

Developers, property owners, and businesses requesting incentives pursuant to the City of Jenks Downtown Economic Development Incentive Policy should provide the information requested in this application to:

City of Jenks  
ATTN: City Manager  
211 North Elm Street  
P.O. Box 2007  
Jenks, Oklahoma 74037



**1. PROJECT INFORMATION**

Type of Incentive Requested: \_\_\_\_\_

Name of Project: \_\_\_\_\_

Type of Project:

- Retail
- Restaurant/Bar
- Other: \_\_\_\_\_
- Mixed Use
- Entertainment

Business Stage of Project:

- New Business
- Expansion

Address of Project: \_\_\_\_\_

Legal Title Holder of Record: \_\_\_\_\_

Legal Title Holder of Record Address: \_\_\_\_\_

Brief Description of Project: \_\_\_\_\_

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Present Zoning: \_\_\_\_\_

Will the project site need to be rezoned? If yes, please explain: \_\_\_\_\_

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Description of buildings and improvements presently on the project site: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*\*Please attach site plans for the location of project buildings and improvements*

*\*Please attach floor plans and building elevations for project buildings*

Will the project create new jobs?

Yes       No

*If Yes—*

Projected new jobs upon project completion: \_\_\_\_\_

Projected new jobs 24 months after project completion: \_\_\_\_\_

Type, nature, and category of jobs created: \_\_\_\_\_

*If No—*

Number of existing employees: \_\_\_\_\_

## 2. DEVELOPER INFORMATION

Name of Developer: \_\_\_\_\_

Developer Contact & Title: \_\_\_\_\_

Developer Address: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_ Project Contact if different than above: \_\_\_\_\_

## 3. FINANCIAL INFORMATION

Amount of Incentive Requested: \_\_\_\_\_

Summary of Estimated Project Costs: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Estimated annual sales tax generating sales (with breakdown by business, if applicable): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**4. SUPPLEMENTAL INFORMATION**

You are encouraged to attach supplemental information and documents you believe will be beneficial or show that your project meets eligibility criteria in the City of Jenks Downtown Incentive Policy<sup>1</sup>

**5. CERTIFICATION BY DEVELOPER**

Developer hereby certifies that all information, including all documents and materials attached and submitted, are true to his/her best knowledge and belief and are submitted for the purpose of obtaining the requested incentive for the project. Developer also certifies that this project meets the legislative intent and guidelines the City of Jenks Downtown Policy<sup>1</sup>.

**Developer**

Name: \_\_\_\_\_

Date \_\_\_\_\_

Title: \_\_\_\_\_

**City of Jenks**

Received by: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

<sup>1</sup>Note: Meeting program eligibility criteria does not guarantee approval of any incentives. All applications will be considered on a case-by-case basis, and the City has sole discretion on the provision of any incentives. If determined to be eligible for an incentive, the City and Developer must execute and incentive agreement.

## **ADDITIONAL INFORMATION CHECKLIST (Refer to the “BIG” Business Incentive Grant)**

- Contact: Jenks Chamber of Commerce and/or a designated City staff person to set up a meeting
- No work has begun
- There are no litigation, taxes, or liens filed that would affect the property
- Letter from the property owner supporting the application
- I agree to allow the project to be used to promote the Business Improvement Grant program
- I agree to have a sign/banner placed on the building during the project
- I agree to a Life Safety Inspection
- I have submitted a letter from the property owner supporting the application and conditions
- Tenant must produce a lease or other documentation showing the terms of the lease
- Applicant may be required at the request of JBIG Staff to make a presentation to City/JEDA explaining work to be done
  - Design plans
  - Paint color
  - Sign size,
  - Colors,
  - Shape
  - Proposed placement,
  - Materials, etc.
- All construction bids submitted by an applicant must be current and must be dated no earlier than ninety (90) days prior to the application request
- Bids shall be submitted on the contractor’s or project architect’s letterhead and shall contain the contractor’s name, address, and telephone number
- All bids shall be itemized and written in a manner that allow JBIG Staff to determine the bid components and authenticity of the bid
- Application must include two quotes/bids

## **Reimbursement | Appeals | Amendment to Plan**

- The applicant must show itemized invoices and proof of payment (canceled checks, credit card statements, etc.) as documentation of the completed work with the request for payment
- Reimbursements will be made when the entire project is complete
- Appeals to the approval will go before City Council
- The applicant must notify JBIG Staff in writing if the applicant makes any changes in the plans submitted to the committee with the original application