

Columbus Community Industrial Development Corporation

**Economic Development Assistance Application
New Business**

COMPANY INFORMATION		
Applicant Business Name		
Mailing Address		
City	State	Zip Code
Phone	Fax	E-Mail
Applicant Representative		
Mailing Address		
City	State	Zip Code
Phone	Fax	E-Mail

COMPANY DESCRIPTION			
Description of Company			Year established
SIC Code ¹	SIC Code Description		
Projected annual sales	Increase in Columbus	Percent subject to sales tax	
Projected annual facility purchases ³		Percent purchased in Columbus	
Purchases of raw materials from local manufacturer's or suppliers ⁴			
Sic Code	SIC Code Description	Current annual purchase	Projected increase
1. SIC Code: Standard Industrial Classification Code 2. Annual Sales in Columbus, Texas: Estimated sales to Columbus citizens. If you will have no Columbus customers, enter "none." 3. Annual Facility Purchases: Annual purchases of operating items such as office supplies, cleaning supplies, etc. that are subject to sales tax 4. Purchases of Raw Materials from Local Manufacturers: Purchases of raw materials used in the manufacturing process that are NOT subject to sales tax.			
UTILITY USAGE INFORMATION			

Water			
Average Monthly Usage (1,000 gallons)		Capital Investment Needed <small>(ie cost of installing water, sewer, etc.)</small>	
Waste Water			
Average Monthly Usage (1,000 gallons)		Capital Investment Needed	
EMPLOYMENT INFORMATION			
Projected Number of Employees (FTE)		Annual Payroll	Percent Previously Unemployed
# of Hourly	Ave. Wage/ Hour	# Salaried	Ave. Annual Salary
Benefits Offered			
Health Plan Yes No		Health Plan Yes No	
Retirement/ 401 K Yes No	Vacation (#/yr)	Sick Days (# / yr)	Paid Holidays (# / yr)
Profit Sharing Yes No	Dental Insurance Yes No	Life Insurance Yes No	Disability Insurance Yes No
Tuition Assistance Yes No	Flextime Yes No	Daycare Yes No	EAP Yes No

ECONOMIC DEVELOPMENT ASSISTANCE REQUESTED		
Tax Abatement Yes No	First Year of Abatement	Abatement Schedule Requested ⁵
Financial Assistance Requested (Amount)		
Explanation/ Justification		
Other Assistance Requested		
Explanation/ Justification		
5. Abatement Schedule Requested: Please refer to the City of Columbus/ Columbus Community Industrial Development Corporation tax abatement policy to determine the applicable tax abatement schedule.		
REQUIRED ATTACHMENTS		
The following items must be attached to this application in order for the application to be complete. Please submit each item listed as a separate item.		

1. If site not located in Texas Crossroads Business Park: Plat/ map of property, extending 500 ft beyond property in all directions
2. If site is located in Texas Crossroads Business Park: Drawing of proposed structure
3. Detailed list of improvements, including equipment
4. Tax certificates
5. Letter addressing tax abatement minimum standards (if applicable)
6. A formal business plan identifying the following:
 - Proposed activities and facilities
 - Roll-out dates
 - Number and types of employees
 - Labor pool
 - Local economic benefit
 - Confirmed sources of funding to finance all aspects of projects
7. A professional resume. The resume must demonstrate a solid track record and proven ability to manage a project of the type and scope being proposed
8. Professional (ie employer and colleagues) and financial (bank, investment & mortgage) references
9. Personal credit report identifying your previous residence addresses
or
10. Business credit report identifying your company's previous business addresses and how your company has handled its financial obligations
11. Personal financial statement identifying all of your personal income, assets, and liabilities
or
12. Business financial statement identifying all of your company's income, assets, and liabilities
13. Loan approval of pre-qualification documentations for government and bank loans
14. Identification and description of money you and other investors have already invested in the project (eg sources of funding and expenditures to date for: architectural; legal; accounting; administrative; and other expenses)
15. Amount you and other investors will be investing out-of-pocket
16. Identification and description of collateral (money, investments and property) that you currently own and will pledge as collateral for a possible 4B loan

APPLICATION SUBMISSION

Submit the completed application by mail or in person to:
Columbus Community Industrial Development Corporation
P.O. Box 98
Columbus, Texas 78934

This application should be filed with the CCIDC prior to filing building permit or business license applications with the city. If you have questions, contact CCIDC at
Tel. 979- 732- 8385