



**Port Authority of Winona
207 Lafayette
P.O. Box 378
Winona, MN 55987**

PRE-APPLICATION REQUEST FOR FINANCIAL ASSISTANCE

PROJECT:

1. Legal Business Name: _____
d/b/a: _____
Address: _____
Telephone: _____
Contact: _____
State Incorporation _____, as a corporation, LLC,etc.
2. Brief description of the business: _____
3. Present ownership of the site: _____
4. Who will own the site during construction: _____
5. Who will own the site once construction is complete: _____
6. Location of proposed development: to include parcel numbers, addresses, area (acres/sq. ft.), legal description, and current use and zoning. Please indicate if parcel(s) will need rezoning.
7. Proposed Development: known or suspected environmental concerns of the site, type of development (retail, office, industrial, rental housing, homeownership, etc.), new construction or rehabilitation/renovation, will building demolition occur, are there historic designations, and what will the development do for the property and/or neighborhood.

8. Total Estimated Development Costs:

a. Land Acquisition	\$ _____
b. Site Development	\$ _____
c. Building Cost	\$ _____
d. Soft Costs	\$ _____
e. Financing Costs	\$ _____
f. Contingencies	\$ _____
Total	\$ _____

9. Estimated Development Costs Eligible for TIF Assistance (i.e. Acquisition, Demolition, Site Improvements, Utilities, and Streets):

a. _____	\$ _____
b. _____	\$ _____
c. _____	\$ _____
d. _____	\$ _____
Total	\$ _____

10. PLEASE SUBMIT PROJECT PROFORMAS SHOWING NEED FOR ASSISTANCE

11. Total Estimated Market Value at completion: \$ _____

Current Market Value: \$ _____

12. Estimated real estate taxes upon completion: \$ _____

Current real estate taxes: \$ _____

13. Source of Financing

a. Equity	\$ _____
b. Bank Loan	\$ _____
c. TIF (Gap)	\$ _____
d. Tax Abatement (GAP)	\$ _____
e. Other (i.e. Energy Rebates/PACE)	\$ _____
Total:	\$ _____

14. Amount of Assistance and what will the funds be used for:

Estimated Gap: \$

Use of funds:

15. Name & Address of architect, engineer, and general contractor:

16. Development construction schedule:

a. Construction Start Date	_____	
b. Construction Completion Date	_____	
c. If phased project:	_____ Year	_____ % Complete
	_____ Year	_____ % Complete

17. State specific reasons why assistance is necessary for the development (the “but for” test).
18. If financial assistance (TIF and/or Abatement) is not provided, will the project (1) proceed as previously described utilizing other financing, (2) proceed in some alternative form, or (3) not proceed at all? If the project will proceed in some alternative form, provide a summary below.
19. Please indicate how the development would meet one or more of the following:
1) Economic Development goals: Number of jobs created and cash wages; jobs number of retained, or 2) Creation of affordable housing, 3) Tax base expansion, or 4) Tax base diversification.
20. Municipal Reference (if applicable). Please name any other municipalities wherein the applicant, or other corporations the applicant has been involved with, has completed developments within the last five years.

If a commercial project, skip 21 & 22; and move to 23

21. For Home Ownership Housing:

Type, number, and size of units (sq. ft. & number of bedrooms):

Type of construction and materials:

Anticipated sales price:

Target income level(s) the development will serve:

Details of any market studies completed or underway:

22. For Rental Housing:

Type and size of building(s) (# of floors, units, etc.):

Type of construction and materials:

Size of units (sq. ft.) and number of bedrooms:

Description of building/unit amenities:

List of utilities included with rent:

Target income level(s) the development will serve:

Monthly rental rates by unit type:

How long (years) are the proposed monthly rents expected to remain flat:

Details of any market studies completed or underway:

23. Description of Commercial Project:

24. Submit this form and we will provide a work plan and request for a deposit fee.
Any unused portion of the deposit will be returned upon project completion.

25. Additional Comments:

Additional Considerations

Agreement: I, by signing this application, agree to the following:

1. The information submitted is correct and adequately represented.
2. I understand the City reserves the right to invoice the applicant for the services provided by the Port Authority's Legal and Financial Consultants to review the applicants request and services necessary and appropriate to carry out the applicant's request.
3. I understand the City reserves the right to deny approval, regardless of preliminary approval or the degree of construction completed before application for final approval.
4. I authorizes the City to check references, run a credit report, verify criminal and financial backgrounds and obtain other relevant information on the applicant and parties.
5. I agree to provide additional information as may be requested by the City after filing of this application.

Applicant Name (Printed): _____

Date: _____

Signature: _____