



ECONOMIC DEVELOPMENT EXEMPTION CHECKLIST

Date: _____ Applicant: _____

Type of Business: 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

