

# CITY OF HALLETTSVILLE

## APPLICATION FOR ECONOMIC DEVELOPMENT INCENTIVES

Instructions: Complete all sections of this application. Incomplete applications will not be processed. Submit completed application and all required attachments to:

**Hallettsville City Administrator: Grace Ward**

Email: [cityadmin@cityofhallettsville.org](mailto:cityadmin@cityofhallettsville.org)

Phone: 361-798-3681 x 6

Mailing Address: 101 N. Main St., Hallettsville, TX 77964

### APPLICATION FEE

Projects under \$1M investment: \$250

Projects \$1M to \$5M investment: \$500

Projects over \$5M investment: \$1,000

**Along with this application, please submit a detailed business plan that includes:**

- Executive summary
- Market analysis
- Operational plan
- Management team bios
- **3-5 year financial projections including:**
  - Projected income statements
  - Projected balance sheets
  - Cash flow projections
  - Break-even analysis
  - Assumptions underlying projections

### APPLICANT INFORMATION (ENTITY FOR WHICH AN AGREEMENT WILL BE MADE)

Applicant Company Name	
Company Representative	
Title	
Mailing Address	
City, State, Zip	
Telephone	
Email	
Website Address	
Federal EIN Number	

### BUSINESS BACKGROUND

Legal Business Structure	
State of Incorporation/Formation	
Date of Incorporation/Formation	
Number of Years in Business	
Parent Company (if applicable)	
Number of Current Locations	

**Brief Company History and Overview (minimum 2-3 paragraphs):**

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**TENANT REPRESENTATIVE**

*Complete only if applicant is a tenant/lessee*

Title	
Company Name	
Mailing Address	
City, State, Zip	
Telephone	
Email	

**PROPERTY OWNER**

Property Owner's Representative	
Title	
Mailing Address	
City, State, Zip	
Telephone	
Email	

**PROPERTY AND PROJECT DESCRIPTION**

**1. Property address and/or location:**

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- 2. Attach a map or other document that shows the precise location of the property.
- 3. Attach a copy of letter of intent or lease agreement between property owner and tenant (if applicable).
- 4. Attach a copy of the latest sales tax payment (if existing business).
- 5. Attach a floor plan, or site plan of the proposed project.

**6. Will any zoning changes be necessary to accommodate the project? If yes, provide additional information:**

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**7. Description of activities, products, or services produced and/or provided at the location:**

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**8. Other cities being considered for this project:**

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**9. Describe any off-site infrastructure requirements:**

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Water	
Wastewater	
Streets	
Drainage	
Other	

**10. Estimate the annual utility usage for this project:**

Electric (kWh)	
Water (gpd)	
Wastewater (gpd)	
Gas (mcf)	

## FISCAL IMPACT

**1. Estimated total value of capital investment for buildings, other real property improvements and furniture, fixtures, and equipment?**

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2. Current value (attach a copy of latest property tax statement from Lavaca County Appraisal District including both real and personal property):

Real Property	
Personal Property	

3. Estimate the value of real and business personal property that will be added to the tax rolls?

Real Property	
Personal Property	

**4. What is the total projected annual operating budget of the facility?**

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**5. How much direct sales tax will be generated? (Please include calculations in the attached financial projections)**

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**6. How much infrastructure construction will be required?**

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**7. What is the estimated return on public investment?**

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## EMPLOYMENT IMPACT

1. Provide employment information for the number of years incentive is requested:

Employment Information	Existing Operation (If Applicable)	At Project Start	At Term of Incentive
Total Number of Permanent Full-Time Jobs			
Total Number of Full-Time Equivalent Jobs			
Average Annual Salary			
Total Payroll for all Full-Time Jobs			
What NAICS codes do these jobs fall under (if applicable)			
Projected Number of Construction-Related Jobs			
Estimated Total Construction Payroll			

**2. What types of jobs will be created?**

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## COMMUNITY IMPACT

**1. How compatible is the project with the City of Hallettsville's Comprehensive Plan and Economic Development Strategic Plan goals?**

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**2. How does the project support quality of life benefits?**

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**3. What effect would the project have on the local housing market?**

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**4. What environmental impact, if any, will be created by the project?**

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**5. What effect would the project have on other taxing entities?**

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**6. Any additional information:**

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## INCENTIVE REQUEST

**1. What type(s) of incentives are you requesting?**

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**2. What would those incentives pay for?**

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**3. Requested Incentives Amount:**

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**CERTIFICATION AND SIGNATURE**

By signing below, the applicant certifies that all information provided in this application is true and accurate to the best of applicant's knowledge.

Signature	Date
Printed Name	Title

**FOR OFFICIAL USE ONLY**

Application Received:	
Application #:	
Fee Paid:	
Status:	