



**TOWN OF GRAY**  
 24 Main Street  
 Gray, Maine 04039  
 TEL: (207) 657-3112  
 FAX (207) 657-2149  
 www.graymaine.org

## Tax Increment Financing (TIF) Application

Please submit the following information to the Town of Gray Economic Development Director. Only completed applications will be considered. If you need additional space, attach extra sheets. All applications must meet Maine Department of Economic and Community Development (DECD) requirements. If an applicant needs assistance preparing the TIF application, it can be provided by the Town through the Administrative and Professional Services Agreement.

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Contact Person:	
Phone:	
Email:	
Legal Business Name:	
Business Address:	
Form of business/ownership (sole proprietor, partnership, corporation, etc.):	
Description of business:	
Number of years in business:	
Location of home office:	
Current Total Annual Payroll: \$	
Current property valuation of the proposed district (include personal property): \$	
Map & lot number (s):	
Total acreage of proposed district:	
Description of current use of property within proposed district:	
Does the proposed use require permits by the town, a state agency and/or a federal	

agency?	
If yes, please specify name and status of required permits.	
Why is TIF needed:	
Description of project for which tax increment financing is requested (include tax or other map with location designated):	
Describe proposed improvements including public facilities directly linked to the development site (water, wastewater, storm drains, electrical, telecom, and new roads):	
Anticipated new taxable value in proposed district, provided on a year-by-year basis for each year of TIF:	ATTACH SPREADSHEET W/ ASSUMPTIONS INDICATED
Anticipated new taxes in proposed district, provided on a year-by-year basis for each tax year of the proposed TIF:	ATTACH SPREADSHEET W/ ASSUMPTIONS INDICATED
Describe how TIF proceeds will be used:	
Additional local, state, and/or federal assistance anticipated:	
Employment Goals	ATTACH EMPLOYMENT GOALS FORM
State what percentage (min. 25%) of the real property within the proposed district meets the following state statute criteria: <i>(the same area may satisfy more than one criterion)</i>  Must be: A. In a blighted area; or B. In need of rehabilitation, redevelopment or conservation work; or C. Be suitable for commercial uses.	ATTACH DECD STATUTORY REQUIREMENTS & THRESHOLDS FORM
State the estimated tax shifts and corresponding savings to the Town in terms of county tax, state aid to education, and state revenue sharing:	ATTACH SPREADSHEET W/ ASSUMPTIONS INDICATED
State any outstanding taxes, fees or liens:	
State any past or pending lawsuits:	
State any bankruptcy or insolvency proceedings (as Debtor):	
State current and anticipated marketing and feasibility studies for the project:	SUBMIT COPY WITH THE APPLICATION AND/OR ANTICIPATED DATE FOR COMPLETION
Please provide documentation of financial capability to undertake the project by one or more of the following: A. A letter from a financial institution,	IF NOT AVAILABLE AT THE TIME OF THE APPLICATION, SPECIFY DATE LETTER(S) WILL BE SUBMITTED TO THE TOWN

<p>government agency, or other funding agency indicating a commitment to provide a specified amount of funds and the uses for which funds may be used; or</p> <p>B. In cases where funding is required but there can be no commitment of money until approvals are received, a letter of "Intent to Fund" from the appropriate funding institution indicating the amount of funds and their specified uses; or</p> <p>C. The most recent corporate/business annual report indicating availability of sufficient funds to finance the development together with explanatory material interpreting the report; or</p> <p>D. Evidence indicating availability and commitment of funds if the developer will personally finance the development.</p>	
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Applicant acknowledges that:

- A. Successful applicants will be required to prepare and submit a formal application in accordance with the applicable statutes and Maine Department of Economic and Community Development requirements.
- B. Town Council and/or Town meeting approval(s) of the formal application are required.
- C. All applicants are required to pay a \$500 non-refundable application fee to the Town of Gray when submitting an application.
- D. All applicants will be required to sign an Administrative and Professional Fee Consent Form, at the time of submission of application, agreeing to reimburse the Town of Gray within ten (10) days of presentation of invoice for all costs (legal, accounting, engineering, TIF review consultant, etc.) incurred as a result of the application, regardless of the application's approval.
- E. Additionally, the applicant will reimburse out of pocket expenses incurred by the Town of Gray in relation to this application (e.g., mailings, advertisements, etc.).

\_\_\_\_\_ BY: \_\_\_\_\_ DATE: \_\_\_\_\_ Business M

ITS: \_\_\_\_\_  
 Title \_\_\_\_\_ Signature \_\_\_\_\_



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## **ADMINISTRATIVE AND PROFESSIONAL FEE AGREEMENT**

The execution and delivery of this Agreement to the Town of Gray ("the Town") by the undersigned Applicant for Tax Increment Financing (TIF) are required prior to the Town's acceptance and review of the Applicant's TIF Application. The undersigned Applicant agrees to all the following:

1. At the time of submission of a TIF Application, the undersigned shall pay to the Town, a non-refundable administrative review fee of \$500.00.
2. The undersigned shall pay to the Town all fees, disbursements, and other costs that are incurred by the Town relating to the review, drafting and approval process of the Application, TIF Development Program, and Credit Enhancement Agreement; whether or not the Applicant's proposed TIF project is finally approved. Such costs shall include, but not be limited to, the fees and disbursements of professional services provided to the Town, including legal, accounting, engineering, and consulting. The Applicant shall pay all such costs to the Town within ten (10) days of receipt of each invoice for such costs.
3. The undersigned acknowledges that the above costs and services are required by the Town in order to conduct a thorough review of the Applicant's TIF Application, and to ensure that no cost of the TIF Application process or documentation is borne by the taxpayers of the Town.
4. The undersigned further acknowledges and agrees that following approval of the TIF Development Program by the Maine Department of Economic and Community Development, and a TIF Credit Enhancement Agreement is executed by the Town and the undersigned, an annual administrative fee, equal to one (1%) percent of the total incremental taxes applicable to the TIF district will be charged against, and withheld from, the Applicant's share.
5. This Agreement shall be binding upon the Applicant's heirs, successors and/or assigns, and if there be more than one Applicant, the obligations under this agreement shall be binding on each of the Applicants, jointly and severable.

\_\_\_\_\_, Applicant

Date: \_\_\_\_\_

By: \_\_\_\_\_

Its: \_\_\_\_\_

**EMPLOYMENT GOALS**  
Company Goals for Job Creation and Job Retention

<i>A. Job Creation Goals</i>			
<i>Occupational Cluster*</i>	<i>Full-time</i>	<i>Part-time</i>	<i>Wage Level</i>
1. Executive, Professional & Technical			\$
2. Administrative Support, Clerical, etc.			\$
3. Sales & Service			\$
4. Agriculture, Forestry & Fishing			\$
5. Maintenance, Construction, Production, & Transportation			\$
<i>B. Job Retention Goals</i>			
<i>Occupational Cluster*</i>	<i>Full-time</i>	<i>Part-time</i>	<i>Wage Level</i>
1. Executive, Professional & Technical			\$
2. Administrative Support, Clerical, etc.			\$
3. Sales & Service			\$
4. Agriculture, Forestry & Fishing			\$
5. Maintenance, Construction, Production, & Transportation			\$
<i>*Please use the Occupational Cluster descriptions on the next page to complete this form.</i>			

**INSTRUCTIONS**

**A. Job Creation Goals.** Please list the number, type and wage level of jobs created as a result of the economic development incentive. NOTE: For this form, “full-time” employment means 30 hours or more; “part-time” employment means less than 30 hours. “Wage level” means the average annual wage paid for jobs created within an occupational cluster, e.g. either their annual salary, or their hourly wage times their annual hours. Also, “type” means “occupational cluster” which refers to the 12 categories defined below. Please include the number of your employees (both full-time and part-time) working within the category that most closely reflects their job duties.

**B. Job Retention Goals.** Please list the number, type and wage level of jobs retained as a result of the economic development incentive. Part B should be completed using same definitions in Part A.

# OCCUPATIONAL CLUSTERS

## 1. EXECUTIVE, PROFESSIONAL & TECHNICAL

**Executive, administrative and managerial.** Workers in executive, administrative and managerial occupations establish policies, make plans, determine staffing requirements, and direct the activities of businesses and other organizations. Workers in management support occupations, such as accountant and auditor or underwriter, provide technical assistance to managers.

**Professional specialty.** This group includes engineers; architects and surveyors; computer, mathematical, and operations research occupations; life, physical, and social scientists; lawyers and judges; social, recreational, and religious workers; teachers, librarians, and counselors; health diagnosing, assessment, and treating occupations; and communications, visual arts, and performing arts occupations.

**Technicians and related support.** This group includes health technologists and technicians, engineering and science technicians, computer programmers, tool programmers, aircraft pilots, air traffic controllers, paralegals, broadcast technicians, and library technicians.

## 2. ADMINISTRATIVE SUPPORT, INCLUDING CLERICAL

**Administrative support, including clerical.** Workers in this group prepare and record memos, letters and reports; collect accounts; gather and distribute information; operate office machines; and handle other administrative tasks.

## 3. SALES AND SERVICE

**Marketing and sales.** Workers in this group sell goods and services, purchase commodities and property for resale, and stimulate consumer interest.

**Service.** This group includes a wide range of workers in protective, food and beverage preparation, health, personal, private household, and cleaning and building services.

## 4. AGRICULTURE, FORESTRY AND FISHING

**Agriculture, forestry and fishing.** Workers in these occupations cultivate plants, breed and raise animals, and catch fish.

## 5. MAINTENANCE, CONSTRUCTION, PRODUCTION & TRANSPORTATION

**Mechanics, installers, and repairers.** Workers in this group adjust, maintain, and repair automobiles, industrial equipment, computers, and many other types of machinery.

**Construction trades and extractive.** Workers in this group construct, alter, and maintain buildings and other structures or operate drilling and mining equipment.

**Production.** These workers set up, adjust, operate, and tend machinery and/or use hand tools and hand-held power tools to make goods and assemble products.

**Transportation and material moving.** Workers in this group operate the equipment used to move people and materials. This group also includes handlers, equipment cleaners, helpers, and laborers who assist skilled workers and perform routine tasks.

## STATUTORY REQUIREMENTS & THRESHOLDS

### A. ACRE LIMITATION

1. Total Acreage of Municipality		
2. Total Acreage of Proposed Municipal TIF District		
3. Total <b>Pine Tree Zone</b> acres contained in the Proposed Municipal TIF District		
4. Total <b>Downtown</b> acres contained in the Proposed Municipal TIF District		
5. Total <b>Transit</b> acres contained in the Proposed Municipal TIF District		
6. Total acreage of Proposed Municipal TIF District counted towards 2% cap (A2-A3-A4-A5)		
7. Percentage of total acreage in proposed municipal TIF District (cannot exceed 2%) Divide A6 by A1		
8. Total acreage of all existing and proposed municipal TIF districts in the municipality. Add A2 to sum of all existing TIF district acreage.		
9. Total acreage of an existing or Proposed <b>Downtown</b> TIF District in the municipality.		
10. Total acreage of all existing or Proposed <b>Pine Tree Zone</b> TIF Districts in the municipality.		
11. Total acreage of all existing or Proposed <b>Transit</b> TIF Districts in the municipality.		
12. Total acreage of all existing and Proposed Municipal TIF Districts in the municipality counted toward 5% cap. Subtract A9+A10+A11 from A8.		
13. Percentage of total acreage in all existing and proposed Municipal TIF Districts (cannot exceed 5%). Divide A12 by A1.		
14. Total Acreage of all real property in the Proposed Municipal TIF District that is:		
(Note: a, b, or c must be at least 25%)	Acres	%
a. Blighted (Divide acres by A2)		
b. In need of rehabilitation/conservation (Divide acres by A2)		
c. Suitable for industrial/commercial site (Divide acres by A2)		
<b>TOTAL</b>		

### B. VALUATION LIMITATION

1. Total Aggregate Value of Municipality (TAV) - <i>Use most recent April 1<sup>st</sup></i>		
2. Original Assessed Value (OAV) of Proposed Municipal TIF District. <i>(Use March 31<sup>st</sup> of tax year proceeding date of municipal designation)</i>		
3. Total OAV of all existing and Proposed Municipal TIF Districts in the municipality. <i>Add b2 to sum of all existing TIF district OAVs.</i>		
4. OAV of an existing or proposed <b>Downtown</b> TIF District in the municipality.		
5. OAV of all existing or Proposed <b>Pine Tree Zone</b> TIF Districts in the municipality.		
6. OAV of all existing or Proposed <b>Transit</b> TIF Districts in the municipality.		
7. Total OAV of all existing and Proposed Municipal TIF Districts in the municipality counted toward 5% cap <i>Subtract B4+B5+B6 from B3</i>		
8. Percentage of total OAV to TAV in all existing and Proposed Municipal TIF Districts (cannot exceed 5%) <i>Divide B7 by B1</i>		