



# CITY OF MONONA COMMUNITY DEVELOPMENT AUTHORITY TIF DEVELOPMENT PROPOSAL APPLICATION

5211 Schluter Road Monona WI, 53716 · (608) 222-2525

Per the general provisions of the City of Monona an application detailing the type, character, and financial characteristics of a development are required for the Community Development Authority to consider any request for Tax Incremental Financing (TIF) assistance. Applications for TIF assistance must be submitted with 10 copies of the items listed below for staff review and agenda placement no fewer than 4 weeks before the next regularly-scheduled meeting of the CDA at which the applicant wishes to appear for project consideration. The review process will not begin until an application is determined to be complete by the Economic Development Director. In addition to the requirements of this application, please be prepared to attend all meetings and hearings related to your request. Applicants will be notified of the date of any necessary meetings and public hearings for this proposed TIF request. If you have any questions about the requirements, please contact Sonja Reichertz, City Planner and Economic Development Director, at (608) 222-2525 or [sreichertz@ci.monona.wi.us](mailto:sreichertz@ci.monona.wi.us).

<b>APPLICANT/DEVELOPER INFORMATION:</b>	
Name:	Company/Firm:
Phone Number:	Email:
Mailing Address:	

<b>OWNER INFORMATION (if different than the applicant):</b>	
Name:	Company/Firm:
Phone Number:	Email:
Mailing Address:	

<b>ADDITIONAL OWNER INFORMATION (if applicable):</b>	
Name:	Company/Firm:
Phone Number:	Email:
Mailing Address:	

<b>ARCHITECT:</b>	
Name:	Company/Firm:
Phone Number:	Email:
Mailing Address:	

<b>GENERAL CONTRACTOR:</b>	
Name:	Company/Firm:
Phone Number:	Email:
Mailing Address:	

<b>LEGAL COUNSEL:</b>	
Name:	Company/Firm:
Phone Number:	Email:
Mailing Address:	

<b>LENDER:</b>	
Name:	Company/Firm:
Phone Number:	Email:
Mailing Address:	

<b>PROPERTY INFORMATION:</b>	
Property Address:	
Property Size (Acres):	Parcel Number:
Existing Land Use:	Existing Zoning:
Future Land Use of Property as Identified in Future Land Use Map:	
Proposed Future Land Use by Applicant:	

<b>CONSTRUCTION SCHEDULE:</b>	Phase 1	Phase 2	Phase 3
Date Prepared to Close:			
Date Prepared to Initiate Construction:			
Date of Completion: (issuance of occupancy permit)			

<b>TAXABLE VALUE:</b>	Phase 1	Phase 2	Phase 3
Total Taxable Value Upon Completion(land & improvements)			

***The developer will be required to personally guarantee the completion dates and taxable values set forth above.***

**Monetary Assistance Requested**

- Total Monetary Assistance Requested: \$ \_\_\_\_\_
- Applicant shall specifically itemize the monetary assistance requested and provide detailed justification for each amount requested.
- Disbursement Schedule Requested. Disbursement will be upon issuance of occupancy permit unless specific justification is provided for another schedule.

**Public Infrastructure & Services**

- Applicant shall specifically describe the impact the proposed project will have on public infrastructure and services (e.g. traffic, sewer, water, stormwater, public safety). Itemize all public infrastructure required to meet the needs of the project. Provide detailed justification for each.

**Conveyance of City Property**

- If conveyance of city owned property is contemplated, state the purchase price and terms under which you propose to purchase the property.

**Need for TIF Assistance**

- Please describe the circumstances which require the need for TIF assistance. The need for TIF should be supported by the financial analysis provided in the attached spreadsheet.

**Description of Proposed Improvements**

- Provide a detailed list of the improvements intended to be constructed and provide the following information for each building planned to be constructed:
  1. Total square footage.
  2. Number of stories.
  3. Proposed use and intended tenants.
  4. Total assessable value.
  5. If the proposed use includes residential tenancy complete the Description of Proposed Building Specifications.

**Description of Proposed Building Specifications**

- Please describe in detail the following information for each building planned to be constructed, as applicable:
  1. Describe intended structural components.
  2. Describe intended building envelope components.
  3. Describe acoustical isolation expectations and systems.
  4. Describe intended finish materials.
  5. Describe intended mechanical systems.
  6. Describe intended amenities.
  7. Describe any "green," "sustainable," or renewable energy features of the project.

APPLICATION CHECKLIST	
	Completed <b>Application Form</b> (this page)
<input type="checkbox"/>	Completed <b>Monetary Assistance Spreadsheet</b>
<input type="checkbox"/>	Completed <b>TIF Development Proposal</b>

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Owner Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Below Space for Office Use	
Date Filed:	Appear before CDA on:
Recommendation of CDA:	
Resolution #:	Resolution Adoption Date:
Date of Public Hearing at Common Council:	
Public Hearing Notice Published On:	
Action of Common Council:	
Ordinance #:	
Ordinance Publication Date:	Ordinance Adoption Date:

## City of Monona TIF – General Provisions, Section 11-C.3

### Section 11-C.3. Application and Review Procedure.

The amendment process shall entail the following steps:

- (a) *Submittal of Application.* The applicant shall submit a complete application to the City Clerk along with the application fee of \$250.
- (b) *Transmittal of Application to Plan Commission.* The City Clerk shall forward one (1) copy of the application to each member of the Plan Commission.
- (c) *Preliminary Review.* The Plan Commission shall review the application at one of its regular or special meetings. No decision shall be made at this time.
- (d) *Placement of Public Notice.* The City Clerk shall provide for appropriate public notice for the public hearing conducted by the Plan Commission.
- (e) *Interdepartmental/Agency Review.* The City Clerk shall forward one (1) copy of the application to appropriate City personnel and local units of government that would be directly affected by the proposed amendment.
- (f) *Plan Commission Hearing.* Allowing for proper public notice, the Plan Commission shall conduct a meeting to review the application.
- (g) *Plan Commission Recommendation.* The Plan Commission shall make a written recommendation to the Common Council to either: deny the proposed amendment; or approve the proposed amendment without revision; or approve the proposed amendment with revision(s) that it deems appropriate. Such revisions to the proposed amendment shall be limited in scope to those matters considered in the public meeting.
- (h) *Public Hearing.* The Common Council shall hold a public hearing, allowing for proper public notice, to consider the proposed amendment.
- (i) *Common Council Decision.* After reviewing the application and the Plan Commission's recommendation, the Common Council shall make a decision to either: deny the proposed amendment; or approve the proposed amendment without revision; or approve the amendment with revision(s) that it deems appropriate. Such revisions to the proposed amendment shall be limited in scope to those matters considered in the public hearing.
- (k) *Notification of Decision.* Within five (5) days of the decision, the Clerk shall mail the applicant, by regular U.S. mail, the original copy of the decision and notify the Plan Commission in writing of its decision (if it is not the applicant). If the proposed amendment is denied, the notification shall indicate the reasons for the denial. If the amendment is approved, an ordinance to that effect shall be adopted.