



Application for Economic Development Assistance New Construction

The following information is required for all projects requesting economic development assistance from the City of Seguin and/or the Seguin Economic Development Corporation (SEDC). Fill all of the spaces on the application form. If the information requested is not applicable, enter "N/A" in the space. Incomplete applications will not be considered for assistance. After receipt of the application, the City or SEDC may require additional information to be submitted to indicate the financial abilities or other factors of the company.

Applicant/Business Name		
Mailing Address		
City	State	Zip Code
Phone Number	Fax Number	
Applicant's Representative	Title	
Mailing address (if different than above)		
City	State	Zip Code
Phone Number	Fax Number	
E-mail address		
Website address		
Date of Application		

I certify that the information submitted in this application, including attachments, is true, correct and complete. Omissions or submission of incorrect information will render this application invalid.

Applicant's Signature

Date

Economic Development Assistance Requested

Tax Abatement Requested	First Year of Abatement	Abatement Schedule Requested*
Yes/No		
Financial Assistance Requested (Amount)		
Explanation/Justification		
Other Assistance Requested		
Explanation/Justification		

*Abatement Schedule Requested: Please refer to the City of Seguin tax abatement policy statement to determine the applicable tax abatement schedule.

Required Attachments

The following items must be attached to this application in order for the application to be complete. Please submit each item listed as a separate item.

1. Plat/Map of Property, extending 500 feet beyond property in all directions
2. Detailed List of improvements, including Equipment
3. Business Plan
4. Current Financial Report
5. Financial Reports for the Last Three Years
6. Tax Certificate
7. Letter Addressing Tax Abatement Minimum Standards (if applicable)

Application Submission

Submit the completed application by mail or in person to:
 Seguin Economic Development Corporation
 205 N. River Street
 Seguin, Texas 78155

This application must be filed with the SEDC prior to filing Building Permits or Building License applications with the City. If you have questions about this application, please contact the SEDC at (830) 401-2476.

Project Information

Description of the Project - property size, square footage, traffic flow off and on the premises, truck traffic (if applicable), new-existing building, lease-own.			
NAICS Code ¹		NAICS Code Description	
Property Address		Legal Description (attach if necessary)	
Value of Improvements			
Building	Equipment	Inventory Not Subject to Freeport Exemption ²	Inventory Subject to Freeport Exemption
Permit & Impact Fees			
Building Permit Fee		Water Impact Fee	Sewer Impact Fee
Construction Time Frame (month/year)			
Start:		Complete:	
Construction Materials to be Purchased (\$)			
Percent Purchased in Seguin			
Equipment and Furniture to be Purchased (\$)			
Percent Purchased in Seguin			
Construction Workers Payroll ³			
Percent Spent in Seguin ⁴			
Annual Facility Purchases ⁵		Percent Purchased in Seguin	

Project Information (Cont'd)

Purchases of Raw Materials from Local Manufacturers/Suppliers ⁶
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¹ NAICS Code: North American Industrial Classification System can be found on-line at <http://www.census.gov/epcd/www/naics.html>

² Inventory Not Subject to Freeport Exemption: Information regarding the Freeport Tax Exemption on inventory can be obtained from the SEDC.

³ Construction Workers Payroll: Payroll should include all construction workers. You may need to request information from subcontractors to be detailed to show complete payroll.

⁴ Percent Spent in Seguin: Percent of construction workers' payroll that will be spent by the workers in Seguin (food and other retail purchases).

⁵ Annual Facility Purchases: Annual purchases of operating items such as office supplies, cleaning supplies, etc. that are subject to sales tax.

NAICS Code	NAICS Code Description	Current Annual Purchases	Projected Increase
Projected Annual Sales		Annual Sales in Seguin ⁷	Percent Subject to Sales Tax
Will this project have tourism impacts? (yes/no)			
If yes, please describe on a separate page.			

Utility Usage Information

Utility Information (report usage in thousands of gallons per month)	
Projected Avg. Water Usage	Capital Investment Needed ⁸
Projected Avg. Wastewater Usage	Capital Investment Needed ⁸

Employment Information

Number of Employees (FTE)		Annual Payroll		% Previously Unemployed	
# Hourly	Avg. Wage/Hour	# Salaried	Avg. Annual Salary		
Benefits Offered					
Health Plan	Cost to Employee/Mo.	Family Coverage Avail	Cost to Employee/Mo.		
Yes/No		Yes/No			
Retirement/401K	Vacation (#/yr)	Sick Days (#/Yr)	Paid Holidays (#/Yr)		
Yes/No					
Profit Sharing	Dental Insurance	Life Insurance	Disability Insurance		
Yes/No	Yes/No	Yes/No	Yes/No		
Tuition Assistance	Flextime	Daycare	EAP		
Yes/No	Yes/No	Yes/No	Yes/No		

- Please provide as much detail as possible regarding employment as the incentive package is directly proportional to the quantity and quality of jobs. Please provide a breakdown of the total number of full time and part-time employees.
- What types of jobs will be created? (i.e. professional, skilled and unskilled)?
- What will be your company's total annual payroll in Seguin at the end of each yearly benchmark (up to five years) following the opening of your facility?

Fiscal Impact

⁶ Purchases of Raw Materials from Local Manufacturers: Purchases of raw materials used in the manufacturing process that are *not* subject to sales tax.

⁷ Annual Sales in Seguin: Estimated Sales to Seguin customers. If the company has no customers in Seguin, enter "none."

⁸ Capital Investment Needed: Cost of installing new water or sewer lines

- A. Will this project affect existing businesses and/or office facilities? If yes, please explain the positive and negative impact.
- B. What infrastructure additions or improvements will be required?
- C. What is the annual projected operating budget of the project or facility?

Community Impact

- A. What effect would the project have on the housing market?
- B. What environmental impact, if any, will be created by the project?

Company/Management Information

Please include the following with your application:

- A. Resume for each principal in your company and anyone in a management position (if different)
- B. Financial statements prepared by a certified public accountant for the three years immediately preceding the application.
- C. Corporate resolution evidencing the legal name of your company and the name of the officer(s) authorized to negotiate contracts for your company.
- D. Three sets of literature on your company (annual reports, brochures, news releases, etc.)
- E. Evidence that management has at least five years of experience in the same type of industry.

Value of Incentives

The SEDC will use the information you provide in determining whether or not it is in the best interest of the affected taxing entities to recommend that incentives be offered to a particular applicant. Specific considerations will include the degree to which the individual project furthers the goals of the community as well as the relative impact of the project. Each application is considered on a case-by-case basis.