

Transient Guest Sales Tax Application

In 2011, voters approved a Transient Guest Sales Tax increase for the purpose of funding the promotion of tourism and convention facilities, including capital expenditures. A Tourism Commission has been established as specified by statute to hear all eligible applications and make a recommendation to City Council for final determination. Applications shall be submitted to the Planning and Community Development Department.

I. Application Process:

1. Application for Transient Guest Sales Tax Funds shall be available on the City of St Joseph's website www.stjoemo.info and in the Planning and Community Development Department, Room 107.
2. All applicants will have available to them an application, checklist and copy rating form used by the Tourism Commission.
3. The cut off deadline for submitting applications shall be the last Friday in December and the last Friday in June. All applications shall be submitted in full to the Director of Planning and Community Development, Room 107.
4. All applications submitted shall be considered FINAL upon submission and no further changes will be accepted. Incomplete applications will not be considered.
5. Investment in cash, loans, line of credit letter from lending institution, donations of building material may be used to complete items listed in the contract's scope of work.
6. The City will only reimburse the applicant for work done that is listed in the contract's "Scope of Work".
7. Work may be performed by applicant, to the extent allowed in city code.
8. Work may be performed by applicant or contractors licensed by the City of St. Joseph. The contractor and all sub-contractors working on the project must provide the electronic signature from E-Verify form. Information on and application for the E-Verify program can be found at www.dhs.gov/E-Verify.
9. All applications shall contain three (3) itemized bids from separate contractors to help verify the potential project cost.
10. Applications must be approved by the Director of Planning and Community Development prior to presentation for consideration of the Tourism Commission.

11. If applicant cannot attend the Tourism Commission meeting to present their application they shall be required to provide a signed letter stating what person or entity has the authority to present the application on their behalf.
12. Presentations to the Tourism Commission shall be limited to twenty (20) minutes in length followed by a ten (10) minutes Question and Answer period.
13. Upon approval by the Tourism Commission the Transient Guest Sales Tax application is forwarded to the City Council
14. The applicant(s) shall be the owner of the property or provide written authorization from the property owner or his/her legal representative.

II. Priorities for Tourism Commission:

- | | |
|--|--------------------------------|
| 1. Potential Economic Impact | 5. Quality of Life Enhancement |
| 2. Fiscal Impact | 6. Leverage private investment |
| 3. Conformance with Master Plan/Strategic Plan | 7. Maintenance |
| 4. Conformance with promise to voters | 8. Public Health/Safety |

The applicant will be required to sign a performance contract with the City of St. Joseph to insure the project is completed as agreed upon.

All applications shall be provided to City Council, with the Tourism Commission recommendation, as a Resolution for Council's consideration.

Please direct all questions regarding applications **in writing** to:

Clint Thompson, Director, Planning and Community Development
City of St. Joseph
1100 Frederick Ave., Room 107
St. Joseph, MO 64501
Phone: (816) 271-4827 FAX: (816) 271-4676
E-mail: cthompson@stjoemo.org

Transient Guest Sales Tax Application

Please complete and return the following application. Submit applications to Clint Thompson, Director of Planning and Community Development:

**City of St. Joseph
1100 Frederick Ave., Room 107
St. Joseph, MO 64501**

APPLICANT INFORMATION

Applicant: _____ **Phone:** (____) _____

Mailing Address: _____ **FAX:** (____) _____

City, State, Zip:

E-mail: _____

PROPERTY/PROJECT INFORMATION

Project address: _____

Legal Description of Property: attach separately _____

Signature of Property Owner or his/her Legal Representative:

Address of Property Owner or his/her Legal Representative:

Telephone Number of Property Owner or his/her Legal Representative:

SCOPE OF WORK INFORMATION

Provide a Detailed Project Description including photographs, drawings, architectural renderings and other pertinent information (Attach additional sheets as needed):

How will this project impact future operating or capital costs? (Specify-including estimated costs, i.e. additional staff, recurring maintenance costs, materials, supplies, fuel, etc.)

Funding Sources: Indicate any anticipated or possible sources of funding for this project.

Amount of funds you are requesting (Required) \$ _____

Amount of private funds utilized (Required) \$ _____

Total project cost, (Required) \$ _____

Will this project generate future revenue to the City?

If yes, estimate amount: _____

PROJECT BENEFITS

On an attached sheet, provide an explanation as to how the project will promote tourism and benefit community at large.

INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED

SIGNATURE:

Applicant's Name (Print)

Applicant's Signature: _____

Date:

Checklist of Required Materials for Transient Guest Sales Tax Application

NOTICE: Applications will NOT proceed without the following items:

1. _____ Proof of (All taxes and delinquencies owed to the City have been paid.)
2. _____ Copy of proof of ownership shall be in the form of a Recorded Warranty Deed, Quit Claim Deed or Deed of Trust.
3. _____ Completed Transient Guest Sales Tax Application with all of the work that will be included in the contract's Scope of Work thoroughly outlined including specifications, drawings, architectural renderings and photos, as necessary, to fully describe the proposed project. Include location, dimension, material and configuration of all buildings, structures and other improvements.
4. _____ Provide a timeline in which you propose to finish your project, for example (the roof will be completed by October 15th, windows will be completed by January 15th, etc.) this information will be included in the Scope of Work
5. _____ The City requires a minimum of three itemized bids from contractors who must be licensed by the City of St. Joseph.
6. _____ Copy of fire insurance coverage (or builder's risk insurance in the case of a vacant building).
7. _____ Copy of proof of cash on hand in the form of, deposits, stocks, bonds, a letter from your bank showing your line of credit or other securities to prove you have sufficient funds required for the project. Bank statements for the last quarter will be required if no line of credit is available. This information shall be kept confidential.
8. _____ Signed attached form granting the City of St. Joseph to run a credit check. This information shall be kept confidential.
9. _____ Where applicable the Transient Guest Sales Tax Application applicants shall provide the Articles of Incorporation and Bylaws along with current officers names showing they have the legal ability to enter into a contractual agreement with the city.
10. _____ If applicant cannot attend the Tourism Commission meeting to present their application they shall be required to sign a letter stating what person or entity has the authority to present the application on their behalf.