



Camden County Joint Development Authority
Targeted Investment Program (TIP) Application

1. APPLICANT INFORMATION

Applicant Name: _____ Phone: _____

Address: _____ City _____ State ____ Zip _____

Contact Person: _____ Title: _____

Contact Phone Work: _____ Mobile: _____ E-mail: _____

Name of Business: _____ Years in Business _____

2. PROJECT SUMMARY

Total Project Cost: _____ Total TIP loan requested: _____

Location of Project:

Address: _____ City: _____ Target Zone: _____

3. LOCAL ORDINANCE AND PROGRAM INFORMATION:

(Please indicate below whether the applicant has secured the approval for the following items;

	<u>YES</u>	NO	N/A	
A. Zoning Approval	___	___	___	Date Approved: _____
B. Sign Ordinance	___	___	___	Date Approved: _____
C. Historic Preservation Ordinance	___	___	___	Date Approved: _____
D. Tree Ordinance	___	___	___	Date Approved: _____
E. Site Plan Approval	___	___	___	Date Approved: _____
F. Design Guidelines	___	___	___	

SECTION B—PROJECT SPECIFIC INFORMATION

Please provide a description of the project for which you are seeking TIP loan funds, making sure to be as specific as possible and to address each of the following items.

1. Required—Please attach a letter that articulates why the loan being requested is a strategic investment in the target area.
2. Provide a brief description of the project and the proposed use of funds: _____

3. Briefly describe how the project relates to the revitalization strategy of the target area: _____

4. Describe the specific problem/issue that this project will address: _____

5. Describe the proposed activities to be undertaken that will address this problem/need: _____

6. One of the goals of the program is to enhance the vitality and sense of place of the downtown and central business districts of the target areas. Describe how this project will help to achieve that goal: _____

7. Impact Measures. Describe the project’s potential short- and long-term impact using the following measures.

Measure	Short-Term	Long-Term
Projected # of new jobs created		
Project # jobs retained		
Project Total Capital Investment (\$)		
# of blighted structures improved		
Other		

8. Location Map. Please attach a map of the property/project area within the target area. (To the extent possible, please provide photos of the front, side, backs, and interior of the project location.)
9. Project Participants. List the public and/or private parties and individuals to be involved in the project and include a short description of their role (i.e. project manager, private lender, funding contributor or fund raiser, developer, etc.)

Name: _____ Role: _____

Name: _____ Role: _____

Name: _____ Role: _____

Name: _____ Role: _____

Name: _____ Role: _____

10. Project Activity Schedule. (Please provide a realistic timetable for completion of the project.)

	Activity	Estimated Completion Date
A		
B		
C		
D		
E		

SECTION C-SOURCES AND USE OF FUNDS

1. Project Budget. (Lists the source and use of funds for the project.)

Item	Project Cost	Sources of Funds
Total Project Costs		

2. Total Project Funding: \$ _____ Total TIP loan requested: \$ _____

3. Explain how funds will be repaid to the Authority. _____

SECTION D – CERTIFICATION

I certify that the information contained in this application is true and correct to the best of my knowledge. I further understand that the Camden County Joint Development Authority has the right to request additional information as needed.

Signature of Applicant

Date

Name of Applicant

I affirm that the City and/or Downtown Development Authority is aware of this application and the proposed project appears to be consistent with the revitalization strategies for the defined target area.

Signature of City Official

Date

Name of City Official

Title of City Official

For Authority Use Only: Date Received: _____
Received by (signature): _____
Name: _____
Title: _____

Credit Authorization

In connection with _____'s application to the Camden County Joint Development Authority (Authority) Target Investment Program (TIP) for financial assistance, I authorize the Authority, or its agent, the Coastal Area District Development Authority (CADD), to make inquiries as necessary to verify the accuracy of the statements made and to determine my creditworthiness. I further authorize the Authority or CADD to receive information, documents, credit reports, summaries, etc. received by other lenders in connection with any financial assistance I am pursuing as part of a complete financing package for the applicant.

Authorized Signature

By: _____

Name: _____

(print or type)

Title: _____

Company: _____

Date: _____

Georgia Law requires that "all state, county, municipal records, except those which by order of a court of this state or by law are prohibited from being open to inspection by the general public, shall be open for personal inspection of any citizen of this state at a reasonable time and place, and those in charge of such records shall not refuse this privilege to any citizen" (O.C.G.A. 50-18-70). This means that past and current records on the use of Camden County Joint Development Authority (Authority) funds are required to be opened for public inspection. However, certain proprietary information which is required by the Authority to be included in an application and must be supplied by a business in order to compete and which constitutes a "trade secret" (O.C.G.A. 10-17-140 et seq.; 16-8-13(a) (4)) is exempt from disclosure under O.C.G.A. 50-18-70. IF YOU CONSIDER FINANCIAL OR CREDIT INFORMATION SUBMITTED AS A PART OF A TARGETED INVESTMENT PROGRAM FUND APPLICATION THAT MAY BE VIEWED BY THE AUTHORITY A "TRADE SECRET", PLEASE INDICATE BY SIGNING BELOW.

Authorized Signature

By: _____

Name: _____

(print or type)

Title: _____

Company: _____

Date: _____

CAMDEN COUNTY JOINT DEVELOPMENT AUTHORITY

TARGETED INVESTMENT PROGRAM

SUPPORTING DOCUMENTATION REQUIREMENTS

Items listed below are usually critical for most projects. Other document may be requested or required during the underwriting review or prior to disbursement of Targeted Investment Program (TIP) funds.

Purchase Option, Sales Agreement, Warranty Deed or Lease Agreement for any real estate needed to undertake the project.

Evidence of marketable title (with outstanding liens, mortgages and encumbrances noted) and a plat for any real estate to be financed.

Plans, Specifications, Rendering or Architectural Drawings that have been approved by the appropriate local regulatory agency.

Cost Estimates for all proposed construction/renovation and other project activities.

Financial commitment letter(s) from participating financial institution(s) and public agency who are engaged in supporting the proposed project. The letter(s) should indicate the amount, rate, term, and any contingencies associated with the financing.

Commitment letter(s) from participating business(es) or tenant(s). The letter(s) should indicate the number of full-time jobs to be created/retained and the amounts of any private investment that will occur as a result of the project.

List of available collateral with prior liens noted.

Financial Statements (Property Owner, Small business, DDA's) should provide balance sheets and income statements for the past three years. Copies of personal and business federal tax returns may also be requested by the Authority. Downtown Development Authorities should provide copies of their most recent available audited financial statements only if they are the ultimate recipient of the TIP loan.

Proposed Use Certification from the appropriate local government that certifies the project will comply with all applicable land-use, environmental, and other applicable local laws as well as any special requirements involving community improvements districts, special tax districts, or redevelopment areas.

Confirmation of current business license (if the applicant is a small business) from the appropriate City agency verifying a current business license.

Confirmation of receipt and adherence to any design guidelines, covenants, and restrictions from the property owner, small business, or downtown development authority

