

# NEVADA MISSOURI



## **DEVELOPMENT ASSISTANCE GUIDELINES AND APPLICATION**

City of Nevada  
110 South Ash St.  
Nevada, Missouri 64772

ADOPTED ON: \_\_\_\_\_

The City of Nevada recognizes that the use of financial development incentives may involve the transfer of public funds to private parties thereby introducing risk factors not commonly encountered during the course of typical municipal financial management. It is for this reason that the City Council has adopted this policy statement establishing parameters for the consideration and use of financial development incentives. The policy guidelines and the accompanying inquiry sheet and application forms are intended to ensure that an appropriate analysis is performed to determine the anticipated costs and benefits to the City of proposed projects or development plans.

The process is designed to flow in three sequential steps:

**Step 1, Economic Development Inquiry Data Sheet-** this form should be completed by the applicant at the outset of any discussion regarding the use of economic incentives. It is designed to evaluate what, if any, economic development incentive tools are appropriate for a proposed project. Estimated costs and values may be used at this first step so long as the information provides a clear picture of the project proposal. This data will be used for preliminary evaluation only and does not constitute a formal application or guarantee of development assistance from the City.

**Step 2, Development Assistance Guidelines-** this is the formal policy statement by the City of Nevada regarding the consideration and potential use of financial development incentives. It establishes the basic criteria and methodology that the City will use to determine if a project or proposal for economic development incentives is consistent with the priorities of the City and seeks to establish consistent and transparent processes for all applicants. It is important that all interested parties read and understand these guidelines before proceeding to step 3 with requests for financial development assistance from the City.

**Step 3, Application for Development Assistance Benefits-** this is the detailed application that will form the basis for consideration of all proposals for economic development assistance benefits. It must be completed in conformance with the Development Assistance Guidelines and in sufficient detail to satisfy the City. The non-refundable application fee must accompany the agreement and will be used to initiate any necessary third party analysis of the proposal. The applicant must understand that given the complexity of certain projects and development proposals the City may require the applicant to provide additional information or to fund any technical or legal analysis necessary to gain a complete understanding of all short and long term costs and benefits. Submission of the application and fee are not guarantees of any financial assistance by the City.

The City reserves the right to reject any applications or proposals and in its discretion may choose to enter into legal and cooperative agreements in lieu of this process.

Prepared August 2010

JD Kehrman, Nevada City Manager

City of Nevada Missouri  
110 South Ash St.  
Nevada, Mo 64772

**Economic Development Inquiry Data Sheet**

The City of Nevada accepts requests for economic development assistance at the City Manager’s discretion.

The following information is necessary in order for the City to help evaluate the best fit for available economic development tools. If the Information category is non applicable, enter “N/A” in the space. Inadequate or incomplete data sheets may result in a delayed response.

After submittal of the data, the City Manager may request supplemental information.

All data shall remain confidential

Applicant/ Business Name: \_\_\_\_\_

SIC/NAICS CODE: \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Contact Name \_\_\_\_\_ Title \_\_\_\_\_

Mailing Address (if different from above) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email: \_\_\_\_\_

I understand that submission of this information **does not** guarantee assistance.

\_\_\_\_\_  
Applicant’s Signature Date

**Attach additional pages if necessary. Answers should be concise and complete.**

**General Project Information:**

1. Description of the proposed project
2. Location of the project.
3. Estimated amount of real property investment.
4. Estimated amount of personal property, machinery and equipment investment.
5. Overall development costs, including soft costs.



**Project Summary:**

**A. Estimated Investment**

Land Acquisition: \$ \_\_\_\_\_

Professional Services: \$ \_\_\_\_\_

Construction: \$ \_\_\_\_\_

Equipment/ Furnishings: \$ \_\_\_\_\_

Other (Please Describe): \$ \_\_\_\_\_

**TOTAL PROJECT DEVELOPMENT COSTS**            \$ \_\_\_\_\_

**B. Employment:**

Temporary Construction Jobs Created: \_\_\_\_\_

Temporary Construction Wages \$ \_\_\_\_\_

Permanent Jobs Created/Retained: \_\_\_\_\_

Types of Jobs Created/Retained: \_\_\_\_\_

Other Pertinent Data (Please Describe):

## DEVELOPMENT ASSISTANCE GUIDELINES

### I. GENERAL PURPOSE AND OBJECTIVES

The City of Nevada, Missouri (the “City”) is committed to the attraction and retention of high quality businesses, in all parts of town, in order to expand and diversify the City tax base.

Success in developing employment opportunities and strengthening the local tax base ensures the City’s long-term financial ability to provide quality services, infrastructure, and ongoing improvement in the quality of life for its residents and corporate citizens. Insofar as these objectives are generally served by the enhancement and expansion of the local economy, the City will, on a case-by-case basis, consider requests for financial incentives to stimulate and assist development in the City. Said consideration will be provided in accordance with the procedures and criteria outlined below, conditioned upon the fact that nothing herein shall imply or suggest that the City is under any obligation to provide incentives to any applicant.

In order to be considered, interested businesses must first complete an application. The application shall contain all information contained in the City application form, as well as any additional information requested by the City Manager. The more complete the information, the better the ability of the City to make a determination regarding the request.

Upon receipt of a completed application and application fee, the City Manager shall make a preliminary determination as to whether (1) the Applicant is eligible; (2) the proposed activities are eligible; and (3) the business complies with the provisions of the application guidelines.

Once the City Manager determines an application appears viable, the application review may begin. The review process may involve City Staff, the Planning Commission, the City Council, or a third party as deemed necessary by the City. The review process shall yield a recommendation that:

- the application be approved,
- the application be disapproved, or
- a recommendation is unable to be reached due to a lack of information or other factors.

Approval or disapproval of an application is based on whether the applicant can adequately demonstrate that the type and level of assistance does not create an undue hardship on the City or be unreasonable in relation to the public benefit to be achieved from the project. The City reserves the right to approve, deny, or refer back

The City will target its tax incentives towards new and/or existing businesses wanting to locate, expand, or modernize, with the objective to:

- retain local jobs and/or increase the number and diversity of jobs that offer stable employment and/or attractive wages and benefits.
- enhance and diversify the City's economic base,
- achieve development on sites that would not be developed without assistance,
- remove blight and/or encourage development of commercial and industrial areas in the city that result in higher quality development or redevelopment and private investment.
- offset increased costs of development of specific properties when the unique physical characteristics of the site may otherwise preclude private investment.

Businesses requesting assistance must demonstrate, to the satisfaction of the City, sufficient cash equity investment in the project, the statutory means by which the benefits may be accomplished and an estimate of the economic benefit to the community. Assistance will be rejected in cases where the benefit would create an unfair and significant competitive financial advantage over other similar businesses in the City. Each business must be able to demonstrate to the City's satisfaction, an ability to construct, operate, and maintain the proposed project based on past experience, general reputation, and financial history. If requested by the City, the business shall provide sufficient market, financial, environmental, or other data relative to the successful operation of the project.

## **II. METHODOLOGY**

Applications will be considered, and negotiated, on a case-by-case basis. The provision of economic development incentives will be considered only as an inducement to generate development that would not otherwise occur. Incentives will not be considered if a building permit for new construction has been issued, a purchase of an existing building has been executed, or tenant leases have been executed. The ability of the City to provide an incentive must be through statutory authority granted to cities in the Revised Statutes of Missouri.

## **III. CRITERIA**

In order to determine economic benefit, a cost/benefit analysis will be prepared to help the City determine the feasibility of the project. This analysis will be used to assist the City in determining whether or not it is in the City's best interest to provide benefits to a particular Project. Specific consideration will include the degree to which the individual Project furthers the goals and objectives of the community as described in the City's Comprehensive Plan, as well as the relative impact on growth, employment, expansion of the tax base, and economic development.



#### IV. AVAILABLE INCENTIVES

The general policy of the City of Nevada is that new, expanding, and modernizing businesses may be considered for tax benefits when a Project presents extraordinary value to the City in terms of tax base, employment, or quality of life amenities.

#### V. APPROVAL

All Applicants will be considered on a case-by-case basis and all financial incentives are subject to final approval of the City Council. **Any application may be denied at the discretion of the City.**

#### VI. PERFORMANCE

It is intended that all benefits provided to an Applicant be **performance-based**. Should a project's benefits not satisfy terms in its supportive Project Agreement, the Project will forego the full amount of the benefit for that given year.

#### VII. ANNUAL EVALUATION

incentive agreement to ensure compliance with the agreement. This report will be generated after new taxable values are received in November of each year.

#### VIII. PROCEDURAL GUIDELINES

Any person, organization, or corporation that desires consideration by the City for incentives to encourage location or expansion of facilities within the City limits shall be required to comply with the following procedural guidelines. **Nothing within these guidelines implies or suggests the City is under any obligation to provide an incentive to any applicant.**

##### A. Completion of the Application

1. Applicant shall complete the "Application for Development Assistance Benefits." Included in the application shall be a statement regarding the applicant's desire for consideration of available benefits.

- B. Applicants shall prepare a map or other documents to provide the following:
1. precise location of the property and all roadways within 500 feet of the site,
  2. complete legal description,
  3. existing uses and conditions of real property,
  4. proposed improvements and uses,
  5. any proposed changes in zoning,
  6. compatibility with the City's Comprehensive Plan and applicable building codes,
  7. identification of the project site's current equalized assessed valuation and an estimate of increased assessed valuation upon project completion,
  8. completion of all forms and information detailed in the Application, and
  9. submission of all information to the City Manager
- C. All information in the application package detailed above will be reviewed for completeness and accuracy. Additional information may be requested as needed.

D. Consideration of the Application

The City Manager will review the information and request additional information, as needed. A final determination, made by the City as to whether the project is feasible, practical, desirable, and would benefit the City, will be forwarded to the City Manager, who will provide the City's response to the applicant.

Other city approvals may be necessary as they relate to zoning, site plan, and permitting issues.

City of Nevada Missouri  
110 South Ash St.  
Nevada, Mo 64772

**Application for Development Assistance Benefits**

This application is submitted in conformance with the City’s Development Assistance Guidelines. It is understood sheets attached to this application, if any, are submitted as part of the application. All data shall remain confidential.

**A non-refundable \$1,000 application/filing fee must accompany submittal of this application, prior to its consideration by the City.**

**Name of Applicant:** \_\_\_\_\_

**Contact Name:** \_\_\_\_\_

**Applicants Address:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Telephone Number:** \_\_\_\_\_

**Project Name:** \_\_\_\_\_

**Project Location:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please provide the following information based on the completed Project at full operation, as well as, any supporting documentation for consideration.

**1. THE PROJECT**

A. Briefly describe the nature of the proposed Project, including information as to the size of the parcel, expected structures (size of buildings, amount of land to be purchased, etc.), and what the types of business activity will occur.

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*\*Attach legal description of property*

B. Does the applicant presently have offices or facilities located in Nevada or Vernon County? If so, describe.

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C. Is the proposed Project location properly zoned? If a zoning change is pending, cite present status. If a rezoning application has not been made, briefly describe what change is needed and plans for submitting application:

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D. Will the applicant be in direct competition with other local firms? If so, describe the nature of the competition:

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E. Are adequate public streets and utilities available to the proposed Project site?

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F. Specify if unusual demands for water and sewer will be made?

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G. How many persons will be employed at the Project? Describe how the Project will represent an increase in employment opportunities in Nevada?

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*\*\*Please complete Appendix I.*



**Appendix I  
CERTIFICATION OF APPLICANT**

It is understood that the information provided herein is based on estimates and projections, but that such estimates and projections have been fully investigated and are made in good faith as to their accuracy and is represented to be true and correct.

It is agreed that the applicant will be responsible for any professional fees incurred by the City relating to review of this application and any resultant Project Agreement.

I hereby swear the foregoing and attached information dated this \_\_\_\_\_, (day) of \_\_\_\_\_ (month), 20\_\_\_\_, is true and correct to the best of my knowledge.

Further, it is understood that additional information may be requested by the City to assist in its consideration of this matter.

Signed By:

\_\_\_\_\_  
*Name Title of Responsible Applicant Officer*

**Appendix II**

**EMPLOYMENT INFORMATION**

**Project Site Employment**

**Occupational Classification**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Total**

\_\_\_\_\_

**Average Starting Wage**

\_\_\_\_\_

**Average Wage**

\_\_\_\_\_

**Anticipated Employment of City Residents**

\_\_\_\_\_

**Anticipated Employment of County Residents**

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**APPENDIX III**  
**SUPPORTING APPLICATION INFORMATION**