**DELAWARE DOWNTOWN DEVELOPMENT DISTRICTS**

**FY19 APPLICATION FOR DESIGNATION AS A DISTRICT**

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**January 23, 2019**

Inside Front Cover

Cover Photo Credits, left to right:

UD Creamery, Wilmington. Photo by UD IPA

Example of commercial rehab / tenant fit-out

MauTiste Investment Group, Dover. Photo by UD IPA

Example of residential new construction

115 NW Front Street, Milford. Photo by UD IPA

Example of historic residential rehab

**Downtown Development District Program**

**How to Use this Application Form**

This application is a Microsoft Word document that has been modified so that the text cannot be edited. The fields that can be edited are in gray. Please complete the application and return it to us saved as a Word document.

Many of the fields are questions that ask you to respond in either 100 or 750 words. You might find it helpful to write and edit your responses in a separate Word document and then paste them in to the application once they are complete. The 100 word statement is to be used internally for review and in printed materials where we need a concise description of each proposed District. Almost all other questions are suggested to be no more than 750 words, which is about a page and a half of text (using 12 point font). In these responses it is important to clearly and concisely answer each question. Your District Plan can go into much more detail about each topic, and it is appropriate and expected that you will reference your District Plan in these 750 word responses. There is no penalty for exceeding 750 words, but if you find that you are writing much more than 750 words please consider putting the additional information in your District Plan.

There are numerous attachments mentioned throughout this application. The most obvious one will be the District Plan. The application also asks for various maps, spreadsheets, letters of support, resolutions and data to be attached associated with particular questions. Please compile all of the attachments into one Adobe Acrobat (.pdf) document. It would be wonderful if you could include a table of contents, and organize these attachments in the order of the questions.

It is likely that when you are done with the application form (Word document) and the attachments (.pdf document) the combination of both documents will be larger than 15mb, which is the limit for external email in the State system. Instructions on how to send your application digitally will be forwarded to all jurisdictions at least one month prior to the deadline. If you have your application ready prior to that, please contact [David Edgell](mailto:david.edgell@state.de.us) or [Miriam Pomilio](mailto:miriam.pomilio@state.de.us) for instructions on how to submit your completed application.

OSPC will provide technical assistance with Census data and GIS mapping if requested by local governments that can demonstrate the need for the assistance. We will provide assistance to all local governments on the technical aspects of completing this application and transmitting / uploading finished applications. To request assistance or if you have questions about any part of this application or the program in general please contact your Circuit Rider Planner at the Office of State Planning Coordination, (302) 739-3090.

**Section I**

**General Guidelines**

The Downtown Development Districts Act of 2014 (the Act) was enacted by the General Assembly in order to:

* Spur private capital investment in commercial business districts and other neighborhoods;
* Stimulate job growth and improve the commercial vitality of such districts and neighborhoods;
* Help build a stable community of long term residents by improving housing opportunities; and
* Assist local governments in strengthening neighborhoods while harnessing the attraction that vibrant downtowns hold for talented people, innovative small businesses and residents from all walks of life.

Local governments[[1]](#footnote-1) that wish to take advantage of this program must identify a downtown district in their community and apply for designation. To make an application for designation this form must be completed, supporting materials must be attached, and the entire packet submitted to the Office of State Planning Coordination as detailed herein in order for the request to be considered.

Completed applications will be considered by the Cabinet Committee on State Planning Issues (the Committee). The Committee will make recommendations to the Governor, who may then designate additional Downtown Development Districts in the current program year. Additional Districts may be designated in future program years. The number of Districts is limited to 15 at any one time. District designations last for 10 years, and the Committee can consider up to two five year extensions.

Selection as a Downtown Development District will entitle private construction projects within the identified District to receive rebates to offset up to 20% of their capital construction costs. There are a host of other benefits that will be described in more detail in other materials. Rebate funds will be administered by the Delaware State Housing Authority (DSHA).

Applications must be addressed to the Office of State Planning Coordination as follows:

Mrs. Constance C. Holland, AICP

Director

Office of State Planning Coordination

122 Martin Luther King Jr. Blvd, S.

Dover, DE 19901

# Application Due Date for FY19 Cycle:

# **May 15, 2019**

**Section II**

**Specific Requirements**

Local governments must identify proposed Downtown Development Districts in accordance with the Act. Districts must include a traditional mixed-use downtown area, commonly known as a Central Business District (CBD)[[2]](#footnote-2). Districts must be no more than 95 acres in area for jurisdictions with a population under 9,000[[3]](#footnote-3) persons, no more than 185 acres in area for jurisdictions with a population between 9,000 and 30,000 persons, and no more than 250 acres in area for jurisdictions with a population over 30,001 persons. Applicants are encouraged to geographically concentrate the incentives to the greatest extent possible.

The size and shape of the proposed District must make sense from an urban planning and revitalization perspective. The applicant must fully describe the rationale for choosing the boundaries as a part of this application. Guidelines for preparing District boundaries are found on page 13 of this application in the section titled “Map of the Proposed Downtown Development District.”

A map of the District is required as a part of this application. Local governments must also supply maps showing the future land use and zoning of the district area, and discuss how the plan and land use regulations support the application for the District.

There are four primary components of the application for designation as a District:

* The capacity to administer the DDD program if designated
* The need and impact of the District designation;
* The quality of the District Plan
* The quality of the local incentives offered

Each of these components will now be described in more detail.

**Administration of the District –**The local government must provide a summary of the resources and staffing that will be available to administer the District if designated. A District Administrator must be appointed by the local elected body, and will be the chief point of contact for the program and responsible for all economic development outreach, marketing, record keeping, and reporting related to the DDD program. Applicants will be evaluated in part on their commitment and ability to provide the resources and staffing necessary to properly administer this program if designated.

The **Administration** section will account for 10% of the consideration given to scoring each application.

**Need and Impact:** The applicant must describe the need for the economic incentives that will be available in designated District. The need must be documented through the use of relevant data and other methods. The conditions of the local economy, income, poverty, homeownership rates, prevalence of vacant or abandoned buildings and other metrics may be used to make the case that the proposed District is in need of the incentives.

In addition, the applicant must describe the potential positive impacts that are likely to accrue due to designation as a District. Applicants are encouraged to describe the impacts using both data and other methods.

The **Need and Impact** section will account for 50% of the consideration given to scoring each application.

**District Plan –** The local government must present a District Plan that will be used to guide development activities and revitalization efforts in the District. The District Plan is to be a detailed description of the overall strategy for the development of a proposed district.

The applicant must demonstrate that the District Plan is consistent with the local government’s certified Comprehensive Plan and the *Strategies for State Policies and Spending* and any other local planning documents or studies that are applicable. Additionally, if other governmental, non-governmental and/or quasi-governmental organizations are involved with revitalization efforts in the downtown area they must be identified and it must be demonstrated that coordination of all activities will be part of the District Plan.

The District Plan should clearly and concisely describe the key actions and strategies that are in place and / or will be used to guide growth and revitalization efforts in the proposed District. The overall vision of the plan, the clarity of actions to be taken, and proof of the ability and the will of the municipality or county and other partners to implement the plan will be key considerations when evaluating this section of the application.

In addition, it is encouraged that the District Plan identify Key Priority Projects[[4]](#footnote-4) that are intended to catalyze redevelopment activity and provide significant positive impacts to the District.

The quality of the **District Plan** will account for 20% of the consideration given to scoring each application.

**Local Incentives –** The local government must detail a package of local development incentives that will apply within the proposed District. These incentives may include, but are not limited to, a reduction in fees or taxes; regulatory flexibility; permit process and licensing reform; special zoning districts; or exemptions from local ordinances. These incentives may either be currently in place and in use by the municipality or county or they may be proposed for implementation upon designation as a District. It is expected that local incentive(s) will be available to all qualified projects within the District, and not require a discretionary approval or other consideration by the local elected body or town administration. If otherwise, please provide detailed justification in this application for the discretionary review and approval of specific incentives.

Upon designation as a District the local government is required to implement the incentive package as described and proposed for the duration of the District designation. Rebate funds will not be available to projects until the incentive package is adopted by the local government and made available to the project developer. Changes to the incentive package must be approved by the Committee. The District designation may be rescinded by the Committee if these conditions are not adhered to.

The quality of the **Local Incentives** will account for 20% of the consideration given to scoring each application.

**Section III**

**Application Instructions**

Local governments that wish to be considered for designation as a Downtown Development District must fill out the application form for the current FY19 application cycle.

For local governments that previously applied for designation in the FY16 round, their original applications remain on file with the OSPC. Applications on file from the FY14 round are expired and will not be considered. If the local government with an application on file from the FY16 round would like to be considered for designation in the FY19 round, they will have the following options:

* Complete a new application. This is preferred; or
* Have the FY16 application reviewed along with the required additional information provided in this application form along with any supplemental materials provided.

If a local government with an application on file from the FY16 wishes to have their existing application considered for designation in this round, they must complete the following required information in this application form. These sections must be completed in their entirety, meaning that all questions in the section (often multiple pages) must be answered:

* Application Cover Sheet and Checklist
* Information Sheet
* Administration of the District (new section)
* Key Priority Projects (new section, optional but suggested)
* Summary of Local Incentives (revised section)
* Resolution
* Attend Mandatory Pre-Application Workshop

If a local government with an application on file wishes to provide supplemental materials, the new materials must be inserted in the appropriate locations on this application form. Attachments, such as a revised District Plan, are certainly permissible. The supplemental materials must be presented in a way that clearly demonstrates what changes, updates or new information is being provided. Actually highlighting or red –lining new materials would be most helpful.

Here are some details about the various parts of the application form:

**Check List** - self-explanatory.

**Information Sheet** -The local governmentmust supply the jurisdiction's name, mailing address, and phone numbers. The applicant must provide the date of the last update of the comprehensive plan and briefly describe the District being proposed. All local governments must complete this form, even those with applications on file from a previous round.

**Administration of the District –**The local government must provide a summary of the resources and staffing that will be available to administer the District if designated. A District Administrator must be appointed by the local elected body, and will be the chief point of contact for the program and responsible for all economic development outreach, marketing, record keeping, and reporting related to the DDD program. Applicants will be evaluated in part on their commitment and ability to provide the resources and staffing necessary to properly administer this program if designated.

**Map of the Proposed District –** The local government must submit a map of the proposed District in sufficient detail to clearly identify the boundaries of the District and calculate its area. Maps should be created with GIS software, and the associated computer files should be made available to aid our review of the proposal. Districts must be contiguous, and be no more than 95 acres in area for local governments with a population under 9,000 persons, no more than 185 acres in area for jurisdictions with a population between 9,000 and 30,000 persons, and no more than 250 acres in area for jurisdictions with a population over 30,001 persons. There are guidelines detailed on page 13 of this application that must be followed when preparing the proposed District boundaries. Applicants must also supply maps showing the future land use and zoning of the district area, and discuss how the plan and land use regulations support the application for the District.

**Summary of Need and Impact –** The local government must complete this form to summarize the need for District designation and the potential positive impact of the district. Supporting documentation should be attached to this form.

**Summary of District Plan** – The local government must complete this form to summarize the District Plan for the proposed District. Copies of the District Plan or Plans must be attached to this form, along with any relevant supporting documentation.

**Written Documentation from Supporting Organizations –** The local government must supply written documentation from other organizations that will be relied upon to implement the District Plan. The documentation must be attached to the “Summary of District Plan” form.

**Summary of Local Incentives –** The local government must complete this form to summarize the local incentive package to be made available within the District upon designation. The local ordinances (or other regulations or documentation) enabling and governing these incentives must be attached to this form, along with any relevant supporting documentation. In the case of incentives proposed upon designation, the draft ordinances must be attached.

**Legislative Body Resolution –** The local government must attach an adopted resolution from the jurisdiction’s legislative body that indicates the local government’s desire to apply for designation as a District, and the local government’s willingness to adhere to the District Plan and the Local Incentives for the duration of the District designation. All local governments must provide a resolution from the legislative body, even those with applications on file from a previous round. **Resolutions must have been acted upon during this FY19 application period. Resolutions from prior application periods will not be accepted.**

Applicants are advised to carefully review the *DDD Program Guidelines* which include additional guidance and information regarding the application preparation and review process.

**Application Cover Sheet and Check List**

**Must be completed by applicants with FY16 application on file**

Jurisdiction Name:

|  |  |  |
| --- | --- | --- |
| Date of Application |  | Date Received |

**Check List for Application Materials**

**Application Cover Sheet and Check List.**

**Information Sheet.**

**Administration of the District summary.**

**Map of the Proposed District (GIS files encouraged).**

**Map of Future Land Use in Proposed District (GIS files encouraged)**

**Map of Zoning in Proposed District (GIS files encouraged)**

**Summary of Need and Impact (with attachments).**

**Summary of District Plan (with attachments).**

**Written Documentation from Supporting Organizations (attachments).**

**Summary of Local Incentives (with attachments).**

**Legislative Body Resolution (attachment).**

**Attended DDD Pre-Application Workshop.**

**Name of attendee**

**Information Sheet**

**Must be completed by applicants with FY16 application on file**

Municipality / County:

|  |  |  |
| --- | --- | --- |
| Contact Person for Application |  | Proposed District Administrator (if different) |
| Name: |  | Name: |
| Address: |  | Address: |
| Phone: |  | Phone: |
| Email: |  | Email: |
|  |  |  |
|  |  |  |
| Signature Date |  | Signature Date |

New Application, never applied for DDD designation before.

2016 Application on file, please review with the addition of required information  
materials included in this application form and supplemental information attached.

2016 Application on file. Please disregard it and review this entirely new application.

Date of certified Comprehensive Plan

Population of the municipality or county (as per 2010 US Census)

Population of proposed District (based on 2010 US Census Block data)

Area of proposed District in acres

Area Verified by OSPC Staff \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

OSPC use only

Brief description of the proposed Downtown Development District (100 words or less)

Note: this description will be used as a summary for internal review and in printed materials

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**Administration of the District**

**10%**

**Must be completed by applicants with FY16 application on file**

**District Administrator:** An individual appointed by the local elected body to be the administrator of the DDD program for that community. The District Administrator will be the chief point of contact for the District and will be responsible for all record keeping and reporting that are required by the program. The District Administrator will supervise and ultimately be responsible for all tasks involved in implementing the local government’s DDD program. The District Administrator must be a local government staff person, or an elected or appointed official of the local government. See the *DDD Program Guidelines* for more information about the role of the District Administrator.

Name of the District Administrator

Title of District Administrator

By checking here the applicant acknowledges that the District Administrator will be formally appointed by the local elected body within two months of District designation. By checking here the applicant also acknowledges that in the event of a personnel change in the District Administrator role the Office of State Planning Coordination will be notified as soon as is practical, and the new District Administrator will be formally appointed by the local elected body within two months.

**Administration of the District - continued**

**10%**

Please describe the staffing and resources that the local government will dedicate to the administration of the Downtown Development District Program in the following areas:

**Economic Development Outreach and Marketing**

**DDD Promotional Materials and Website**

**Economic Development Assistance to DDD Qualified Real Property Investors**

**DDD Program Record Keeping**

**DDD Reporting to OSPC and DSHA**

Will the local government be relying upon staff or consultants (or a combination) to perform the above tasks?

What is the expected local government budget (staff time and/or dollars) to be dedicated to the DDD program administration?

**Map of the Proposed Downtown Development District**

**Instructions:** Prepare a map of the proposed Downtown Development District. The map must clearly show the boundaries of the District. The area of the proposed District, in acres, must be calculated from the boundaries designated on the map. The following guidelines must be adhered to when preparing the boundaries of the proposed District:

* The maximum size of the District is 95 acres for local governments with populations below 9,000, 185 acres for local governments with a population between 9,000 and 30,000, and 250 acres for local governments with populations over 30,001 (population as per the 2010 US Census).
* Districts must be contiguous.
* Districts must include the streets and right-of-ways within it. These count towards the maximum acreage.
* Enclaves within District boundaries are not acceptable.
* Prioritizing, phasing and /or timing of redevelopment activities in different geographic areas of the District is acceptable, and will be considered favorably when it can be demonstrated that this will concentrate the incentives to achieve specific revitalization goals.
* If any portion of the proposed District is in the floodplain, the FEMA floodplain map must be included as a layer on the map. Contact OSPC for technical assistance if needed.

Attach the map of the proposed Downtown Development District

Attach a map showing the future land use in the proposed District from the municipality’s or county’s certified Comprehensive Plan. Attach a map showing the zoning or land use regulations that apply to lands within the District. Discuss how the plan and land use regulations support the application for the District.

It is encouraged that the map(s) be created using GIS software. If the municipality or county is able to use this software, please submit digital files to our office to supplement the application and aid us in our review. Please contact OSPC if you need assistance and / or to arrange to electronically transfer the files.

District Boundaries Map Attached

GIS data is available and will be electronically transferred to OSPC

Name of person who created the map:

Phone       Email

**Map of the Proposed Downtown Development District - continued**

Describe the rationale for choosing the boundaries of the proposed District (please limit your response to 750 words or less).

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Attach a map showing the future land use of the District from the local government’s certified Comprehensive Plan.

Map Attached

GIS data is available and will be electronically transferred to OSCP

Attach a map showing the zoning or land use regulations that apply to lands within the District

Map Attached

GIS data is available and will be electronically transferred to OSPC

**Map of the Proposed Downtown Development District - continued**

Discuss how the plan and land use regulations support the application for the District (Please limit your response to 750 words or less).

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Are there other special overlays, districts, or areas that intersect the proposed District? Examples of such special areas include historic districts, Business Improvement District (BID) taxing districts, etc. Please describe any of these special areas and how they will interact with the proposed Downtown Development District. Include maps, if applicable. (Please limit your response to 750 words or less).

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**Summary of Need and Impact**

**50%**

**Instructions:**  Complete this form to document the need for the District designation and its potential to positively impact your community. Attachments of data and other documentation are required. There is no specific page or word limit on the information that can be attached, ***however*** please be aware that applications that provide clear and concise documentation that is directly related to the need and impact of the District proposal will be scored the highest.

Please describe the **need for** the Downtown Development District designation in your community (please limit your response to 750 words or less).

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**Summary of Need and Impact – continued**

**50%**

Attach relevant data to that demonstrates and documents the **need for** the Downtown Development District designation.

The following table summarizes the **required** data from the US Census. Input the data into the *FY19 DDD Census Summary Spreadsheet* (available on OSPC website with this application), and attach any other written documentation that can summarize the data. Contact OSPC for assistance with the Census data, if needed.

Required Data from the US Census

|  |  |  |  |
| --- | --- | --- | --- |
| **The municipality or county as a whole** | | | |
| Median Income | Poverty Rate | Age of Structures | % Homeownership |
| % Rental | Vacancy | Median Home Value |  |
| **The Census Tract(s) that contains the proposed District** | | | |
| Median Income | Poverty Rate | Age of Structures | % Homeownership |
| % Rental | Vacancy | Median Home Value | % Low / Mod Income |
| **The Census Block(s) that most closely correspond to the proposed District** | | | |
| Total Population | % Homeownership | % Vacancy |  |

Summary spreadsheet and other documentation attached

Please provide any other data that support the municipality’s application for the District. The following table contains some **suggested** data sources that can serve to supplement the required data. Please attach any that apply, and any other data that is relevant. Cite the source for each dataset.

Suggested Data from a Variety of Sources

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Blight | Condemned Properties | | | Code Violations | |
| Crime Statistics | Economic Analysis | | | CDBG Program Statistics | |
| Market Studies | Redevelopment Authority Activities | | | Public Works Projects | |
| Education Data | Infrastructure Condition or Need | | | Other | |
|  | |  |  | |

Additional data and documentation attached

**Summary of Need and Impact – continued**

**50%**

Describe how the attached data demonstrates the **need for** the Downtown Development District designation in your community (please limit your response to 750 words or less).

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Describe the **potential positive impacts** of the proposed Downtown Development District designation in your community. Impacts can include economic, social and / or cultural impacts among others. Attach supporting documentation if applicable (please limit your response to 750 words or less).

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**Summary of District Plan**

**20%**

**Instructions:** through this application the municipality or county will be presenting the District Plan that will guide future revitalization, growth and development activities in the District. Upon designation, the local government will be required to adhere to the District Plan in order to qualify for rebates and other incentives. Attach the District Plan, and summarize the content, goals, and objectives in the space provided.

The District Plan Checklist is provided in the *DDD Program Guidelines* document. The proposed District Plan must be prepared in accordance with the Checklist.

Attach the District Plan.

District Plan Attached.

Summarize the content, goals and objectives of the District Plan. (please limit your response to 750 words or less).

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**Summary of District Plan – continued**

**20%**

Please summarize how the local government envisions itself in a leadership role to guide the successful implementation of the District Plan (please limit your response to 750 words or less).

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List primary implementation strategies for the District Plan. (please limit your response to 750 words or less).

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**Summary of District Plan – continued**

**20%**

**Key Priority Project:** A specific project identified in the District Plan that is considered by the applicant to be a potential catalyst for other redevelopment activity and contribute to superior urban design or other benefits to the District. Key Priority Projects are specific projects that are expected to provide significant positive impacts to the District should they be implemented. These projects will receive priority scoring for funding through the DDD Rebate program, and may receive other benefits, such as enhanced marketing, through the DDD program. See *DDD Program Guidelines* for more information.

**The section on Key Priority Projects has been revised for the FY19 application, and it is suggested that it be completed by all applicants including those with FY16 applications on file.**

In the following table please summarize the Key Priority Projects that are identified and fully described in the District Plan. Please see *DDD Program Guidelines* for details about how Key Priority Projects should be identified and described in the District Plan.

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| --- | --- | --- | --- |
| **Project Name** | **Parcel Number / Location** | **Summary of Project** | **Page number of description in District Plan** |
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**Summary of District Plan – continued**

**20%**

Are there any known projects or proposals that can be underway within six to twelve months of District designation? If so, please describe here (please limit your response to 750 words):

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List any other governmental, quasi-governmental or non-governmental organizations that will be involved in the creation and / or implementation of the District Plan. A Main Street organization would be an example of such an organization. For each organization, describe how the local government will coordinate their activities to encourage revitalization and economic development in the District.

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Attach written documentation (in the form of letters of agreement, memorandums of understanding, board resolutions etc) from each of the above listed organizations indicating support for this application to be designated as a Downtown Development District and identifying a willingness to coordinate with the municipal government to implement the District Plan.

Written documentation attached from all other organizations

**Summary of District Plan – continued**

**20%**

Describe any actions your local government has taken to ensure energy efficient and environmentally sensitive development, and to prepare for flooding and sea level rise, if applicable. How will these efforts be implemented in the proposed District? (please limit your response to 750 words or less).

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Describe how the District Plan is consistent with your certified Comprehensive Plan and the *Strategies for State Policies and Spending* (please limit your response to 750 words or less).

<https://stateplanning.delaware.gov/strategies/>

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**Summary of Local Incentives**

**20%**

**Must be completed applicants with FY16 application on file**

**Instructions:** The municipality or county must complete this form to summarize the local incentive package to be made available within the District upon designation. The local ordinances (or other regulations) enabling and governing these incentives must be attached to this form, along with any relevant supporting documentation. In the case of incentives proposed upon designation, the draft ordinances must be attached.

It is expected that local incentive(s) will be available to all qualified projects within the District, and not require a discretionary approval or other consideration by the local elected body or town administration. If otherwise, please provide detailed justification for the discretionary review and approval of specific incentives.

The following table includes **examples of** local incentives proposed by other applicants.

Examples of Local Incentives

|  |  |  |
| --- | --- | --- |
| Fee or Tax Reductions | Regulatory Flexibility | Permit or Licensing Reform |
| Special Zoning Districts | Exemptions from Local Ordinances | Streamlined Permitting |
| Technical Assistance | Grants or Loans | Other |

**Summary of Local Incentives - continued**

**20%**

Attach documentation for all Local Incentives

Written documentation attached for all Local Incentives

List the Local Incentives proposed for the DDD. Please detail the geographic extent of each incentive (i.e. is the incentive available throughout the entire jurisdiction, or only in certain geographic areas?)

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| **Local Incentive** | **Date enacted (or proposed date of adoption)** | **Geographic area covered (DDD Only, Entire Municipality, or Other - please describe)** |
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**Summary of Local Incentives - continued**

**20%**

Please describe how each local incentive will be funded. If the incentive involves a reduction or waiver of taxes or fees, or in-kind services (for example, expedited permitting utilizing existing staff resources) please note that here.

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| **Local Incentive** | **Funding Source** |
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For each local incentive please summarize the value and/or benefit of the incentive to potential Qualified Real Property Investors. Please be as specific as possible.

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| --- | --- |
| **Local Incentive** | **Value and/or Benefit to Investors** |
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**Summary of Local Incentives - continued**

**20%**

For each Local Incentive to be provided, please describe the specifics of how the incentive works (details are needed), and how the incentive encourages economic development and revitalization in your community.

It is expected that local incentive(s) will be available to all qualified projects within the District, and not require a discretionary approval or other consideration by the local elected body or town administration. If otherwise, please provide detailed justification for the discretionary review and approval of specific incentives in this response.

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Summarize the package of Local Incentives, and describe how these incentives will work in concert with the Downtown Development District benefits to encourage revitalization and economic development in your proposed District (please limit your response to 750 words or less).

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**Legislative Body Resolution**

**Must be completed by applicants with FY16 application on file. Resolutions from previous application cycles will not be accepted.**

**Instructions:** Attach a resolution that has been adopted by the legislative body of your municipality or county during the current FY19 application cycle. The resolution must affirmatively indicate that the legislative body supports the application for designation as a Downtown Development District and is willing to adhere to the District Plan and the Local Incentives for the duration of the District designation.

Date of Resolution

Resolution Number

Resolution Attached.

1. Municipalities and counties are eligible to apply for Downtown Development District designation. Throughout this document, the terms “local government” and “applicant” refer to either the municipality or county that is presenting the application. [↑](#footnote-ref-1)
2. Central Business District: An area around the downtown portion of the city or town allowing for higher intensity residential uses as well as commercial, office, personal services, governmental, and similar uses intended to serve the community and surrounding areas of the city or town. [↑](#footnote-ref-2)
3. Population to be based on the 2010 US Census. [↑](#footnote-ref-3)
4. Key Priority Project: See *DDD Program Guidelines* for more information. [↑](#footnote-ref-4)