

Tax Increment Reinvestment Zone #3 - Downtown Application for Incentives



Applicant Name: _____ Date: _____

Phone: _____ Email: _____

Programs Applicant Would Like To Apply (Check One):

- Chaparral St. Property Improvement Program Downtown Living Initiative Grant
- New Commercial Tenant Finish Out Program
- Development Agreement (Choose Qualified Elements Below):
 - Public Improvements/Utilities* *Preferred Urban Design/Landscaping*
 - Structured Parking* *Historic Preservation/Rehab*
 - Environmental Remediation/ Code Compliance*
 - Residential Development over 100 Units*

Address of Property: _____

Legal Description: _____

Real Property Account #: _____

Existing Property Use: _____

Title/Contract Holder (If Different from Applicant): _____

Title/Contract Holder Address: _____

Phone: _____ Email: _____

Project Information:

- New Structure (Undeveloped) New Structure (Demo of Existing)
- Renovation/Historic Rehab Conversion
- Proposed Occupancy: Owner-Occupied Rental
- Property Needs: Re-Zoning Re-Platting Infrastructure Connections

Project Title: _____

Brief Project Description:

Current Assessed Property Value: _____ Proposed Investment: _____

Purchase Price: _____ Sq. Ft Land/Improvements: _____

Estimated Start Date: _____ Completion Date: _____

Checklist of Required Attachments *(Incomplete Applications Will Not Be Considered):*

- (A) Business Plan (Including Operating Cash Flow & Summary of Partners)
- (B) Project Scope & Timeline
- (C) Photos of Property
- (D) Project Rendering, Specifications and Drawings of:
 - Ground Floor Plan (including Layout of Proposed Vehicle & Pedestrian Access)
 - Lighting Plan If Levels Below .5 Foot Candles (Aerial & Rendering)
- (E) Project Sources and Uses of Funding (Including 2 Construction Estimates)
- (F) Property Purchase or Lease Agreement
- (G) Statement of Financing & Loan Terms
- (H) Summary of Professional Consultants or Contractors
- (I) W-9 for Payee *(Can be deferred, but must be provided prior to execution of Contract)*

CERTIFICATION

I hereby certify that I am authorized to sign the incentive application and the information contained in the application is true and correct to the best of my knowledge. I also understand and certify that I have read the policy guidelines for each policy in which I am applying for and am familiar with the provisions contained therein.

I hereby warrant that all construction will be accordance with the City of Corpus Christi Building Codes; work will not commence on items eligible for reimbursement until this application has been submitted to and an agreement approved by the Board of Directors of the Zone. To the best of my knowledge, no member of the Board or employee of the Downtown Management District or City of Corpus Christi would have any financial interest, direct or indirect, in any assistance provided for this project.

Signature: _____ Date: _____

The application must be complete and submitted for consideration prior to application for a building permit or the issuance of a certificate of occupancy, whichever comes first. Upon receipt of this application, the DMD may require additional financial and other information as necessary for evaluating the project. For more information or questions please call Alyssa Barrera Mason, Executive Director, Downtown Management District at (361) 882-2363. Incomplete applications will not be accepted. **Official submittal must be emailed to christa@cctexasdmd.com as a single PDF document.**

For Internal Use Only:	
Received by Downtown Management District: _____	Date: _____
Project Manager Assigned: _____	

Requirements for Well-Designed Urban Developments

To qualify for any of the TIRZ #3 Incentives, projects must meet the following requirements. Additional requirements for the Downtown Living Initiative can be found on the ***Downtown Living Initiative Guidelines***.

- **Building Setback.** Zero foot setbacks are preferred. Six foot setback may be allowed if the right of way is insufficient. Additional setback may be allowed for outdoor cafés, balconies, plazas, etc. [See Figure 1].
 - **Ground Floor.** The ground floor shall be active, inviting, engaging and easily accessible from the street. For commercial ground floor uses, clear, energy efficient windows are preferred to allow pedestrians to see into the businesses.
 - **Canopies/Awnings.** Developments shall have canopies or awnings to provide architectural interest and to shield pedestrians from weather and the elements.
 - **Signage.** Pedestrian oriented designs, like hanging signs, blade signs and signs with channel letter are required. All signs shall incorporate appropriate lighting.
 - **Parking.** Off-street parking (structures and lots) must be visually appealing and integrated with the building’s design, screened with architectural and landscape elements. Cars must not be visible from the street. For new construction that includes a surface lot, the building frontage must have zero setback adjacent to higher traffic streets, with parking in the rear [See Figure 2]. Access to new lots should be through side-streets or alleyways. All parking areas must be paved, striped and lighted.
 - **Sidewalks.** Site owners will be required to install sidewalks in locations that currently do not have any installed. The sidewalk must comply with all standards set by the ADA and should accommodate landscaping, street furniture and sidewalk cafés.
1. **Landscape.** Planting zones shall include irrigated street trees, other landscaping and street furniture. New buildings must have at least one tree for every 25 ft. of building frontage. Landscape areas should be designed to maximize tree canopy [See Figure 3]. *Note: Palm trees are not considered shade maximizing street trees.*
 2. **Lighting.** Lamp fixtures shall be installed on street walls to create well-lit sidewalks and ensure the safety of people using the space. Nocturnal architecture is strongly encouraged. Average foot candles of 1-3, with 0.5 to 6 at ground level.
 3. **Street Wall.** Blank walls cannot extend more than 10 feet. Wall space facing the street must be active, meaning the space should contain a mix of uses that will encourage use both day and night. Alternatives to blank walls include light features, windows, architectural features and public art. Maintaining an active space will ensure livable streets and strengthen the downtown economy.
 4. **Underground Utilities.** Where underground utilities exist, they should remain underground. New projects should include underground utilities in design.
 5. **Exterior Utility Service.** Exterior utility service such as dumpsters, transformers, electrical boxes and other utility elements must be concealed from public view.



Figure 1: Outdoor Cafe

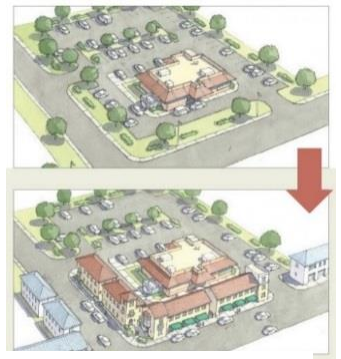


Figure 2: Parking should have minimal visual street presence



Figure 3: Streetscape should maximize tree canopy.

The Board retains the ability to alter requirements specified under these standards for individual projects. Applicant can request consideration of alternative design solutions to achieve intended goals. Designs must adhere to the Coding and Zoning requirements from the City of Corpus Christi.

EXAMPLES OF REQUIRED ATTACHMENTS

Attachment E (Excel File Template is available on GoDowntownCC.com/DoBusiness/)

Sources & Uses of Funding			
Project Uses			Totals
Acquisition	Acquisition - Building Portion		
	Acquisiting - Land Portion		
			\$ -
Site Work	On-site		
	Off-site (steets, curbs, gutters)		
			\$ -
Rehabilitation /Construction	New Construction Costs		
	Rehabilitation Costs		
	Contingency (10%)		
	Fees & Permits		
			\$ -
Furniture, Fixtures, Equipment	Furniture, Fixtures, Equipment		
			\$ -
Professional Fees	Architect Fees		
	Engineering		
	Attorney / Real Estate		
	Consulting		
	Environmental		
	Appraisals		
			\$ -
Developer Fees	Developer Fees		
	General Partner		
			\$ -
Interim Costs	Construction Interest		
	Construction Loan Fee		
	Insurance. Title		
	Taxes		
Project Reserves	Replacement Reserves		
	Other		
			\$ -
Start Up Costs	Inventory / Permanent Working Capital		
	Marketing		
Total Uses			\$ -
Project Sources			
Equity	Owners Equity		
	Investors		
			\$ -
Loans	Loan #1		
	Loan #2		
			\$ -
Total Sources			\$ -