



# CITY OF MONONA COMMUNITY DEVELOPMENT AUTHORITY TIF DEVELOPMENT PROPOSAL APPLICATION

5211 Schluter Road Monona WI, 53716

(608) 222-2525

Per the general provisions of the City of Monona an application detailing the type, character, and financial characteristics of a development are required for the Community Development Authority to consider any request for Tax Incremental Financing (TIF) assistance. Applications for TIF assistance must be submitted with 10 copies of the items listed below for staff review and agenda placement no fewer than 4 weeks before the next regularly-scheduled meeting of the CDA at which the applicant wishes to appear for project consideration. The review process will not begin until an application is determined to be complete by the Economic Development Director. In addition to the requirements of this application, please be prepared to attend all meetings and hearings related to your request. Applicants will be notified of the date of any necessary meetings and public hearings for this proposed TIF request. If you have any questions about the requirements, please contact the City Planner and Assistant Economic Development Director, at (608) 222-2525 or [dplowman@ci.monona.wi.us](mailto:dplowman@ci.monona.wi.us).

<b>APPLICANT/DEVELOPER INFORMATION:</b>	
Name:	Company/Firm:
Phone Number:	Email:
Mailing Address:	

<b>OWNER INFORMATION (if different than the applicant):</b>	
Name:	Company/Firm:
Phone Number:	Email:
Mailing Address:	

<b>ADDITIONAL OWNER INFORMATION (if applicable):</b>	
Name:	Company/Firm:
Phone Number:	Email:
Mailing Address:	

<b>ARCHITECT:</b>	
Name:	Company/Firm:
Phone Number:	Email:
Mailing Address:	

<b>GENERAL CONTRACTOR:</b>	
Name:	Company/Firm:
Phone Number:	Email:
Mailing Address:	

<b>LEGAL COUNSEL:</b>	
Name:	Company/Firm:
Phone Number:	Email:
Mailing Address:	

<b>LENDER:</b>	
Name:	Company/Firm:
Phone Number:	Email:
Mailing Address:	

<b>PROPERTY INFORMATION:</b>	
Property Address:	
Property Size (Acres):	Parcel Number:
Existing Land Use:	Existing Zoning:
Future Land Use of Property as Identified in Future Land Use Map:	
Proposed Future Land Use by Applicant:	

<b>CONSTRUCTION SCHEDULE:</b>	Phase 1	Phase 2	Phase 3
Date Prepared to Close:			
Date Prepared to Initiate Construction:			
Date of Completion: (issuance of occupancy permit)			

<b>TAXABLE VALUE:</b>	Phase 1	Phase 2	Phase 3
Total Taxable Value Upon Completion(land & improvements)			

***The developer will be required to personally guarantee the completion dates and taxable values set forth above.***

**Monetary Assistance Requested**

- Total Monetary Assistance Requested: \$ \_\_\_\_\_
- Applicant shall specifically itemize the monetary assistance requested and provide detailed justification for each amount requested.
- Disbursement Schedule Requested. Disbursement will be upon issuance of occupancy permit unless specific justification is provided for another schedule.

**Public Infrastructure & Services**

- Applicant shall specifically describe the impact the proposed project will have on public infrastructure and services (e.g. traffic, sewer, water, stormwater, public safety). Itemize all public infrastructure required to meet the needs of the project. Provide detailed justification for each.

**Conveyance of City Property**

- If conveyance of city owned property is contemplated, state the purchase price and terms under which you propose to purchase the property.

**Need for TIF Assistance**

- Please describe the circumstances which require the need for TIF assistance. The need for TIF should be supported by the financial analysis provided in the attached spreadsheet.

**Description of Proposed Improvements**

- Provide a detailed list of the improvements intended to be constructed and provide the following information for each building planned to be constructed:
  1. Total square footage.
  2. Number of stories.
  3. Proposed use and intended tenants.
  4. Total assessable value.
  5. If the proposed use includes residential tenancy complete the Description of Proposed Building Specifications.

**Description of Proposed Building Specifications**

- Please describe in detail the following information for each building planned to be constructed, as applicable:
  1. Describe intended structural components.
  2. Describe intended building envelope components.
  3. Describe acoustical isolation expectations and systems.
  4. Describe intended finish materials.
  5. Describe intended mechanical systems.
  6. Describe intended amenities.
  7. Describe any "green," "sustainable," or renewable energy features of the project.

APPLICATION CHECKLIST	
<input type="checkbox"/>	Completed <b>Application Form</b> (this page)
<input type="checkbox"/>	Completed <b>Monetary Assistance Spreadsheet</b>
<input type="checkbox"/>	Completed <b>TIF Development Proposal</b>

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Owner Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

<b>Below Space for Office Use</b>	
Date Filed:	Appear before CDA on:
Recommendation of CDA:	
Resolution #:	Resolution Adoption Date:
Date of Public Hearing at Common Council:	
Public Hearing Notice Published On:	
Action of Common Council:	
Ordinance #:	
Ordinance Publication Date:	Ordinance Adoption Date:

Updated: 12/3/2020