



Master Application for Urbana Enterprise Zone Incentives

Instructions

You must complete one Master Application to receive any incentives through the Urbana Enterprise Zone. In addition, please attach as many completed Sales Tax Exemption Certificate Application Forms (Form A) and/or Property Tax Abatement Forms (Form B) as needed. Forms A & B may be submitted after the submission of the Master Application. All application fields are required unless otherwise indicated.

Section 1: Project Information

Name of Project: _____

Project Address: _____

Contact Name: _____

Contact Information: Phone _____ Email _____

Project Type: 1. Residential (Single Family or two-family) 2. Commercial or 3. Industrial
 4. Mixed Use (20% or greater commercial space)

The following defined terms of the Urbana Enterprise Zone Program utilize references to the City of Urbana Zoning Ordinance. The full ordinance is available online at: urbanaininois.us/zoning.

1. Residential projects are projects resulting in the creation of a Dwelling, as defined in Article II. The following residential Principal uses, listed in Article V, Table V-1, are eligible to receive incentives through the Enterprise Zone: Dwelling, Single-Family; Dwelling, Single-Family (Extended Occupancy); Dwelling, Duplex; Dwelling, Duplex (Extended Occupancy); and Dwelling, Two-Unit Common-Lot-Line. The following, as defined in Article II are also eligible to receive incentives through the Enterprise Zone: Rowhouse or Townhouse, and Rowhouse or Townhouse Building. All other residential uses listed in Article V, Table V-1 are ineligible to receive incentives through the Enterprise Zone residential program.

2. Commercial or 3. Industrial projects are projects resulting in the construction of a new or the improvement of an existing Building (as defined in the Article II) for Business and Industrial uses. Business and Industrial eligible uses can be found listed in Article V, Table V-1. Home occupancy businesses are considered as primary use residences.

4. Mixed-Use projects are projects resulting in a mixture of one or more Dwelling Units (Article II) and primary Business uses (Article V, Table V-1). The total square footage must result in a minimum of 20% or more Primary Business use.

Brief Discription of Project:

City of Urbana Building Number: _____

Note: The Building Permit Number line may be left blank if the Urbana Building Permit has not yet been issued.

Section 2: Project Estimates

Expected Date of Project Commencement: _____

Estimate the portion of the Total Project Cost that will be spent on each of the following items:

Expected Date of Project Completion: _____

Purchase of Real Estate: \$ _____

Expected Date of Occupancy by End User: _____

Purchase of Capital Equipment: \$ _____

Purchase of Building Materials: \$ _____

Labor Costs: \$ _____

Type of Construction	Estimated Cost
New Construction / Addition	\$ _____
Remodel / Rehabilitate	\$ _____
Total Project Cost	\$ _____

*Capital Equipment: Capital equipment is defined as any durable, stand-alone asset with an acquisition cost of \$5,000 or more. Acquisition costs include installation and freight. The asset must have a useful life of more than one year. Capital equipment **does not** include real estate or software.*

Section 3: End User

If there is no end user for this project site yet, please fill out this section for the entity that is responsible for maintaining the property.

Occupant's Contact Person: _____

Contact Address: _____

Contact Phone: _____

Contact Email: _____

Please complete all sections below if applying for Commercial, Industrial, or Mixed-Use projects.
For Residential projects, please fill out the Occupant Section with either the General Contractor's FEIN or homeowner's Social Security Number and skip to Section 6.

Occupant's Legal Name: _____

Occupant's Federal Employer Identification Number (FEIN)
or Individual's Social Security Number (SSN): _____

Occupant's 6-Digit NAICS Code: _____

North American Industry Classification System (NAICS) codes are the classification system for economic statistics classified by industry. NAICS Codes are available at these links: <http://census.gov/eos/www/naics/> OR <http://naics.com/search.htm>

Section 4: Employment Estimates

Number of full-time employees working at the project site in the current year. Do not include construction-related workers. _____

Number of new full-time employees, new to Champaign County to be created as a result of new investment within 12 months of project occupancy. Do not include current employees or construction-related workers. _____

Number of new full-time employees, new to Champaign County to be created as a result of new investment within 24 months of project occupancy. Do not include current employees or construction-related workers. _____

Number of full-time or FTE employees to be retained (if claiming any jobs as retained, please include documentation that demonstrates that the jobs would have been lost by a specific and demonstrable threat). _____

Full-Time Employee: An employee who is hired for a period of indefinite continuous duration who receives full employment benefits and who regularly works not less than thirty-five (35) hours within a period of seven (7) consecutive days.

Full-Time Jobs Retained: Retained jobs means any full-time jobs preserved at a specific facility or site that was threatened to be lost by a specific and demonstrable threat that is specified in the application for development assistance.

Section 5: Legacy Tree Program

Are there any mature trees of any variety located on the project site? Yes No

The Legacy Tree Program is a voluntary program that allows property owners to celebrate and preserve notable trees. Upon submittal of this application the City Arborist will contact the property owner to arrange a site visit to inspect any trees on the site. If any eligible trees are identified, you will be provided with information about this voluntary program.

Section 6: Forms

Please complete Form A and/or Form B in addition to this Master Application in accordance with the incentives you are applying for.

Only one Master Application is needed for multiple Form A's and/or Form B's for the same project.

Forms A & B may be submitted after the submission of the Master Application.

Section 7: Signature

Name _____

Date _____