

City of St. Joseph

TIF Application Procedures

- Applicant shall meet with the Economic Development Director to discuss the scope of the project, public assistance being requested, time schedule, and other information as may be necessary.
- Following the initial meeting, the applicant shall provide information required by the **Preliminary** TIF Application Form. The application shall be submitted to the Economic Development Office as soon as possible.
- The preliminary application will be reviewed by the Economic Development Director concerning the feasibility of the project on a preliminary basis. A report will be prepared by the EDA and present to the EDA Board for review and recommendation to the City Council.
- The applicant shall be placed on the City Council agenda for concept review. The applicant may make a presentation of the project at that time, which is strongly suggested. The EDA Director will present the report and any other findings.
- If the Council's concept review is positive, the applicant may file a **Formal Application** for Tax Increment Financing assistance. The following items must accompany the final application in order to be complete:
 1. \$2,500 final application fee
 2. \$7,500 application deposit if the project cost is \$1,500,000 or less or \$15,000 deposit if the project is \$1,500,001 or more.
 3. Completed "But For" worksheet
- Following the necessary analysis of the final application by the EDA, a report shall be prepared and presented to the City Council and EDA for formal action. If the application is approved, the EDA Director will be instructed to undertake the following steps:
 1. Prepare a development/redevelopment agreement between EDA and Developer; and
 2. Prepare or modify the redevelopment plan and TIF plan if necessary.
- Prior to the completion and acceptance of the development/redevelopment agreement, the Planning Commission and City Council must issue a Special Use Permit.

If you have any questions concerning the Tax Increment Financing application process, please contact:

Nate Keller, Community Development Director
(320) 557-3524
nkeller@cityofstjoseph.com