



Please send complete applications and attachments to:  
Dept. of Economic & Community Development  
City of Knoxville  
400 Main Street, Suite 655  
Knoxville, TN 37902

**Department of Economic & Community Development**  
**Application for Development Assistance**

Version 11/2020

*\* Please note where supplementary material is required.*

**DATE:** \_\_\_\_\_

**APPLICANT:**

Company Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_

**COMPANY REPRESENTATIVE TO BE CONTACTED:**

Name \_\_\_\_\_

Title \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_

Description of Principle Business \_\_\_\_\_

**NAME AND ADDRESS OF ANY OF THE FOLLOWING INVOLVED IN THE PROJECT:**

*Applicant's Legal Counsel:*

Name \_\_\_\_\_ Title \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

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*Project Engineer:*

Name \_\_\_\_\_ Title \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

*Project Architect:*

Name \_\_\_\_\_ Title \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

*General Contractor:*

Name \_\_\_\_\_ Title \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

**PROJECT LOCATION/OWNERSHIP:**

Street Address \_\_\_\_\_

\* *GIS Map. Please attach with general location of site indicated.* Done  Yes  No

\* *Attach a copy of deed (or surveyor's description) detailing legal description.* Done  Yes  No

Who owns the property at this time? \_\_\_\_\_

What is the property's use at this time? \_\_\_\_\_

Is the property located in a current or proposed City of Knoxville Redevelopment Area?  Yes  No

Is there a Brownfield Agreement on the site?  Yes  No

Is the building historic?  Yes  No

If yes, please describe the history and recognition

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**PROJECT DESCRIPTION:**

Give a brief description of the intended use for this property after the project is completed

*\* Description and drawings of existing and proposed improvements attached* Done  Yes  No

Describe parking needs associated with the project and how needs will be met

Describe location and system for garbage and recycling collection

**TAX INFORMATION:**

Obtain latest property tax statement from Knox County Assessor's Office (include both real and any existing tangible personal property). All outstanding City and County taxes must be paid in full prior to development assistance requests being approved.

Tax parcel ID number(s) \_\_\_\_\_

Current assessment(s) \_\_\_\_\_

Current tax bill City \_\_\_\_\_ County \_\_\_\_\_

Current sales tax generation (if applicable) \_\_\_\_\_

Estimated retail sales after project is complete (if applicable) \_\_\_\_\_

Estimated sales tax generation after project is complete (if applicable) \_\_\_\_\_

Is project located in Central Business Improvement District (sales tax recapture area)?  Yes  No

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**CAPITAL INVESTMENT:**

\* *Attach a copy of the complete pro-forma for this project.*

Done  Yes  No

Total project cost \_\_\_\_\_

Summarize project costs - land cost, construction estimates, professional services, other soft costs, etc:

Financing plan description including a statement of sources and uses of funds:

Any other information as requested for this project by the City of Knoxville:

**CONSTRUCTION TIMELINE ESTIMATE:**

Start Date:           Month \_\_\_\_\_ Year \_\_\_\_\_

Completion Date:   Month \_\_\_\_\_ Year \_\_\_\_\_

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**PUBLIC BENEFITS:**

Number of jobs created:      Construction \_\_\_\_\_ Permanent \_\_\_\_\_

Description of permanent jobs created \_\_\_\_\_

Estimated pay scale of permanent workforce \_\_\_\_\_

Describe how this project will create potential for other development or serve as an economic stimulus:

Describe project's design compatibility with immediate area/neighborhood:

Will the project be constructed to LEED™ or ENERGY STAR® certification standards?  Yes  No

Describe environmental or energy-efficiency features of the project:

Describe any public benefits not outlined above:

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**ASSISTANCE REQUESTED:**

Describe specific actions or financial assistance requested from the City:

Will financial assistance be sought from other agencies, i.e. the County, CBID, etc.?  Yes  No

If yes, describe:

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Questions? Contact Rebekah Jane Justice, Deputy Chief, Economic & Community Development  
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Phone: 865-215-3806