



Weld County Small Business Incentive Program Application

Notice: Prior to filling out the application, please review the *Program Criteria and Process* *handout* regarding the program's eligibility requirements.

Program Purpose: Weld County has established a Small Business Incentive Program (BIP) which will provide eligible businesses financial assistance to offset land use, building permit, and several impact fees. The program is designed to reduce upfront capital outlay for small businesses located in unincorporated Weld County.

Application Instructions: This application must be filled out completely and signed. Attachments and exhibits may be included. A cover letter that adequately explains the scope of the company's business model must accompany the application.

Application Date: _____

1. Company Information

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| Applicant Name: |
| Mailing Address: |
| Telephone: |
| Email: |
| Fax: |
| Web Site: |

2. Incorporation Information (if applicable)

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|------------------------|
| Federal ID Number: |
| Type: |
| State: |
| Date of Incorporation: |

3. Contact Person

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|------------------|
| Name & Title: |
| Mailing Address: |
| Telephone: |
| Fax: |
| Email Address: |

4. **Property Information**

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|--------------------|
| Parcel ID #: |
| Property Address: |
| Legal Description: |
| Owner(s)/Tenant(s) |

5. **Product and/or Service** Business activities involving the project site in unincorp. Weld County:

6. **County assistance – Past & Present**

Identify below past incentive assistance provided to the applicant by Weld County:

Identify below current requests by the applicant for any other assistance from Weld County:

7. **Business Plan** Provide a brief overview of the proposed business in Weld County.

8. **Workforce Information** For the purpose of this application a full-time employee works a minimum of 32 hours per week. The business may have a combination of part-time employees that is the equivalent of at least one full-time employee.

Current Employees:

_____ Existing payroll (total number of filled and unfilled positions).

9. **Job Location Verification** At least 50% of the employer's workforce must reside in Weld County for a period of one-year.

Certified Copy of Payroll: A business presently located in Weld County must provide a certified copy of its payroll as of the date of the application.

10. **SBDC Verification** The applicant shall consult with the Small Business Development Center prior to receiving funds. The applicant shall attach a copy of an affidavit signed by the Director of the SBDC or his/her designee. The SBDC contact information is:

Mail: 902 7th Avenue
Greeley, CO 80631
Website: <http://www.neeccosbdc.org>

Phone: (970)352-3661

11. **Questions & Assistance**

Weld County Department of Planning Services: The application will be processed by the Director of Planning Services. The Director may contact the applicant for clarification regarding the application or to request additional information during the review process. If the application is approved, the Director will contact the business when preparing the agreement and when scheduling the agreement for action by the Weld County Board of Commissioners. The applicant is encouraged to contact the Director of Planning Services to request assistance with the program requirements and with filling out the application. The Director can be reached by the following methods:

Applications can be mailed, faxed or e-mailed to the Department of Planning Services:

Mail: Weld County Department of Planning Services
Attn: Planning Director
1402 North 17TH Avenue
P.O. Box 758
Greeley, CO 80631

Phone: (970) 400-6100 Fax: (970) 304-6498 Email: deisenbraun@weld.gov

REMINDER: The application may be delayed if it is incomplete,
unsigned or lacks required documentation.

All documents provided to Weld County are subject to the Public Records Act, State of Colorado.

12. **Authorized Signature:** The signature appearing below must belong to an employee of the company who is authorized to sign the application on behalf of the company.

I attest to the accuracy of the information which is provided hereinabove.

(signature)

(title)

(print name)

(date)