



# TAX INCREMENTAL FINANCING APPLICATION

Please complete and submit the following information to the Village of Maple Park for a more detailed review of the feasibility of your request for Tax Incremental Financing (TIF) assistance. The application is comprised of four parts: 1) Applicant Information, 2) Project/Property Information, 4) Project Budget/Financial Information, and 4) Attachments.

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.

The Committee of the Whole reviews all applications for TIF assistance. Failure to provide all required information in a complete and accurate manner could delay processing of your application and the Committee of the Whole reserves the right to reject or halt processing the application for incomplete submittals.

For further information please refer to the "Village of Maple Park Tax Incremental Financing Policy" document.

## Applicant Information

Legal Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Legal Entity (check one):  Individual(s)  Joint Tenants  Tenants in Common  
 Corporation  LLC  Partnership  
 Other: \_\_\_\_\_

If not a Illinois corporation / partnership / LLC, state where organized: \_\_\_\_\_

Will a new entity be created for ownership (check one)?  Yes  No

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

Name	Address	Title	Interest

Is any owner, member, stockholder, partner, officer, or director of any previously identified entities, or any member of the immediate family of any such person, an employee of the Village of Maple Park (check one)?  Yes  No

If yes, give the name and relationship of the employee: \_\_\_\_\_

Have any of the applicants (including the principals of the corporation / partnership / LLC) ever been charged or convicted of a misdemeanor or felony?  Yes  No

If yes, please furnish details: \_\_\_\_\_

# Project / Property Information

## Project Narrative

Overall Project Summary and Objectives: \_\_\_\_\_

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Current and Proposed Uses: \_\_\_\_\_

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Description of End Users: \_\_\_\_\_

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Describe any zoning changes that will be needed: \_\_\_\_\_

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

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

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### Property Summary:

Parcel / Land Area: \_\_\_\_\_ SF

Building Area: \_\_\_\_\_ SF

# of Dwelling Units: \_\_\_\_\_

# of Stories: \_\_\_\_\_

# of Parking Spaces: \_\_\_\_\_

Project Timeline	
Step	Date
Final Plan / Specification Preparation	
Bidding and 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: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### Professional Studies

**Market Studies:** Applications for commercial and residential projects must include a comprehensive market study. The market study must identify target markets, analysis of competition, demographics, market rents, letters of intent/interest from prospective tenants, or for housing developments, sale prices or rental rates of comparable properties.

**Appraisal:** All projects that involve the transfer of land must include a recent appraisal. Projects that include land as a form of equity or collateral must also submit a recent appraisal. The appraisal must value the property "as is", and the impact on value must be considered for such items as demolition, environmental remediation, relocation of utilities, lease buy-outs, and other work necessary to make the site developable. The property must be valued assuming that the highest and best use is the proposed use.

## Project Budget / Financial Information

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.

Use of Funds	Amount (\$)	\$ per SF of Building Area
Land Acquisition		
Demolition		
Environmental Remediation		
Site Clearance and Preparation		
Soft Costs / Fees		
Soft Cost Contingency		
Hard Construction Costs		
Total Projected Costs		

Sources of Funds	Amount (\$)	% of total project costs	
<b>Equity</b>		_____ %	
Developer Equity		_____ %	
Other: _____		_____ %	
Total Equity		_____ %	
<b>Loans</b>		<b>Rate</b>	<b>Term</b>
Construction Financing		_____ %	_____ mos.
Permanent Financing		_____ %	_____ yrs.
<b>TIF Assistance</b>		_____ %	
Other: _____		_____ %	
<b>Total Sources of Funds</b>		100%	

Source Amount	Terms: Years / Interest	Contact Information
Equity: _____		
Loans:		
1.		
2.		
3.		
4.		

**Detailed Pro Forma (must correspond to line items for Use of Funds on previous page)**

Land Acquisition	\$
Demolition	\$
Site Clearance	
Infrastructure	\$
Utilities / Removal	\$
Utilities / Relocation	\$
Utilities / Installation	\$
Hazardous Materials Removal	\$
Other: _____	\$
Total Site Clearance and Preparation	\$
Soft Costs / Fees	
Project Management ( _____ %)	\$
General Contractor ( _____ %)	\$
Architect / Engineer ( _____ %)	\$
Developer Fee ( _____ %)	\$
Appraisal	\$
Soil Testing	\$
Market Study	\$
Legal / Accounting	\$
Insurance	\$
Title / Recording / Transfer	\$
Building Permit	\$
Mortgage Fees	\$
Construction Interest	\$
Commissions	\$
Marketing	\$
Real Estate Taxes	\$
Other Taxes	\$
Other: _____	\$
Other: _____	\$
Sub-Total Soft Costs / Fees	\$
Soft Cost Contingency	\$

## **Pro Forma Income and Expense Schedule**

Applicants whose projects involve the rental of commercial, retail, industrial, or living units must submit project pro formas that identify income and expense projections on an annual basis for a minimum five-year to a maximum eleven-year period. If you expect a reversion of the asset after a holding period please include that in your pro forma as well. Please check with Village staff to determine the time period needed for the pro forma. 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 the need for financial assistance (see below).

## **Analysis of Financial Need**

Each application must include financial analyses that demonstrate the need for TIF assistance. **Two analyses must be submitted: one WITHOUT TIF assistance and one WITH TIF assistance.** The applicant must indicate the minimum return or profit the applicant needs to proceed with the project and rationale for this minimum return or profit. The analyses will necessarily differ according to the type of project that is being developed.

**Rental Property:** For projects involving rental of space by the developer to tenants (tenants include offices, retail stores, industrial companies, and households), an internal rate of return on equity must be computed with and without TIF assistance based on the pro forma of income and expense prepared for the **Income and Expense Schedule** below. The reversion at the end of the ten-year holding period must be based on the capitalized 11th year net operating income. The reversionary value is then added to the 10th year cash flow before discounting to present value. State all assumptions to the analyses.

**For Sale Residential:** Show profit as a percent of project cost (minus developer fee and overhead and minus sales commissions and closing costs, which should be subtracted from gross sales revenue). Other measure of profitability may be submitted, such as profit as a percent of sales revenue.

**Mixed Use Commercial / For-Sale Residential:** Provide either separate analyses for each component of the project or include in the revenue sources for the for-sale portion, the sale value of the commercial component based on the net operating income of the commercial space at stabilization. Indicate how the sale value was derived.

**Owner-Occupied Commercial:** For projects, such as “big-box” retail projects, provide copies of the analyses that the company needs to meet or exceed the company’s minimum investment threshold(s) for proceeding with the project.

**Competitive Projects:** In instances where the Village is competing with other jurisdictions for the project (e.g., corporate headquarters, new manufacturing plant), present detailed analyses that demonstrate the capital and operating cost differential between the proposed location(s) in Maple Park and locations that are seriously being considered by the applicant.

<b>Revenue Projections – Rental Project</b>			
	<b>Year 1</b>	<b>Year 2</b>	<b>&gt;&gt;Year 11</b>
Income rent per sf (or avg.)	\$	\$	\$
Commercial Rent	\$	\$	\$
Commercial Expense Recoveries	\$	\$	\$
Residential Rent	\$	\$	\$
Other Revenue: _____	\$	\$	\$
<b>Gross Potential Income</b>	\$	\$	\$
Commercial Vacancy _____%	\$	\$	\$
Residential Vacancy _____%	\$	\$	\$
<b>Effective Gross Income (EGI)</b>	\$	\$	\$
<b>Expenses</b>			
Maintenance & Repairs	\$	\$	\$
Real Estate Taxes	\$	\$	\$
Insurance	\$	\$	\$
Management Fee	\$	\$	\$
Professional Fees	\$	\$	\$
Other Expense: _____	\$	\$	\$
Other Expense: _____	\$	\$	\$
<b>Total Expenses</b>	\$	\$	\$
<b>Net Operating Income (NOI)</b>	\$	\$	\$
Capital Expenses (reserves, tenant improvements, commissions)	\$	\$	\$
Debt Service	\$	\$	\$
<b>Net Cash Flow (before depreciation)</b>	\$	\$	\$
<b>Reversion in Year 10</b>			
Year 11 NOI before Debt & Capital Expenses	\$		
Capitalization Rate		%	
Gross Reversion	\$		

**Revenue Projections – For-Sale Project**

<b>Gross Sales Revenue</b>			
<b>Housing Units</b>	<b>Unit Type*</b>	<b>Number</b>	<b>Price / Unit</b>
			\$
			\$
			\$
			\$
			\$
			\$
<b>Total Housing Sales:</b>			\$
*affordable units if any			
<b>Housing Unit Upgrades:</b>			\$
<b>Commercial Space</b>	<b>Unit Type</b>	<b>Size (SF)</b>	<b>Price per SF</b>
			\$
			\$
			\$
<b>Total Commercial Sales</b>			\$
<b>Total Gross Sales Revenue</b>			\$
<b>Cost of Sales</b>			
Commissions	%	\$	
Marketing	%	\$	
Closing	%	\$	
Other Costs: _____	%	\$	
<b>Total Costs of Sales</b>			\$
<b>Net Sales Revenue</b>			\$



## Attachments

### Summary Letter

Provide a summary of the project in the form of a letter addressed to the Village 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
- Description of end users
- Profitability
- Current and proposed uses
- Project start and end dates
- Description of public benefits, including job creation
- Overview of private-sector financing
- Amount of TIF assistance requested
- Summary of increment projections
- Name of developer and owner
- Total development costs
- Statement regarding why TIF is essential and why the “but for” provision will be met

*Note: In the “but for” discussion, you must clearly describe why TIF is needed to help this project and why the project will not / cannot proceed without such support. Failure to clearly provide the “but for” explanation will delay action on your application.*

### 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 rental, senior/assisted 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; number and type of parking spaces; and construction phasing.
- A summary of the proposed “green” features to be included in the project. All projects that receive TIF assistance are encouraged to include environmentally friendly features.

### Filing Requirements

You must provide all of the following items with your signed application:

- **Fee:** An application fee of 1% for projects with assistance up to \$100,000, 2% for projects with assistance between \$100,000 to \$499,999, or 3% for projects with assistance at \$500,000 or greater. This fee is to cover Village costs associated with evaluating the TIF application. Make your check payable to the Village of Maple Park.
- **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 inches. Larger maps may be required for projects presented to the Plan Commission, Committee of the Whole, or Village Board.

- **Project Renderings:** Provide preliminary architectural drawings, plans, and renderings for the project. These drawings should be no larger than 11x17 inches. Larger drawings may be required for projects presented to the Plan Commission, Committee of the Whole, or Village Board.

## Notes

- 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:

- I have read and will abide by all the requirements of the Village for Tax Incremental Financing.
- The information submitted is correct.
- I agree to pay all costs involved in the legal and fiscal review of this project. These costs may include, but not be 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.
- I understand that the Village reserves the right to deny final approval, regardless of preliminary approval or the degree of construction completed before application for final approval.
- The undersigned authorizes the Village of Maple Park to check credit references and verify financial and other information.
- The undersigned also agrees to provide any additional information as may be requested by the Village after filing of this application.

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Applicant Printed Name/Title

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Applicant Signature

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Date