

**October 15, 2003**

**Subject: Tax Incentives Enterprise Zone**

You have expressed an interest in qualifying the above referenced project for **tax abatement** under the **Enterprise Zone Act of 1997**.

Please be advised that the following information **must be provided** to determine the projects eligibility for tax abatements:

1. Name and Address of Developer
2. IRS Number of Developer
3. Legal Description and survey of the property to be considered.
4. Proof of control of property (copy of Deed)
5. Status of the Developer (Corporation, Non-Profit, Partnership, etc.)
6. Name, Addresses title of positions (if any), and the extent of interest of any officers, principal members, shareholders and/or investors in the project.
7. A copy of any appraisal performed by an independent appraiser to determine "Before and After" fair market value of the property under consideration.
8. Funding sources, in the way of banks, loans, sale of assets, including providing a current financial statement from a certified public accountant and a copy of your previous income tax return.
9. Estimates for the total construction/redevelopment of the project, to include:
  - a. Total cost for residential development
  - b. Cost per dwelling unit
10. A narrative explaining the project in detail.
11. A site plan showing the development, including the required landscaping and buffering needed for the project.

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*Prior to the granting of **any tax exemption action**, the provisions of both the **state** and **local** Enterprise Zone requirements for residential development must be met.*

Please do not hesitate in contacting me should you have any questions or need additional information.

Sincerely,

Lynnette Gross, Chief  
Community Reinvestment

Cc: Carmen Cavezza, City Manager  
Richard Bishop, Deputy City Manager  
Martin Land, Tax Assessor