



# Columbus Business Development Center

## Business Application

General Information			
Project Name:			
Project Physical Address:			Parcel Id:
City:	State:	Zip:	
Proposed Type of Business/Service Enterprise:			
Manufacturing	Warehousing/Distribution	Processing	Telecommunications
Tourism	Research & Development	Finance	Insurance
Real Estate	Day-Care	Other (SIC Code): _____	
Benefit Type:			
Renovate Existing Facility		New Facility	
Expand Existing Facility		Machinery/Equipment	
Is the Project Located in a Vacant Building?      Yes <input type="checkbox"/> No <input type="checkbox"/>			
Applicant Organization/Agency:			
Federal Tax ID Number:		SIC Code:	
Type of Organization:			
<input type="checkbox"/> S-Corporation <input type="checkbox"/> C-Corporation <input type="checkbox"/> LLC <input type="checkbox"/> Other:			
Public Corporation:			
<input type="checkbox"/> Yes; incorporated or formed (year): _____ <input type="checkbox"/> No			
Primary Product:			
Contact Information			
Primary Business Representative:			
Title:		Phone:	
Fax:		Email:	
Mailing Address:			
City:	State:	Zip:	
Local Contact Person:			
Title:		Phone:	
Fax:		Email:	
Mailing Address:			
City:	State:	Zip:	

**Project Description**

*Provide a description of the company's plans, including projected capital investment of the business in the zone for a 10-year project designation period (expansion, consolidation, relocation, etc.)*

**Projected Capital Investment:**  
*(To be made in the Zone over the entire 10-year tax abatement period)*

Land:	\$
Buildings:	\$
Manufacturing Machinery:	\$
Other Machinery and Equipment:	\$
Other: _____	\$
<b>Grand Total:</b>	<b>\$</b>

**Business Description**

*Provide an introduction, history, and description of the qualified business. Its products, services, total sales, number of employees, locations (international, national, and in Georgia), description of primary materials purchased, product transportation, etc.*

**Local Significance**

*Explain specifically how the project will benefit Muscogee County residents. Attach any additional information*

**Job Creation  
(Projected for 10-Year Tax Abatement Period)**

*The business making the investment and paying taxes must also create the jobs and be the project designee. In order to be eligible for incentives, eligible businesses must:*

- \* Increase employment by five or more new full-time jobs;*
- \* Maintain the jobs for the duration of the tax exemption period;*
- \* Whenever possible, at least 10% of the new employees filling the jobs that satisfy the job creation requirement should be low or moderate income individuals.*

**Note:** *Leased, contract, temporary, and construction employees do not qualify as new employees.*

Number of New Full-Time Jobs to be Created (5 Minimum):

Number of Low/Moderate Income People Hired (10%):

**A Low/Moderate Income Individual is Defined in (A-H), In Which Category(ies) Your New Employees Qualify? (Select all that apply):**

- (A) Unemployed or unemployed for three of the six months prior to the date of hire;
- (B) Homeless;
- (C) A resident of public housing;
- (D) Receiving temporary assistance for needy families or who has received temporary assistance for needy families at any time during the 18 months previous to the date of hire;
- (E) A participant in the Workforce Investment Act or who has participated in the Workforce Investment Act at any time during the 18 months previous to the date of hire;
- (F) A participant in a job opportunity where basic skills are required or who has participated in such a job opportunity at any time during the 18 months previous to the date of hire;
- (G) Receiving supplemental social security income; or
- (H) Receiving food stamps.

Number of Local Residents Hired:

Estimated Amount of Payroll for YR \_\_\_\_\_ : \$

**New Jobs Breakdown (4 YR Period Example)**

Title	Annual Salary or Hourly Rate	Year One	Year Two	Year Three	Year Four
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
<b>Annual Grand Total</b>					



**Financing Plan**

*Describe or attach the project financing plan. Submit any financial supporting documentation if applicable, for example bank commitment letters, balance sheets, and profit and loss statements.*

Empty space for providing the financing plan details.

**Additional Requirements**

Columbus' Ordinance (#98-30) requires that projects receiving tax exceptions must incorporate a landscaping requirement. If the façade material is visible from the street and is of brick, masonry, or glass, Option B as explained in #98-30 must be pursued. Which option will you pursue?:

- Option A, Landscaping       Option B, Façade Material/Landscaping

**Additional Incentives Requested**

*Other incentives that may be granted will be negotiated on a case-by-case basis by the Planning Department and could include exemption from any or all of the following:*

- Building Permit fees     Sign Permit fees     Business License Administration fees  
 Rezoning fees         Engineering fees     Other local fees: \_\_\_\_\_

**Project Timeline**

Construction Start Date:	
Construction Completion Date:	
Operation Start Date:	
Date Begin Hiring New Employees:	
Date Purchase of Machinery/Equipment:	
Date Other Improvements like Landscaping or Façade Material will be Incorporated:	
Tax Abatement Start Date (NLT Completion). Attach Plat with Identified Phases (if applicable):	

# Project Timeline

<i>Project Name - Timeline</i>			Year One				Year Two				Year Three				Year Four				Year Five				Year Six				Year Seven				Year Eight				Year Nine				Year Ten							
Deliverables	Owner	Duration	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4				
<b>Acquisition Phase</b>																																														
<b>Construction phase</b>																																														
<b>Operations phase</b>																																														
<b>Machinery/Equipment Acquisition Phase</b>																																														
<b>Landscaping/Façade Phase</b>																																														
<b>Employee Hiring Phase</b>																																														
<b>Tax Abatement Phase</b>																																														
<b>Annotations</b>																																														

I certify that the information contained in this application is true and correct and that it contains no misrepresentations, falsifications, intentional omissions, or concealment of material facts and that the information given is true and complete to the best of my knowledge and belief.

\_\_\_\_\_  
Signature of Authorized Official

\_\_\_\_\_  
Name of Authorized Official

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

<b>Application Checklist</b>			
	Complete	Incomplete	If Complete, Initial and Attach
Completed Application			
Financial Supporting documentation (if applicable), for example bank commitment letters, appraisal report, profit & loss statement.			
Three years of financials must include income statements/balance sheets.			
Copy of the Muscogee County Business License or application and Evidence of property access, i.e., copy of warranty deed or executed lease agreement.			
Site Plan Drawing. Include Proposed Landscaping Areas, if needed.			
Project Timeline			

Submit this application and all required information using one of the following methods:

Rex "Trey" Wilkinson  
Planning Department  
PO Box 1340  
Columbus, GA 31902

Email to [wilkinson.rex@columbusga.org](mailto:wilkinson.rex@columbusga.org)

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	Approving Authority	Approve	Disapprove
Development Authority			
Planning Department			
Inspections and Code Enforcement			
Engineering Department			
Finance			
Occupational Tax			
Tax Assessors Office			

