • Statement regarding why TIF is essential |
| • Description of end users | • Summary of increment projections |
| • Project start and end dates | • Profitability |
| • Name of developer and owner | • Description of public benefits, including job creation |
| • Total development costs | |
| • Overview of private-sector financing | |

2. Project Narrative

Provide an in-depth overview of the project in narrative format. The narrative must include a description of the following aspects of the project:

- Current condition of the site and historical overview that includes the size and condition of any existing structures, environmental conditions, and past uses of the site

- Proposed use(s) of project (e.g., industrial, commercial, retail, office, residential for sale or for rental, senior housing, etc.)
- Construction information about the project including: size of any existing structure to be demolished or rehabbed; size of any new construction; types of construction materials (structural and finish); delineation of square foot allocation by use; total number and individual square footage of residential units; type of residential units (e.g. for-sale, rental, condominium, single-family, etc.); number of affordable residential units; degree of affordability of residential units (i.e. 100% AMI, 80% AMI, 60% AMI); number and type of parking spaces; and construction phasing
- Confirm that this project is consistent with the TID Project Plan for the district, and the goals and objectives identified in the Town's Comprehensive Plan. A copy of the Comprehensive Plan and TID project plans can be found on the Town Website www.townofclayton.net within the Development link.

3. Site Maps

Provide a map that shows the location of the site. Also provide a map that focuses on the project and its immediate surroundings. Both maps should be no larger than 11x17

Detailed Project Information

4. List of PINs

Identify the specific Parcel Index Numbers (PINs) included in the proposal. Also include the "base" assessed value for each of these PINs. This information can be obtained from the TIF Project Plan and from the Town's Assessors Office

5. Table of Residential Unit Mix

Provide a detailed overview of the residential units in the project. Details must include: the number and type of unit (i.e., number of bedrooms and bathrooms), unit size measured in square feet, construction cost per square foot, base sales price, "write-down" for affordable units, and the projected amount of total sales revenue.

6. Renderings of Project

Provide preliminary architectural elevations, plans and renderings for the project. These drawings should be no larger than 11x17 inches

7. Project Timeline

A comprehensive project timeline is required. Include anticipated dates for site acquisition, project start and completion, as well as other project milestones. Multi-phase projects must include details for each phase. The timeline should also identify any critical or time-sensitive dates as well as any time constraints facing the Applicant.

8. Public Benefits

Fully describe the public benefits that can be realized by the completion of this project. Projects with a high degree of public benefits are typically more likely to receive TIF assistance. Examples of public benefits include, but are not limited to the following:

- Creation of affordable housing

- Creation of new permanent jobs
- Creation of new retail choices in an underserved neighborhood
- Rehabilitation of a historic building
- Catalyst for new private investment in a neighborhood
- Re-occupancy of a vacant building
- Elimination of blight
- Incorporation of environmentally-friendly features
- Increased sales tax revenue
- Increased property tax revenue
- Job-training opportunities

This statement should include qualitative examples of public benefits as well as quantifiable and measurable outcomes of the short-term and long-term benefits to the neighborhood and to the Town of Clayton. Support documentation for the estimates of public benefits can be included in the Professional Studies Section.

9. **Residential Displacement**

Identify the number of residents, if any, who have been or will be displaced as a direct result of this project. The Applicant must address options available for re-housing any residents displaced by the project.

10. **Demonstration of Need**

Provide a detailed statement that accurately and completely explains why TIF assistance is needed. This statement should provide the reasons why the project would have unacceptable financial returns without TIF. “But for” Standard – Each project must demonstrate sufficient need for the Town’s financial assistance, so that without that assistance, the proposed project would not occur. Every other financial alternative is to be exhausted prior to the use of TIF, including equity participation, other federal and state funds, bonds, tax credits, loans, etc. TIF assistance will be utilized as gap financing. Each project must demonstrate probability of economic success.

11. **50% Rule**

No more than 50% of the net present value of the tax increment generated by a private development project shall be made available to that project as gap financing. The Town Board may make exceptions to TIF Policy.

12. **Evidence of Site Control**

Submit documents to verify that the developer has or will have control of the project site. Acceptable documentation may include deeds, title policies, leases, options, and real estate sales contracts. If the property has yet to be acquired in a manner other than a private real estate transaction, provide a statement regarding the method of acquisition, status and next steps of the related processes.

Project Financial Information

13. **Sources and Uses of Funds**

Identify the sources of funds used to finance the project. Typical sources include equity, lender financing, mezzanine financing, government financing, other anticipated types of public

assistance, and any other types or methods of financing. Describe the sources of equity. Include a term sheet for lender financing, if available.

Be aware that TIF assistance is only available as a reimbursement after the project is complete. Thus, the project budget must identify the up-front sources intended to finance the development costs of the project. If determined, specify the specific line items of the project budget that each source will finance.

Summarize the uses of funds. General categories to be identified include: acquisition and related site costs, hard construction costs, and a breakdown of soft costs. All projects must include for the construction phase a monthly or quarterly cash flow (i.e., sources or "cash in" by source, and uses or "cash out" by use).

For-sale housing developments must show income from the rental or sale of commercial space, the sale or rental of parking spaces, and unit upgrades must be included. Clearly identify all assumptions (such as absorption, sales prices, taxes, etc.). Identify the profit expected at the completion of the project.

Applicants are advised that to the extent possible, sales contracts for land acquisition should not be executed until the Town of Clayton and the Applicant have agreed on an amount of TIF assistance to be provided. This is because purchase price of a development site to be acquired or recently acquired will be reviewed to determine whether or not that price exceeds the property's current market value. Market value sets the upper limit of acquisition costs that will be considered in the estimation of TIF assistance. The Town will review any market value appraisal submitted in support of an acquisition, and the Town may obtain its own appraisal or review appraisal.

14. Development Budget

Provide an accurate and detailed development budget for the project that includes a detailed breakdown of significant line-item costs consistent with the sample included in the application packet. The budget should be arranged to identify acquisition and site related costs, hard costs, and soft costs. Also, identify all line items that are performed by the developer, owner, or related entities.

15. Request for TIF Assistance

Specifically state the amount of TIF assistance that is necessary to make this project possible. Also specify how the developer will fund project costs that will be reimbursed with TIF increment after those project costs have been incurred. For example, will the developer provide additional equity or borrow additional funds to "front-fund" the TIF assistance?

16. Pro Forma Income and Expense Schedule

Applicants whose projects involve the rental of commercial, retail, industrial, or dwelling space must submit pro formas that identify income and expense projections on an annual basis for an eleven-year period. A hypothetical property reversion is to be assumed. Clearly identify all assumptions (such as absorption, vacancies, debt service, operational costs etc.) that serve as the basis for the pro formas. Two sets of pro formas are to be submitted. The first set should show the project without TIF assistance and the second set with TIF assistance.

For owner-occupied industrial and commercial projects, detailed financial information must be presented that supports need for financial assistance (see below).

Professional Studies

17. Environmental Studies and Reports

Submit copies of all available environmental reports for the property (Phase I, Phase II, etc.) and characterize the extent of environmental contamination on the site, if any. If environmental contamination is present on the site, provide the process by which the applicant intends to obtain case closure from the WDNR.

18. Other Studies and Reports

Include as appropriate other reports in support of information that is presented in the application.

Developer Information

19. Ownership Structure

Submit an organizational chart and narrative description of the ownership structure of the development and ownership entities, which includes information on individuals involved in each. The financial relationship of each entity must be clearly and accurately described. Where applicable, also identify the relationship between the developer/owner and the operating entity. Indicate the entities that will serve as construction manager and general contractor for the project, if known.

20. Economic Disclosure Statement

Submit a Town of Clayton Economic Disclosure Statement (EDS) for each of the business entities with a financial interest in this project.

21. Principal Profile Information

Submit the requested information for each of the principals and business entities involved in this project. This information will be used to verify that the applicants and related associates do not have any outstanding debts to the Town. All outstanding Town debt must be paid in full in order for the Town to proceed with processing an application for TIF assistance.

22. Developer Licenses

Contractors/developers/brokers, may be required to be licensed by the State of Wisconsin. Provide a copy of any applicable licenses.

TIF COMPLIANCE INFORMATIONAL AFFIDAVIT

NOTICE: THIS AFFIDAVIT IS TO BE COMPLETED AT THE TIME OF PROPOSAL SUBMISSION. APPLICANT AGREES THAT THEY HAVE READ, BEEN INFORMED AND UNDERSTOOD THE FOLLOWING PROVISIONS ASSOCIATED WITH THE APPLICATION FOR TIF FINANCING. IN ADDITION, IF AWARDED A CONTRACT, APPLICANT AGREES TO COMPLY AND REQUIRE ALL PARTICIPATING SUBCONTRACTORS TO COMPLY WITH ALL REQUIREMENTS FOR EACH OF THE FOLLOWING APPLICABLE PROVISIONS:

-Job Creation/Retention (initial attachment)

I, _____ HEREBY DECLARE AND AFFIRM that I am the

_____ and duly authorized representative of
(Title-Print or Type)

_____ located at
(Name of Company - Print or Type)

(Address, Town, State and Zip of Company)
(_____) _____ (Phone)

Have you previously participated in any Federally funded or Town funded projects with any company?

Yes ☐ No ☐ If yes, please provide project address

Developer/Company: _____ Amount: _____ Year: _____

I DO SOLEMNLY DECLARE AND AFFIRM UNDER THE PENALTIES OF PERJURY THAT THE CONTENTS OF THIS DOCUMENT ARE TRUE AND CORRECT, AND THAT I AM AUTHORIZED ON BEHALF OF THE APPLICANT TO MAKE THIS AFFIDAVIT.

Signature: _____

Name of Affiant: _____

Date: _____

State of _____

County (Town/Town) of _____

This instrument was acknowledged before me on _____ (date)

by _____ (name/s of person/s)

as _____ (Type of authority, e.g., officer, trustee, etc.)

of _____ (name of party on behalf of whom instrument as executed)

(Seal)

Signature of Notary Public

**TOWN OF CLAYTON
ECONOMIC DISCLOSURE STATEMENT
AND AFFIDAVIT**

SECTION I -- DISCLOSURE OF OWNERSHIP INTERESTS

A. NATURE OF DISCLOSING PARTY

1. Indicate the nature of the Disclosing Party:

- | | |
|---|---|
| <input type="checkbox"/> Person | <input type="checkbox"/> Limited liability company* |
| <input type="checkbox"/> Publicly registered business corporation | <input type="checkbox"/> Limited liability partnership* |
| <input type="checkbox"/> Privately held business corporation | <input type="checkbox"/> Joint venture* |
| <input type="checkbox"/> Sole proprietorship | <input type="checkbox"/> Not-for-profit corporation (Is the not-for-profit corporation also a 501(c)(3))? |
| <input type="checkbox"/> General partnership* | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <input type="checkbox"/> Limited partnership* | <input type="checkbox"/> Other (please specify) _____ |
| <input type="checkbox"/> Trust | |

**Note B.1.b below.*

2. For legal entities, the state (or foreign country) of incorporation or organization, if applicable: _____
3. For legal entities not organized in the State of Wisconsin: Has the organization registered to do business in the State of Wisconsin as a foreign entity?
- ☐ Yes ☐ No ☐ N/A

B. IF THE DISCLOSING PARTY IS A LEGAL ENTITY:

1.a. List below the full names and titles of all executive officers and all directors of the entity. For notfor-profit corporations, also list below all members, if any, which are legal entities. If there are no such members, write "no members." For trusts, estates or other similar entities, list below the legal titleholder(s).

Name

Title

_____	_____
_____	_____
_____	_____
_____	_____

2. Please provide the following information concerning each person or entity having a direct or indirect beneficial interest (including ownership) in excess of 7.5% of the Disclosing Party. Examples of such an interest include shares in a corporation, partnership interest in a partnership or joint venture, interest of a member or manager in a limited liability company, or interest of a beneficiary of a trust, estate or other similar entity. If none, state "None."

Name

Business Address

Percentage Interest in
the Disclosing Party

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

SECTION II -- BUSINESS RELATIONSHIPS WITH TOWN ELECTED OFFICIALS

Has the Disclosing Party had a "business relationship," with any Town elected official in the 12 months before the date this EDS is signed? ☐ Yes ☐ No

If yes, please identify below the name(s) of such Town elected official(s) and describe such relationship(s):

SECTION III -- CERTIFICATIONS

A. CERTIFICATION REGARDING INTEREST IN TOWN BUSINESS

1. Does any official or employee of the Town have a financial interest in his or her own name or in the name of any other person or entity in the Matter?

☐ Yes ☐ No

NOTE: If you checked "Yes" to Item C.1., proceed to Items C.2. and C.3. If you checked "No" to Item C.1., proceed to Section VI.

2. Unless sold pursuant to a process of competitive bidding, or otherwise permitted, no Town elected official or employee shall have a financial interest in his or her own name or in the name of any other person or entity in the purchase of any property that (i) belongs to the Town, or (ii) is sold for taxes or assessments, or (iii) is sold by virtue of legal process at the suit of the Town (collectively, "Town Property Sale"). Compensation for property taken pursuant to the Town's eminent domain power does not constitute a financial interest within the meaning of this Part C.

Does the Matter involve a Town Property Sale?

☐ Yes ☐ No

3. If you checked "Yes" to Item C.1., provide the names and business addresses of the Town officials or employees having such interest and identify the nature of such interest:

Name (indicate whether lobbyist, etc.)	Business Address (subcontractor, attorney, paid or estimated) to be retained)	Nature of Interest

4. The Disclosing Party further certifies that no prohibited financial interest in the Matter will be acquired by any Town official or employee

B. CERTIFICATION REGARDING EQUAL EMPLOYMENT OPPORTUNITY

If the Matter is federally funded, federal regulations require the Applicant and all proposed subcontractors to submit the following information with their bids or in writing at the outset of negotiations.

Is the Disclosing Party the Applicant?

☐ Yes ☐ No

If "Yes," answer the three questions below:

1. Have you developed and do you have on file affirmative action programs pursuant to applicable federal regulations? (See 41 CFR Part 60-2.)

☐ Yes ☐ No

2. Have you filed with the Joint Reporting Committee, the Director of the Office of Federal Contract Compliance Programs, or the Equal Employment Opportunity Commission all reports due under the applicable filing requirements?

☐ Yes ☐ No

3. Have you participated in any previous contracts or subcontracts subject to the equal opportunity clause?

☐ Yes ☐ No

If you checked "No" to question 1. or 2. above, please provide an explanation:

TIF APPLICATION

Please complete and submit the following information to the Town of Clayton for a more detailed review of the feasibility of your request for Tax Incremental Financing (TIF) assistance.

Where there is not enough space for your response or additional information is requested, please use an attachment. Use attachments only when necessary and to provide clarifying or additional information.

Failure to provide all required information in a complete and accurate manner could delay processing of your application and the Town reserves the right to reject or halt processing the application for incomplete submittals.

Applicant Information

Legal Name: _____

Mailing Address: _____

Phone: (_____) _____ Email: _____

Legal Entity (check one): ☐ Individuals(s) ☐ Joint Tenants ☐ Tenants in Common
 ☐ Corporation ☐ LLC ☐ Partnership
 ☐ Other: _____

If not a Wisconsin corporation/partnership/LLC, state where organized: _____

Will a new entity be created for ownership? ☐ Yes ☐ No

Name: _____

Tax/Parcel Identification #: _____

Principals of existing or proposed corporation/partnership/LLC and extend of ownership interests:

Name	Address	Title	Interest

Investors and extent of ownership interests:

Name	Address	Title	Interest

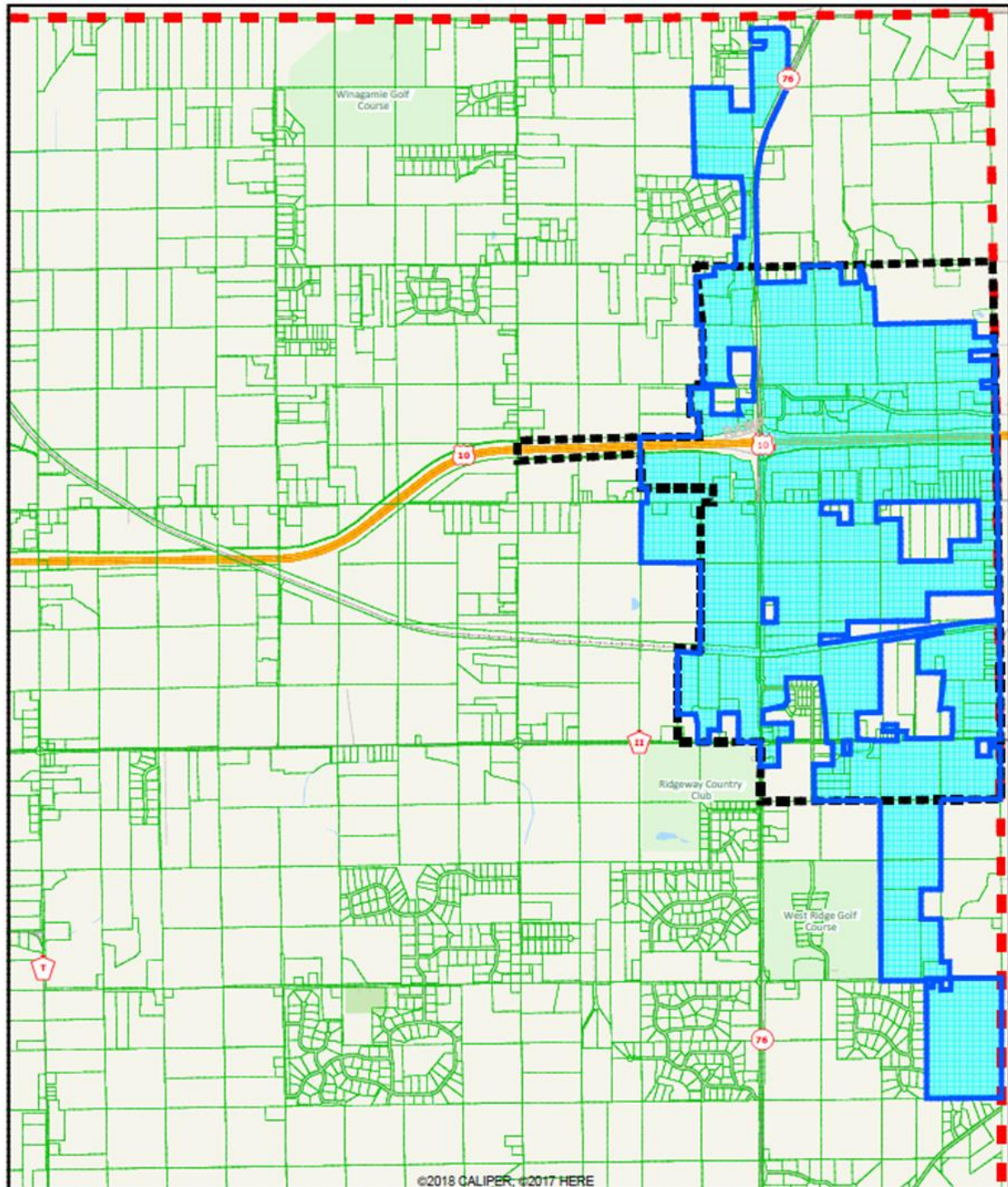
Project/Property Information

Project Narrative

Overall Project Summary & Objectives (feel free to use a separate sheet for your answer):

Property Summary:
Parcel/Land Area: _____ SF
Building Area: _____ SF
of Dwelling Units: _____
of Stories: _____
of Parking Spaces: _____

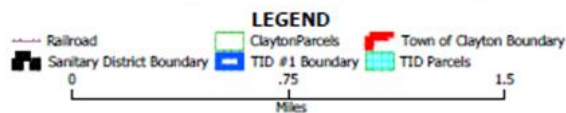
Boundary Map



Town of Clayton,
Winnebago County, WI
Tax Incremental District #1

Boundary Map

Source: Winnebago County GIS; Wisconsin Dept. of
Revenue; Town of Clayton; GWS Professional Services



May 15, 2019
revised July 9, 2019



Prepared by GWS Professional Services

Parcel Address(es) or description of location:

Current and Proposed Uses: _____

Description of End Users: _____

Current Assessed Value: \$ _____

Current Property Taxes: \$ _____

Describe and zoning changes that will be needed: _____

Identify any other approvals, permits, or licenses (i.e. Liquor License, Health Department, etc.): _____

Describe briefly what the project will do for the property and neighborhood: _____

Project Timeline	
Step	Date
Final Plan/Specification Preparation	
Bidding & Contracting	
Firm Financing Approval	
Construction/Rehabilitation	
Landscaping/Site Work	
Occupancy/Lease Up	

Development Team

Developer: _____ Architect: _____

Surveyor: _____ Contractor: _____

Other Members: _____

Describe Development Team expertise and experience in developing similar projects: _____

Other current Development Team projects in development: _____

Financial ability of the applicant to complete the project: _____

Full and part-time jobs to be created by the proposed project including estimated salary: _____

Filing Requirements

You must provide all the following items with your signed application for it to be considered complete:

- See Pages 7 through 11

NOTE:

If the project requires planning and zoning approvals, you must make these applications concurrent with this request.

Agreement

I, by signing this application, agree to the following:

1. I have read and will abide by all the policies, standards, and reporting requirements of the Town for Tax Incremental Financing (TIF).
2. The information submitted is correct and adequately represented.
3. I agree to pay all costs involved in the legal and fiscal review of this project. These costs may include, but not limited to, bond counsel, outside legal assistance, and outside financial assistance, and all costs involved in the issuance of the bonds or loans to finance the project.
4. I understand that the Town reserves the right to deny final approval, regardless of preliminary approval or the degree of construction completed before application for final approval.
5. I authorize the Town to check references, run/obtain credit reports, verify criminal and financial backgrounds, and obtain other relevant information on the applicant and involving parties.
6. I agree to provide additional information as may be requested by the Town after filing this application.

Applicant Printed Name/Title

Applicant Signature

Date

Please submit all paperwork to:

Kelly Wisnefske
Town Administrator
Phone: (920) 836-2007
Email: administrator@claytonwinnebagoi.gov

Non-Discrimination Statement – The Town of Clayton does not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations.