

APPLICATION FOR TAX PHASE-IN

JOB CREATION

PART I

(To be completed by the Applicant)

1. DESCRIPTION OF APPLICANT

(a) Name of Company: _____

(b) Address of Company: _____

(c) Primary Contact Person (President, C.E.O., Manager, etc.):

_____ Title: _____

(d) Phone Number:

Work: _____ Cel: _____

Fax: _____ Home: _____

(e) Internet: _____ E-mail: _____

Web page: _____

2. BACKGROUND INFORMATION:

(a) Nature of Applicant's Existing Business Interests:

(b) Current Number of Employees and Location:

3. DESCRIPTION OF PROPOSED BUSINESS VENTURE:

(a) Type of Business Venture:

- New Industry
- Purchase of Existing Industry
- Expansion of Existing Industry

(b) Explanation/Description of Proposed Business Venture (provide concise yet full description):

(c) Civic Address of Proposed Business Venture:

(d) Legal Description of Property:

Lot(s) _____ Block _____ Plan _____

(e) Projected date for new business, business purchase or business expansion to open:

4. ELIGIBILITY INFORMATION

(a) Business is legally incorporated • YES • NO

(b) Type of business:

- Manufacturing
- Processing
- Tourism
- Information and Communication Technology
- Advanced Technology
- Other: _____

(c) Number of **NEW** Jobs Created Each Year

Year	Part-time	Full-time	Contract	Total	Full-Time Equivalent
New Year 1					
New Year 2					
New Year 3					
3 Year Total					

Note: Minimum requirement is five full-time positions in year one and 15 full-time positions in year three

- (d) Total investment in new venture: _____
- (e) Identify and attach background information (biographies) on the management for the business. (*Attachment Required*)
- (f) Is the business activity in competition to, is like or is the same as any existing business in Moose Jaw? If so, demonstrate the market is sufficiently large or capable of being expanded to the point that both the applicant and existing businesses will be viable.

5. ECONOMIC IMPACT

- (a) Based on the level of employment planned for the project, define the estimated annual payroll of the business venture in Moose Jaw compared to before the venture is in operation:
Before _____ Year 1 _____ Year 2 _____ Year 3 _____
- (b) Briefly describe the nature of jobs created and / or maintained (amount of manufacturing skilled/unskilled, research and development, administration, and other) in the business venture:

Jobs Created	Jobs Maintained
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

- (c) Describe the level of purchasing impact on local entities once the business venture is operating (amount of annual local purchasing, major local suppliers, use of community services including training from local institutions such as SIAST, etc.):

(d) Provide any other information pertinent to the economic importance of the business venture for the City of Moose Jaw.

(e) Explain the need for the City of Moose Jaw Tax Phase-In assistance.

6. CONSTRUCTION INFORMATION

For proposed business ventures that involve new construction or renovation / expansion of existing facilities please provide the information identified in this section.

(a) Please attach a Plot/Site Plan. (*Attachment Required*)

(b) Estimate of Projected Construction Costs (i.e. land and improvements, for example, values for building permit purposes, etc.):

(c) Anticipated Construction Dates:

i. Commencement of Construction: _____

ii. Completion of Construction: _____

(d) Estimate the level of local suppliers and services utilized during construction:

(e) Number of jobs estimated to be created during construction phase (including sub-trades and estimate full-time annual equivalents of the construction jobs created):

(f) If construction will be completed in phases, provide details of construction phases:

Signature

Date

PART II

(To be completed, IN CONFIDENCE, by Applicant)

1. Breakdown of funds for new venture (describe the level of equity from the applicant for the venture versus equity and debt from other sources over the first five years of the venture):

2. Describe the estimated source of sales revenues for the business venture over the next five years (outside the City of Moose Jaw versus the portion of sales derived from within the City):

3. Present and attach a business plan, which includes a detailed market analysis, financial forecasts for a minimum of three years and an evaluation of the business's competitive position. *(Attachment Required)*

4. Estimate of Proforma Development Costs (provide details):

5. Creditor's Reference

- (a) Please attach a reference from a creditor. (*Attachment Required*)
- (b) Please attach creditor's comments on the business plan included with this application. (*Attachment Required*)
- (c) Is assistance from either Federal or Provincial Government agencies available for your proposed Business venture? (If not go to item f) _____
- (d) Has application been made for such assistance? (If not go to item f) _____
- (e) Has such assistance been granted? _____
- (f) Identify contacts at agencies participating in financing the business venture.

6. Tax Incentive Agreement

I understand that upon approval of a tax incentive, I will be required to enter into a Tax Incentive Agreement with the City of Moose Jaw which will include a provision that requires submitting to the City of Moose Jaw a copy of the Canada Customs Revenue Agency remittance form which provides independent verification of the job creation requirements.

Signature

Date

PART III
(To be completed by City Administration)

I. ASSESSMENT INFORMATION ON PROPERTY:

(a) Current Assessment (i.e. Fair Value):

(b) Projected Assessment (upon completion of construction):

II. TAX INFORMATION ON PROPERTY:

(a) Current Tax Levy: _____

(b) Existing Abatement/Exemptions: _____

(c) Projected Tax Levy (upon completion of construction):

(d) Status of Tax Account:

i. Arrears: _____

ii. Local Improvement Charges: _____

iii. Tax Liens: _____

(e) School Support Information:

i. Public School: _____

ii. Separate School: _____

PART IV
(To be completed by City Administration)

CONSIDERATION BY ECONOMIC DEVELOPMENT COMMISSION:

Date Considered: _____

Recommendation from Administration:

Decision:

- Approved
- Denied

CONSIDERATION BY CITY COUNCIL:

Date Considered: _____

Recommendation from Economic Development Commission:

Decision:

- Approved
- Denied