

REQUIRED ATTACHMENTS CHECKLIST

Please ensure ALL applicable items are attached to your application:

- Map showing precise property location
- Letter of Intent or Lease Agreement (if tenant)
- Most recent sales tax payment (if existing business)
- Floor plan or site plan of proposed project
- Most recent property tax statement from Lavaca County Appraisal District
- Federal Employer Identification Number (EIN) documentation
- Certificate of Good Standing from Texas Secretary of State
- Articles of Incorporation/Formation or Organizational Documents
- Most recent audited financial statements OR Most recent income statement and balance sheet (past 2 years preferred)**
- Detailed business plan including:**
 - 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
- Economic impact analysis
- Project timeline with key milestones
- Proof of site control (deed, option to purchase, or executed lease)
- Environmental site assessment (Phase I ESA if available)
- Evidence of financial capacity (bank letter, proof of financing, etc.)
- Application fee payment or waiver request

IMPORTANT: Applications missing required attachments will not be processed