

Developers, property owners, and businesses requesting incentives pursuant to the City of Jenks Downtown Economic Development Incentive Policy should provide the information requested in this application to:

City of Jenks
ATTN: City Manager
211 North Elm Street
P.O. Box 2007
Jenks, Oklahoma 74037



1. PROJECT INFORMATION

Type of Incentive Requested: _____

Name of Project: _____

Type of Project:

☐ Retail

☐ Restaurant/Bar

☐ Other: _____

☐ Mixed Use

☐ Entertainment

Business Stage of Project:

☐ New Business

☐ Expansion

Address of Project: _____

Legal Title Holder of Record: _____

Legal Title Holder of Record Address: _____

Brief Description of Project: _____

Present Zoning: _____

Will the project site need to be rezoned? If yes, please explain: _____

Description of buildings and improvements presently on the project site: _____

**Please attach site plans for the location of project buildings and improvements*

**Please attach floor plans and building elevations for project buildings*

Will the project create new jobs?

☐ Yes

☐ No

If Yes—

Projected new jobs upon project completion: _____

Projected new jobs 24 months after project completion: _____

Type, nature, and category of jobs created: _____

If No—

Number of existing employees: _____

2. DEVELOPER INFORMATION

Name of Developer: _____

Developer Contact & Title: _____

Developer Address: _____

Business Phone: _____ Alternate Phone: _____

Email Address: _____ Project Contact if different than above: _____

3. FINANCIAL INFORMATION

Amount of Incentive Requested: _____

Summary of Estimated Project Costs: _____

Estimated annual sales tax generating sales (with breakdown by business, if applicable): _____

4. SUPPLEMENTAL INFORMATION

You are encouraged to attach supplemental information and documents you believe will be beneficial or show that your project meets eligibility criteria in the City of Jenks Downtown Incentive Policy¹

5. CERTIFICATION BY DEVELOPER

Developer hereby certifies that all information, including all documents and materials attached and submitted, are true to his/her best knowledge and belief and are submitted for the purpose of obtaining the requested incentive for the project. Developer also certifies that this project meets the legislative intent and guidelines the City of Jenks Downtown Policy¹.

Developer

Name: _____

Date _____

Title: _____

City of Jenks

Received by: _____

Title: _____

Date: _____

¹Note: Meeting program eligibility criteria does not guarantee approval of any incentives. All applications will be considered on a case-by-case basis, and the City has sole discretion on the provision of any incentives. If determined to be eligible for an incentive, the City and Developer must execute an incentive agreement.

ADDITIONAL INFORMATION CHECKLIST (Refer to the Development Project Assistance Policy)

- ☐ Contact: Jenks Chamber of Commerce and/or a designated City staff person to set up a meeting

Are the following conditions met:

- ☐ This project is located within Jenks Downtown Core
- ☐ This project involves an investment of at least \$250,000 in hard construction costs
- ☐ Provide a copy of long-term ground lease or proof of ownership
- ☐ Development Project Assistance shall be limited or capped at no more than 10% of a project's hard construction costs
 - Amount of reimbursement will be set forth in the agreement
- ☐ Hard Costs of the Construction of Improvements," or "Hard Construction Costs," shall mean the actual and direct construction costs of:
 - Material
 - Labor
 - Improvements associated with a development.
- ☐ Reimbursable costs **exclude** developer's fees and other soft costs:
 - Architectural
 - Engineering
 - Financing
 - Legal fees
 - Other pre- and post-construction fees and expenses
- ☐ The business must have normal business hours totaling a minimum of forty (40) hours per week

Provide the following:

- ☐ Submit completed application with a check for \$250.00 made payable to Jenks Economic Development Authority
- ☐ Description of concept
- ☐ Site plan
- ☐ Photographs of the current condition of site and structures
- ☐ Project schedule

- ☐ Business plan:
 - Details on operation
 - Menu (If restaurant)
 - Organizational structure
- ☐ Resume as related to project
- ☐ Business references
- ☐ Financials:
 - Pro forma
 - Other documents as requested by JEDA or designated committee