



CITY OF LEWISVILLE

**ECONOMIC DEVELOPMENT INCENTIVE
SCREENING CHECKLIST**

Purpose of the Checklist

Completing the City of Lewisville Economic Development Incentive Checklist is the first step in exploring the benefits of an economic partnership with the City of Lewisville.

The checklist is designed to collect high-level information about your firm and your proposed project, including the status of the proposed project and the benefits that the proposed project would deliver to Lewisville.

The checklist also asks you to indicate your preliminary interest in certain economic development incentives; however all incentives are subject to staff review and approval by the City Council. Our goal in the City of Lewisville is to design a holistic incentive package that best meets the needs of the project and provides the strongest economic impact to the City of Lewisville.

Completing the Checklist

This checklist should take between 10-15 minutes to complete and can be used by all applicants for incentives - including existing businesses that would like to relocate to or expand in Lewisville as well as real estate developers who would like to develop residential, commercial, or mixed-use projects, including speculative development in Lewisville.

Staff Review of the Checklist

Upon receiving a completed checklist, City of Lewisville Economic Development staff will review the checklist and schedule a time to meet with you.

After meeting with City staff, one of three things may occur:

1

If your project aligns with City priorities/policies and the status of the project demonstrates that it is ready for incentives AND that incentives may be necessary for the project to move forward, you will be invited to submit a formal incentive application, which collects much more detailed information.

2

If your project aligns with City priorities/policies but the project is in the exploratory/conceptual phase, you will not be invited to submit a formal incentive application, but you will be encouraged to submit an updated City of Lewisville Economic Development Incentive Checklist once your project has moved beyond the exploratory/conceptual phase.

3

If your project does not align with one or more City of Lewisville priorities or policies, you will be informed of the decision.

Applicant Information

Applicant/Owner Name:

Representative Name:

Business Address:

Email:

Telephone:

Project Name, Location & Ownership

Project Name:

Project Address:

Project Description

Briefly describe the Project including: (1) the types of businesses that will be operated as part of the project, (2) the estimated timeline for initiation/completion of the Project, and (3) the reason why Lewisville was selected as the location for the Project.

Type of Project (Check all that apply)

New construction of a building

Purchase of an existing building

Leasing of an existing building

Repairs or improvements to an existing building, including building/plant expansion

Non-real estate capital expenditures (machinery, equipment, vehicles)

Status of the Project

Yes No N/A

Has a market study been performed?

Has an appraisal been completed?

Has an environmental site assessment been performed?

Has a project budget been developed?

Has project financing been secured?

Has the purchase of the land and/or existing building been finalized?

If the applicant will be leasing a building/land, has a lease been executed?

Has a construction contract been signed?

Has a building permit for new construction been issued?

Requirements of the Project

Yes No N/A

Will the project require public investment in infrastructure? (expansion of water/sewer, new roads, etc.)

Expected Capital Investment & Job Creation

What is the total expected capital investment?

How many FTE jobs is the Project expected to create and will there be a local hiring preference?

What is the expected amount of annual sales subject to local sales tax?

Residential Projects

Yes No N/A

Will the rent charged for any of the housing units be restricted so that it is affordable to households earning less than 80% AMI?

Type of Incentive Requested *(Check all that apply)*

Yes No N/A

Development fee reduction/waivers

Chapter 380 grant or loan

Tax abatement

Backfill of vacant building grant

Destination retailer or restaurant grant

Old Town Incentives

Old Town façade improvement grant

Old Town redevelopment grant or loan

Old Town Grease Trap grant *(destination restaurant)*

Definitions

Vacant building - A building that is vacant and in excess of 20,000 square feet with a minimum 7- year lease. EXCEPTION: For restaurant uses only, the building may be a minimum of 5,000 square feet with a minimum 5- year lease.

"Destination" Retailers/Restaurants - Retailers/restaurants that (1) do not have a strong presence in other locations in DFW; (2) have the capability to attract customers from outside the area; and (3) fit well into the existing retail/restaurant economy to provide new and different shopping, dining, and/or entertainment experiences.

Projects Requesting Tax Abatements

Yes No N/A

(most projects must meet at least 2 criteria)

Can the project be characterized as a corporate/regional headquarters?

Will the average annual salary paid to workers at the project equal or exceed \$60,000?

Is annual payroll for the project expected to equal or exceed \$8MM?

Is the value of the real property on which the project will be located expected equal or exceed \$10MM?

Is the value of the project's personal property expected to equal or exceed \$1MM?

Is the project located on a Targeted Site?

Are annual taxable sales and expected to equal or exceed \$25MM at the project location once the project is completed?