

Economic Development Exemption Checklist

Kansas Department of Commerce

Date _____ Applicant _____

Type of Business (circle one) **New** **Expansion**

Explain the use of the subject property: _____

(Use additional paper if necessary)

Describe the improvements made to subject property: _____

(Use additional paper if necessary)

1. Is the proposed facility described by the following statute?

K.S.A. 250--Are you a corporation or limited liability company seeking an ad valorem taxation exemption for any portion of this project for a poultry, or rabbit confinement facility or swine production facility located on agricultural land? (If yes, you do not qualify for an economic development exemption.) Yes _____ No _____

2. Have you satisfied all provisions of the following statute?

K.S.A. 251--Has the governing body presiding over this project adopted policies and procedures regarding:

- A. Preparation of a cost benefit analysis (CBA), including the impact of this project on State revenues? Yes _____ No _____
- B. A procedure for monitoring the compliance of your business with terms and conditions for granting the exemption? Yes _____ No _____
- C. Has the governing body conducted a public hearing and published notice of that hearing, at least once, seven days prior in the official city or county newspaper? Yes _____ No _____
- D. Did the city _____ or county _____ clerk notify, in writing, the governing body of the city or county and unified school district within which the property proposed for exemption is located? Yes _____ No _____
- E. Is your business moving from city to city or county to county within the State of Kansas? Yes _____ No _____
- F. If yes, has the local governing body presiding over this project written the Kansas Department of Commerce, and subsequently received written approval for such a move from the Secretary of Commerce? Yes _____ No _____
- G. Is that approval enclosed with your application? (Approval must be enclosed.) Yes _____ No _____

3. Are the following included?

- A. A copy of the city/county's uniform policies and procedures Yes _____ No _____
- B. A copy of the Cost Benefits Analysis (CBA) Yes _____ No _____

- C. A copy of the notice of public hearing Yes _____ No _____
- D. Evidence that the hearing was held Yes _____ No _____
- E. A copy of the ordinance or resolution Yes _____ No _____

Does the ordinance refer to the following information?

- Uniform policy and procedures Yes _____ No _____
 - Cost Benefits Analysis Report (CBA) Yes _____ No _____
 - Notice of Public Hearing Yes _____ No _____
 - Applicant's compliance with Article 11, Section 13 of Kansas Constitution Yes _____ No _____
 - Applicant's business status (new or expanding) Yes _____ No _____
 - Specific description of the property to be exempted Yes _____ No _____
 - Creation of new jobs Yes _____ No _____
 - Payment in-lieu-of-tax agreement Yes _____ No _____
 - Compliance of business to city/county's stipulations Yes _____ No _____
- F. A detailed list of property seeking approval for exemption Yes _____ No _____
- G. If property is real, is a copy of the deed enclosed?
(Copy of deed must be enclosed) Yes _____ No _____
- H. If property is personal, is a detailed list of dates purchased and the purchase prices enclosed? (List must be enclosed) Yes _____ No _____