



**CITY OF TULSA**  
**APPLICATION FOR DOWNTOWN DEVELOPMENT AND REDEVELOPMENT FUND**

This is the application form for property owners and developers seeking public assistance from the City of Tulsa Downtown Development and Redevelopment Fund. Details of the fund can be found in the Downtown Development and Redevelopment Fund Policy document. Once the application is received and complete City staff will review the request and make a determination as established in the Policy document and respond to the applicant.

**SECTION A: CONTACT INFORMATION**

**1. Owner Information**

Property Owner \_\_\_\_\_

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

Telephone \_\_\_\_\_ Website \_\_\_\_\_

Cell Phone \_\_\_\_\_ Email \_\_\_\_\_

**2. Developer Information (if different from owner)**

Developer \_\_\_\_\_

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

Telephone \_\_\_\_\_ Website \_\_\_\_\_

Cell Phone \_\_\_\_\_ Email \_\_\_\_\_

Relationship to Property Owner \_\_\_\_\_

**3. Primary Contact Information**

Title \_\_\_\_\_

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

Telephone \_\_\_\_\_ Website \_\_\_\_\_

Cell Phone \_\_\_\_\_ Email \_\_\_\_\_

Relationship to Property Owner \_\_\_\_\_

4. Business Information

Name of Business/Development \_\_\_\_\_  
The company is organized as a \_\_\_\_\_ under the laws of the State of \_\_\_\_\_  
Federal ID Number \_\_\_\_\_  
Property Address \_\_\_\_\_

SECTION B: PROJECT INFORMATION

1. Provide the following:

- a. A detailed narrative - project description
- b. Site plan
- c. Perspective drawings
- d. Full legal description of property
- e. Unique Tulsa County assessor parcel number(s)
  - 1. Parcel numbers can be found at:  
<http://www.assessor.tulsacounty.org/assessor-property.php>
- f. Zoning- Current and Proposed
- g. Public Improvements, if applicable
- h. Parking plan for individual uses within the development
- i. Document(s) providing proof of site control (fee ownership/option)
- j. Any other relevant documents

2. Residential Component:

- a. Will the residential units be rental or for sale? \_\_\_\_\_
- b. Number, types and square footages of residential units
- c. Rent or sales price per square foot

d. Cost per unit residential

e. Evidence of market support for residential component

3. Retail Component:

a. Number and square footages of retail units

b. Types of retail uses included in development

c. Evidence of market support for individual retail components

4. Office/Business Component (if applicable):

a. Number and square footages of spaces

b. Types of office/businesses included in development

c. Evidence of market support for individual components

5. Project Cost

a. Estimated total project cost \$ \_\_\_\_\_

6. Describe the amount and purpose of the Downtown Development and Redevelopment Funds requested; explain why this assistance is necessary, the amount of the gap and why the gap exists and is required for the project to succeed.



10. Estimated Sources of Funds:

Source of Funds	Amount of Funds	% of Total Project Cost
Owner Equity	\$	
Downtown Fund Request	\$	
Other (Describe)	\$	
Other (Describe)	\$	
Other (Describe)	\$	
Total Sources of Funds	\$	

11. Please identify any potential items that may need satisfied for permanent financing that could affect your application or project.

12. Development schedule — explanation of readiness to proceed

13. Estimated Job Creation/Retention upon Completion of Project. Please fill this out individually for each of the different uses included in the project (I.E. Residential, Retail or Office)

	Avg. Annual, Monthly, or Hourly Wage	# of Positions Created	# of Positions Retained
Full-Time Permanent			
Part-Time Permanent			
Other (Seasonal)			
Total			

14. When can it be expected that the Downtown Development and Redevelopment funds will be fully returned so that they may be reinvested in to another project? (not too exceed 6 years)

15. Describe how the project improvements will benefit the property and the community at the conclusion of the incentives.

## SECTION C: CRITERIA FOR EVALUATION

### 1. DESIGN

- a. CONSIDERATION OF PROJECTS WITHIN THE BOUNDARIES OF THE DOWNTOWN AREA MASTER PLAN SEEKING PUBLIC INCENTIVES MUST INCLUDE A COPY OF THE REVIEW COMMENTS FROM THE PLANNING DIVISION WHICH WILL REFERENCE CONFORMANCE WITH THE DESIGN GUIDELINES STATED IN THE DOWNTOWN AREA MASTER PLAN AS WELL AS CONFORMANCE WITH ALL OTHER APPLICABLE PLANS AND/OR POLICIES (E.G. DOWNTOWN STREETScape MASTER PLAN, ADOPTED SMALL AREA OR NEIGHBORHOOD PLANS, ETC.)

### 2. FINANCIAL

- a. DURING THE EVALUATION OF EACH APPLICATION SPECIAL CONSIDERATION WILL BE GIVEN IN EVALUATING THE FOLLOWING ITEMS RELATED TO THE FINANCIAL HEALTH OF BOTH THE DEVELOPER AND THE PROJECT. FINANCIAL CAPACITY INCLUDING PROJECT FUNDING COMMITMENTS, LEVEL OF DEVELOPERS PERSONAL INVESTMENT, DEBT SERVICE RATIOS AND PERCENTAGE OF PUBLIC TO PRIVATE FUNDS ARE ALL EXAMPLES OF CRITERIA. CLEARLY SPECIFIED AND DOCUMENTED NEED IN THE DOWNTOWN MARKET FOR THE USES ANTICIPATED IN THE DEVELOPMENT WILL ALSO BE CAREFULLY CONSIDERED. LASTLY, PREVIOUS EXPERIENCE IN SUCCESSFULLY COMPLETING MIXED USE PROJECT IN AN URBAN SETTING THROUGH PUBLIC-PRIVATE PARTNERSHIP IS INTEGRAL TO THE EVALUATION.

SECTION D: CERTIFICATION BY APPLICANT

Applicant hereby certifies that all information, including all documents and materials attached and submitted, are true to her/his best knowledge. Applicant also acknowledges that this project contains a financial gap that can only be filled by public funds.

Date \_\_\_\_\_

Applicant Signature \_\_\_\_\_

Title \_\_\_\_\_

**Mayor's Office for Economic Development/ Downtown Coordinating Council**  
**City of Tulsa**  
**175 East 2<sup>nd</sup> Street**  
**Tulsa, Oklahoma 74103**  
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