

GENERAL INSTRUCTIONS FOR FILING AN APPLICATION FOR DESIGNATION OF A REINVESTMENT ZONE AND TAX ABATEMENT IN CITY OF VICTORIA AND/OR VICTORIA COUNTY

FILING INSTRUCTIONS:

1. Attach additional pages if there is not enough space allotted to answer questions on the application.
2. Applicants and projects must meet the requirements established by the Victoria City/County Guidelines and Criteria in order to receive positive consideration.
3. Section 2 of the Guidelines sets out regulations governing eligible facilities, eligible and ineligible improvements, terms and economic qualifications. Conformance with all applicable sections is required for eligibility.

SECTION I - APPLICANTS INFORMATION:

The taxing unit may consider applicant's financial capacity in determining whether to enter into an abatement agreement. Established companies for which public information is available, or the wholly owned businesses of such companies, should include with the application a copy of their latest annual report to stockholders. Other applicants and new companies should attach a statement showing: (1) when company was established, (2) business references (name, contact and telephone number of principal bank, accountant and attorney) and (3) may be required to submit an audited financial statement and business plan.

SECTIONS II & III - PROJECT INFORMATION:

Only facilities listed in Section 2(a) of the Guidelines may receive abatement. Check guidelines and definitions in Sections 1 and 2 to see if project qualifies.

If the project is a Regional Entertainment Facility, Regional Service Facility, Regional Distribution Center Facility or Other Basic Industry, include the following items: (1) market studies, (2) business plans and (3) agreements or other materials demonstrating that the facility is intended to serve a market, the majority of which is substantially outside of the Victoria County region.

SECTION IV - ECONOMIC IMPACT INFORMATION:

Permanent Employment Estimates -- In estimating the permanent employment, include the total number of jobs retained and/or to be created at this site by your firm as well as permanent jobs of service contractors, if any, required for operation.

Estimated Appraised Value on Site - The value January 1 preceding abatement should be the value established by the Victoria County Appraisal District (www.victoriacad.org) If the applicant must estimate value because the taxable value is not known or is combined with other properties under a single tax account, please so state. Projections of value should be a "best estimate" based on taxability in Texas. The projection of project values not abated should include personal property and ineligible project-related improvements, such as office space in excess of that used for plant administration, housing, etc.

(SECTIONS V & VI - SELF-EXPLANATORY)

APPLICATION FOR TAX ABATEMENT IN CITY OF VICTORIA AND/OR VICTORIA COUNTY

FILING INSTRUCTIONS

This application should be filed at least NINETY (90) DAYS prior to the beginning of construction or the installation of equipment when possible. This filing acknowledges familiarity and assumed conformance with "GUIDELINES AND CRITERIA Tax Abatement City of Victoria and/or Victoria County, Texas" (copy attached). This application will become a part of any later agreement or contract and knowingly false representations thereon will be grounds for the voiding of any later agreement or contract.

SCANNED COPY OF THIS APPLICATION AND ATTACHMENTS MAY BE SUBMITTED ELECTRONICALLY TO: VEDC@VICTORIAEDC.COM

ORIGINAL COPY OF THIS APPLICATION AND ATTACHMENTS SHOULD BE SUBMITTED VIA:*

USPS:

OR IN PERSON:

Victoria Economic Development Corp.
PO Box 7
Victoria, TX 77902

Victoria Economic Development Corp.
101 W. Goodwin Ave. Ste. 322
Victoria, TX 77901

*Applications for projects to be located in Victoria County but outside of the municipal boundary of the City of Victoria will be presented to the Victoria County Judge and Commissioner's Court.

*Applications for projects to be located within the municipality of Victoria will be presented to the Mayor of Victoria and City Council.

SECTION I - APPLICANT INFORMATION

Submittal Date: _____

Company Name: _____

Address: _____

City: _____ State: TX Zip: _____

Telephone: _____ Fax Number: _____

Website: _____ Email: _____

Name of Company Contact on This Project: _____

Address: _____

City: _____ State: TX Zip: _____

Telephone: _____ Fax Number: _____

Website: _____ Email: _____

Company Structure: Corporation _____ Partnership _____ Proprietorship _____

Corporate Annual Sales Per Year: \$ _____

Estimated Local Sales Per Year: \$ _____

Please Attach Annual Report Done _____ (See Instructions, Part I)

SECTION II - PROJECT INFORMATION

Check Type of Facility to be Abated:

Manufacturing _____ Regional Distribution _____ Regional Service _____

Other Basic Industry _____ Research _____

Please attach address, map and legal description of existing property. Done _____

Victoria CAD Property ID: _____ (www.victoriacad.org)

Please refer to Victoria CAD Property ID and mark all taxing entities pertaining to this facility.

ABATING TAX ENTITIES

Victoria County: Yes: _____ No: _____

City of Victoria: Yes: _____ No: _____

Victoria County Road and Bridge: Yes: _____ No: _____

This application is for a: New Plant _____ Expansion _____ Modernization _____

Describe Product or Service to be Provided:

SECTION III - PROJECT DESCRIPTION

Please attach a statement on company letterhead and signed by an Officer of the company:

- (1) fully explaining the nature and scope of the project,
- (2) describing the proposed site and existing improvements, if any,
- (3) describing all proposed improvements and
- (4) providing a list of eligible improvements and fixed equipment for which abatement is requested.

DONE: _____

SECTION IV - ECONOMIC IMPACT INFORMATION

Part A – Permanent Employment Estimates:

Current number of Full-Time Employees: _____

Estimated number of permanent, full-time jobs Retained (Jobs at Risk): _____

Estimated number of permanent, full-time jobs Created at Start-Up: _____

Estimated Start-Up Date: _____

Estimated number of permanent, full-time jobs created within one year of Start-Up Date: _____

Estimated peak employment date: _____ Estimated peak number of jobs: _____

Part B – Construction Employment Estimates

Estimated Construction Start Date: _____

Estimated Completion Date: _____

Estimated Number of Construction Jobs: _____ At Start-Up: _____ Peak: _____

Estimated Number of Man-Hours: _____

Part C – School District Impact Estimates

Give estimated number of:

Families Transferred to Area: _____

Children to be added to ISD: _____

Part D – Environmental Impact Estimates

Volume of treated, potable water required from City: _____

Volume of effluent to be treated by City: _____

Type of effluent: _____

(Please provide a statement on planned water and sewer treatment methods and disposal of effluent if the facility is to be located outside city systems.)

Will the project require air or water permits? Yes _____ No _____

Has permitting been started? Yes _____ No _____

Part E – Property Values and Investments (It is understood that answers given here are Estimates)

1. Expected Total Project Expenses: _____

2. Ineligible Property and Expenses: _____

(As defined in Guidelines, Section 2, 2.5)

3. Taxable Property Removed/Replaced: _____

4. Total Value Eligible for Abatement: _____

(As defined in Guidelines, Section 2, 2.4)

NOTE: Subtracting lines 2 and 3 from line 1 should result in the amount stated on line 4.

5. Appraised Base Year Value of Site: _____

(Can be provided by the County Appraisal District, www.victoriacad.org)

6. Taxable Value of New Improvements at Start-Up: _____

7. Total Value of all taxable property after Start-Up: _____

(Sum of lines 5 and 6)

Expected Productive Life of Abated Improvements:

Building years _____ Equipment years _____

SECTION V - OTHER AGREEMENT APPLICATIONS

Has the company made application for abatement of this project by other taxing jurisdictions or counties? Yes _____ No _____

If "Yes", please provide (1) Dates of Application, (2) Hearing Dates, (3) Name of Jurisdiction(s) and Contact(s) and (4) Any letters of intent to abate.

SECTION VI - DECLARATION

To the best of my knowledge, the above information is an accurate description of project details.

Company Official's Signature

Name: _____

Title: _____

Printed Name and Title
of Company Official

APPLICATION CHECK LIST

In order to be considered complete, the Application must include the following:

- 1. Company Annual Report or most recent year-end financials.*
- 2. Letter from Company Official.*
- 3. Legal Description (metes and bounds) of property.*
- 4. Scope of Project / Descriptive list of improvements.*
- 5. Map denoting location of improvements on the property.*
- 6. In the case of modernization, a statement of assessed value of the facility for the year immediately preceding the application.*

For Official Use - Do Not Write Here

Action Taken:

- 1. EDC Contact**
- 2. County Precinct**
- 3. School District**
- 4. City**
- 5. Jurisdictions Notified (Date)**
- 6. Initial Review complete (Date)**
- 7. Review Circulated (Date)**
- 8. Letter of Intent (Date)**
- 9. Hearing Notice on Agenda (Date)**
- 10. Public Hearing (Date)**
- 11. Action:**
 - County**
 - City**
- 12. Agreement Signed (Date)**