CHRISTINE F. UPTON, CMC
CITY CLERK

CITY OF HOPKINSVILLE
KENTUCKY
42240

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**MUNICIPAL ORDER**

**46-2008**

**September 2, 2008**

Upon recommendation from the Inner-City Advisory Committee, Hopkinsville City Council hereby authorizes the implementation of the attached Downtown Hopkinsville Collateralized Loan Incentive Program to encourage and assist with the revitalization of the Hopkinsville Downtown Renaissance District and the Inner-City Residential Enterprise Zone areas.

Funding for the Downtown Hopkinsville Collateralized Loan Incentive Program will be taken from the 2008-2009 FY ICREZ Budget as adopted by Municipal Order 43-2008. The specific line item that will be utilized for the Downtown Hopkinsville Collateralized Loan Incentive Program will be "Collateralized Loan Program" in the amount of $100,000.00.

**PASSED AND APPROVED THIS** 2nd **DAY OF** September **2008.**

**ATTEST:** Wende Aldridge
Wende Aldridge, CKMC
Assistant City Clerk

# Downtown Hopkinsville
# Collateralized Loan
# Program Packet


Section I: Collateralized Loan Program Application Process

Section II: Collateralized Loan Program Policies and Procedures

Section III: Collateralized Loan Program Application

Section IV: Technical Assistance Funding Request

Section V: Project Evaluation and Scoring Sheet

Section VI: Project Completion Package



Program Designed by:
Inner-City Residential Enterprise Zone
and
Downtown Renaissance District

Program Administered by:
Christian County/Hopkinsville Development Corporation
and
Downtown Renaissance District

101 North Main Street
Hopkinsville, KY 42240
www.hopkinsvilleky.us
Revised on August 22, 2008

SECTION I
Downtown Hopkinsville
Collateralized Loan Program
APPLICATION PROCESS

**Administered By:**
**Christian County/Hopkinsville Development Corporation**
**and**
**Downtown Renaissance District**

## Introduction

The Collateralized Loan Program is a financial incentive that is designed to assist downtown property owners and/or tenants in securing financing for short-term working capital, façade improvements, upper story residential conversion, business start-up, and streetscape improvements. The Collateralized Loan Program is designed to assist the property owner and/or tenant with obtaining a loan by providing collateral toward the project in the form of a twenty-four (24) month Certificate of Deposit (CD). The twenty-four (24) month CD will be deposited with the applicant's local bank of choice at the loan closing and will typically be in the amount of 20% of the value of the loan, not to exceed the specified Tiering amounts as outlined under the "Basic Eligibility Requirements" section that follows. In no case will the CD exceed thirty-five thousand dollars ($35,000). Applicants must be credit-worthy, based upon the bank's underwriting criteria, and must contribute a minimum investment of 10% personal equity. The Collateralized Loan Program is funded through the Inner-City Residential Enterprise Zone (ICREZ) program and is contingent upon the availability of ICREZ funds.

## Program Boundaries

The Collateralized Loan Program is offered to encourage development and redevelopment projects along the main thoroughfares of Hopkinsville's Downtown Renaissance District, i.e. 9th Street and Main Street. The specific boundaries within the Downtown Renaissance District for which the Collateralized Loan Program is available include the Heart of Downtown District and the Downtown Gateway District. The Heart of Downtown District is generally described as being bound on the north by 4th Street, on the south by 14th Street, on the west by Riverfront Drive/Bethel Street, and on the east by South Virginia Street. The Downtown Gateway District is generally described as being bound on the north by 8th Street, on the south by 10th Street, on the west by South Virginia Street, and on the east by South Campbell Street (please see attached map).

Multi-Family residential projects that are outside of the Heart of Downtown District and the Downtown Gateway District but within the boundaries of the Inner-City Residential Enterprise Zone (ICREZ) will be considered if the project consists of at least ten (10) units (please see attached ICREZ map). Multi-Family residential projects meeting this criteria will be eligible for the full thirty-five thousand dollars ($35,000) and will not be

subject to compliance with the Renaissance Design Standards adopted for the Downtown Renaissance District.

**Basic Eligibility Requirements**

To be eligible for the Collateralized Loan Program, the applicant's project must be located in either the Heart of Downtown District or the Downtown Gateway District and must be a use that complies with all applicable city and state ordinances and regulations. All applicants must also contribute a minimum investment of 10% personal equity toward the project. Examples of eligible development and redevelopment projects for which loan funds may be sought under the Collateralized Loan Program include, but are not limited to, the following:

- Façade Improvements
  - Awnings: Including materials, frame, display, and installation
  - Exterior walls & surfaces: Performing repair work due to deterioration; cleaning, painting, and labor costs associated with this type of work
  - Windows: Including replacements, repairs, installation, and insulation
  - Signage or other storefront improvements: Consists of restoring the storefront to its original state including bulkheads, display windows, structural supports, entrances, transoms, and storefront cornice.
  - Correction of non-compliant conditions (code violations)

- Streetscape Improvements
  - Performing sidewalk repair and/or replacement
  - Purchase and installation of historic lighting
  - Purchase and installation of landscaping materials
  - Purchase and installation of trash receptacles and/or benches

- Business Start-up:
  - Financial assistance with the acquisition of a building
  - Financial assistance with establishing an inventory
  - Other incidental expenses such as interior renovation expenses

- Upper Story Residential Improvements
  - Conversion of 2nd and/or 3rd floors for residential use

The Collateralized Loan Program is available for all commercial and residential properties located in the Heart of Downtown District and the Downtown Gateway District. Multi-Family residential projects consisting of at least ten (10) units which are proposed to be located outside of the Heart of Downtown District and the Downtown Gateway District, but located within the boundaries of the ICREZ area will be considered in an effort to spur residential development in the neighborhoods.

To be considered for the Collateralized Loan Program, all development work and land uses shall be subject to compliance with all applicable city and state ordinances and regulations including, but not limited to, the Hopkinsville Zoning Ordinance, the Kentucky Building Code, and the Renaissance Design Standards established for the Downtown Renaissance District. All exterior work associated with the Collateralized Loan Program is subject to review and approval of the Renaissance Design Review Board (RDRB) with the exception of Multi-Family residential projects consisting of at least ten (10) units which are proposed to be located outside of the Heart of Downtown District and the Downtown Gateway District, but located within the boundaries of the ICREZ area . Technical assistance will be made available to all applicants seeking either the Collateralized Loan Incentive Program or Federal and State Historic Tax Credits or Low Income Housing Tax Credits. Said technical assistance will be in the form of staff support offered by the Downtown Renaissance District office, the Christian County/Hopkinsville Development Corporation, and the Hopkinsville-Christian County Planning Commission.

In instances where work proposed by the applicant involves compliance with the Renaissance Design Standards adopted for the Downtown Renaissance District and/or in instances where applicants choose to pursue Federal and/or State Historic Tax Credits, funds will be made available for seeking technical assistance from a licensed architect or other qualified professional to complete the application packets and/or make recommendations regarding architectural drawings, plans and specifications. Said funds will be limited to a maximum of $500 per application/project and will be paid upon the applicant providing an invoice documenting actual expenses, billed at an hourly rate. Technical assistance funds will be made available through the Inner-City Residential Enterprise Zone (ICREZ) program and are contingent upon the availability of ICREZ funds.

The Collateralized Loan Program is designed to provide a financial incentive to encourage the development and redevelopment of Downtown Hopkinsville's main thoroughfares by providing collateral toward an eligible project in an effort to offset any negative or insufficient loan to value ratios. The Collateralized Loan Program is available to property owners whose property(ies) are located in the Heart of Downtown District or the Downtown Gateway District and is also available to renters/tenants whose project(s) are located in the specified districts, provided the property owner provides a Letter of Consent authorizing the work to be performed.

The amount of assistance offered through the Collateralized Loan Program is based upon the Tiering criteria outlined below. In no case will the Collateralized Loan Program contribute an amount toward a project that exceeds the dollar amounts specified below.

> Tier I – To be qualified for Tier I eligibility, the applicant's property must be located in the Heart of Downtown District or Downtown Gateway District (map attached); must have a retail business or restaurant on the first floor; must have residential use(s) on upper floor(s) and/or provide written assurances that upper

floor(s) will be used or converted to residential use within twelve (12) months of the date of the application; and the property must be located in a B3 zoning district. Applicants who meet this criteria and are approved for a loan by a financial institution will be eligible for the ICREZ Program contributing a twenty-four (24) month CD valued at 20% of the approved loan amount, not to exceed $35,000, as collateral to the financial institution.

Tier II – To be qualified for Tier II eligibility, the applicant's property must be located in the Heart of Downtown District or Downtown Gateway District; must be located in a B3 zoning district; and must have a retail, restaurant, or service oriented business on the first floor. Applicants who meet this criteria and are approved for a loan by a financial institution will be eligible for the ICREZ Program contributing a twenty-four (24) month CD valued at 20% of the approved loan amount, not to exceed $25,000, as collateral to the financial institution.

Projects that qualify as "retail" for the purposes of the Collateralized Loan Program include, but are not limited to, those uses outlined below and will be utilized for determining eligibility under the Tier I and Tier II categories:

- Apparel
- Bakery
- Books
- Children/Toys
- Grocery
- Electronics
- Hardware
- Home Furnishings
- Ice Cream Parlor
- Office Supplies
- Specialty Retail
- Sporting Goods
- Shoes & Accessories
- Service Retail, i.e., Salons, Beauty Shops, Spas, Manicurists, Pedicurists, Massage Therapists

Tier III – To be qualified for Tier III eligibility, the applicant's property must be located in the Heart of Downtown or Downtown Gateway District. Applicants who meet this criteria and are approved for a loan by a financial institution will be eligible for the ICREZ Program contributing a twenty-four (24) month CD valued at 20% of the approved loan amount, not to exceed $15,000, as collateral to the financial institution.

Multi-Family residential projects that are outside of the Heart of Downtown District and Downtown Gateway District, but within the boundaries of the Inner-City Residential Enterprise Zone (ICREZ) will be considered if the project consists of at least ten (10) units (please see attached ICREZ map). Multi-Family residential projects meeting this criteria will be eligible for the full thirty-five thousand dollars ($35,000) and will not be subject to compliance with the Renaissance Design Standards established for the Downtown Renaissance District.

## Application Process

1. Pre-Submittal Conference – A meeting with a member of the Downtown Renaissance District and Christian County/Hopkinsville Development Corporation staff must be held prior to submission of a Collateralized Loan Program application. This meeting is to acquaint all parties with the scope of the project and any related issues. This meeting also serves to familiarize the applicant with the overall submittal and review process as well as overall Collateralized Loan Program policies. It is strongly advised that the applicant invites a member of their financial institution to attend this meeting as well so the financial institution understands the process involved with the Collateralized Loan Program. It is further recommended that the applicant consults with a member of their financial institution in advance of the Pre-Submittal Conference to determine if he/she will be eligible for a loan. Estimated costs associated with the proposed project should be available at the time of the Pre-Submittal Conference.

2. Submittal of Application – An application for participation in the Collateralized Loan Program follows in this package. The official application must be assembled and submitted in its entirety to include all necessary attachments. For projects involving exterior work, twelve (12) copies of the application must be submitted a minimum of thirty (30) calendar days prior to the regularly scheduled Renaissance Design Review Board (RDRB) meeting date. Their general meeting date is the 1st Monday of every month. For projects not involving **any** exterior work, six (6) copies of the application must be submitted a minimum of thirty (30) calendar days prior to the regularly scheduled Christian County/Hopkinsville Development Corporation (LDC) meeting date. Their regular meeting date is the 2nd Thursday of every month.

The applications should be delivered to:
The Downtown Renaissance District Office
101 North Main Street
P.O. Box 1152
Hopkinsville, KY 42241

Incomplete applications will not be presented to the RDRB or LDC for review. All incomplete applications that are resubmitted will be subject to any new policies or procedures that are adopted by the Inner-City Advisory Committee and/or Hopkinsville City Council for the Inner-City Residential Enterprise Zone Program, the Renaissance Design Review Board, and/or the Christian County/Hopkinsville Development Corporation at the time of resubmission.

3. Design Review Process* – All projects involving exterior work must first obtain approval from the Renaissance Design Review Board (RDRB). This board reviews the project for architectural, historical and contextual compatibility to ensure that the Collateralized Loan Program is being made available for a quality project that produces lasting benefits for the community. The RDRB generally meets on a date to be established by the RDRB. Meetings are held in the City Council Chamber of the Lackey

Municipal Building located at 101 North Main Street. The applicant's project will be publicly reviewed by the RDRB based on an evaluation of the Downtown Renaissance Director. The project will be approved, conditionally approved, or denied at this meeting. In order for the application to be considered by the RDRB, the applicant, or his/her appointed representative, must be present at the meeting. An appropriate representative could be any of the project principles, professionals contracted on the project, or someone who the applicant has identified and given authorization to in the submitted application.

* Projects that do **not** involve **any** exterior work are not subject to the Design Review Process.

4. Review and Approval of Collateralized Loan Program Eligibility Certificate – All applicants seeking participation in the Collateralized Loan Program must have their projects reviewed and approved by the Christian County/Hopkinsville Development Corporation (LDC) prior to receiving financial assistance through the deposit of the twenty-four (24) month CD to their financial institution. The LDC generally meets on the 2nd Thursday of every month at 11:15 a.m. Meetings are held in the City Council Conference Room of the Lackey Municipal Building located at 101 North Main Street. The applicant's project will be publicly reviewed by the LDC based on an evaluation of the Downtown Renaissance Director. The project will be approved or denied eligibility for a Collateralized Loan Program Eligibility Certificate at this meeting. In order for the application to be considered by the LDC, the applicant or his/her appointed representative, must be present at the meeting. An appropriate representative could be any of the project principles, professional contracted on the project, or someone who the applicant has identified and given authorization to in the submitted application.

5. Loan Process – If the applicant is deemed eligible for receiving financial assistance through the deposit of the twenty-four (24) month CD to their financial institution under the Collateralized Loan Program, they may proceed with completing the loan application process established by their financial institution. The ICREZ program will, at the loan closing, contribute a twenty-four (24) month CD to the financial institution in the amount approved by the LDC. The property owner/tenant may proceed with their approved project after the loan closing has been completed and all necessary permits have been obtained, if applicable.

6. Construction Process – Once an applicant has obtained approval from the RDRB for all exterior work, has obtained approval from the LDC for a Collateralized Loan Program Eligibility Certificate, has completed the loan closing process, and has obtained all necessary permits, he/she may move forward with construction. It shall be the responsibility of the property owner/tenant to consult with the Hopkinsville-Christian County Planning Commission for a determination regarding the requirement for the issuance of a building/zoning permit. It is highly recommended that this determination be made during the initial Pre-Submittal Conference. If a building/zoning permit is required, no work may begin without first obtaining said permit. Once a permit has been issued, construction work may commence. Periodic inspections will be performed during

the course of construction work by the appropriate building code official, staff of the RDRB, and/or the Downtown Renaissance Director. Final inspections will be performed upon project completion to confirm that the work has been completed in accordance with the application and all applicable codes and/or regulations. A Certificate of Occupancy and/or Certificate of Compliance will be issued upon satisfactory completion of all work.

For projects not involving any aspect of interior or exterior construction such as the acquisition of a building or the establishment of inventory, the applicant may move forward with his/her approved project once he/she has obtained approval from the LDC for a Collateralized Loan Program Eligibility Certificate and has completed the loan closing process.

7. Project Completion Process – Once an applicant has received his/her Certificate of Occupancy and/or Certificate of Compliance, he/she must submit a Project Completion Package to the Downtown Renaissance Director. A Project Completion Package checklist is included with this application. All information outlined in the Project Completion Package must be submitted within thirty (30) days of project completion. Failure of the applicant to submit the Project Completion Package will disqualify the applicant from being eligible for any incentive programs offered through the ICREZ Program.

SECTION II
**Downtown Hopkinsville**
**Collateralized Loan Program**
**POLICIES & PROCEDURES**

**Administered By:**
**Christian County/Hopkinsville Development Corporation**
**and**
**Downtown Renaissance District**

## General Policies and Procedures

- CDs contributed through the Collateralized Loan Program are not entitlements, but are reserved for projects that contribute to the revitalization of the main thoroughfares of Hopkinsville's Downtown Renaissance District, specifically those properties located within the Heart of Downtown District and the Downtown Gateway District, with the exception of "High Impact Residential Projects" defined as Multi-Family residential developments consisting of ten (10) or more units that occur within the boundaries of the ICREZ area, yet outside the Heart of Downtown District and Downtown Gateway District.
- Collateralized Loan Program Eligibility Certificates and twenty-four (24) month CDs will only be awarded to development or redevelopment projects within the existing boundaries of the Heart of Downtown District and the Downtown Gateway District or Multi-Family residential developments consisting of ten (10) or more units that occur within the boundaries of the ICREZ area, yet outside of the aforementioned downtown districts.
- Any development project qualified as new construction that has commenced with construction, excluding stabilization, site preparation or utility work, will not be eligible to apply for or to receive financial assistance through the Collateralized Loan Program.
- To be eligible for a Collateralized Loan Program Eligibility Certificate, the applicant must contribute a minimum investment of 10% personal equity.
- An applicant must own the property, have an option or other right to purchase the property, or have an option or other right to lease the property in order to be eligible to apply for financial assistance under the Collateralized Loan Program. If the applicant is a renter/tenant, he/she must obtain a Letter of Consent from the property owner prior to applying for financial assistance under the Collateralized Loan Program.
- The term of the loan received through the applicant's financial institution must be for a minimum of five (5) years. The financial institution will utilize their own underwriting criteria and accept and process loan applications.
- Project completion deadlines may be established by the applicant's financial institution and other restrictions may be imposed by the applicant's financial institution.
- No Collateralized Loan Program Eligibility Certificate may be assigned to any party prior to the completion of the project without the prior, written approval of the LDC.
- Upon completion of any project which has received financial assistance under the Collateralized Loan Program, the project shall be reviewed to determine if the project

was completed as set forth in the application with respect to such project plans and specifications approved by the RDRB and the LDC.

- The Collateralized Loan Program will contribute the twenty-four (24) month CD to any local bank of the applicant's choice.
- The LDC will assume the subordinate position of the financial institution for their financial contribution to the applicant's project by placing a mortgage in said amount on the property. The LDC will not further subordinate their position during the twenty-four (24) month period.
- The financial institution who is the recipient of the twenty-four (24) month CD will return the full monetary value of the CD to the LDC within sixty (60) days of its maturity date.
- All funds returned to the LDC under the Collateralized Loan Program will be utilized by the LDC for additional projects under the Collateralized Loan Program.
- Should an applicant who has received financial assistance under the Collateralized Loan Program default on their loan from their financial institution, a pro-rated portion of the twenty-four (24) month CD may be utilized to assist the financial institution with recovering any loss experienced by said default. The remaining amount of the CD shall be returned to the LDC within thirty (30) days of the settlement date.
- The issuance of CDs under the Collateralized Loan Program are subject to the Tiering requirements outlined under the "Basic Eligibility Requirements" section.
- All projects funded under the Collateralized Loan Program are subject to all local and state ordinances and regulations.
- Any applicant who receives approval from the RDRB and the LDC for their proposed project but is unable to finalize the loan closing process with their financial institution will be required to resubmit their request. All resubmitted requests will be subject to the review and approval of the RDRB and the LDC and will be reviewed based on the then current Collateralized Loan Program policies.

SECTION III
**Downtown Hopkinsville**
**Collateralized Loan Program Application**

**Administered By:**
**Christian County/Hopkinsville Development Corporation**
**and**
**Downtown Renaissance District**

## APPLICATION
## FOR
## PROJECTS INVOLVING EXTERIOR RENOVATION WORK

- Complete application packets shall be submitted a minimum of 30 calendar days prior to the Renaissance Design Review Board meeting date. The general meeting date is a date to be established by the RDRB.
- All renovation work and land uses shall comply with all local and state ordinances and regulations including, but not limited to, the Renaissance Design Standards adopted for the Downtown Renaissance District, the Hopkinsville Zoning Ordinance, and the Kentucky Building Code.

Applicant Name: _____

Applicant Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone: _____

Project Property Address: _____

Applicant's Authorized Agent: _____

Authorized Agent Mailing Address:_____

City: _____ State: _____ Zip: _____

Phone: _____

Contractor Name: _____

Contractor Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Occupational License #: _____

Estimated Cost:* _____ $_____
(Written in words) (Written in figures)

Please attach an accurate and complete description of the scope of work to be performed. Include with the description the following information:

1. intended use of property;
2. square footage of building and/or land area to be renovated;
3. zoning verification letter;
4. architectural plans and renderings, to include a site plan and elevations;
5. specifications of the work to be performed;
6. photos of the building and land;
7. material samples or renderings;
8. copy of current Property Valuation Administrator (PVA) assessment of the property;
9. copy of deed to the property indicating ownership;
10. copies of any lease options or agreements pertaining to the property;
11. copies of any purchase options or agreements pertaining to the property;
12. fully executed "Letter of Consent" (if applicable);
13. proof of insurance on the property;
14. contractor's estimate to perform the construction work;
15. proposed time schedule to complete the work, including anticipated construction start and completion dates;
16. name, address, and phone number of lender;
17. amount of loan required;
18. lender's preliminary assessment and/or commitment letter;
19. any other information needed to completely and accurately describe the proposed project.

Failure to supply adequate documentation could result in processing delays and/or denial of the request. Incomplete applications will not be considered.

The applicant hereby represents that all statements contained herein are true and correct and that all information materially significant to the RDRB in its consideration of the application is included.

The applicant further understands and agrees that this application is subject to review and approval by the LDC for an eligibility determination regarding the issuance of a Collateralized Loan Program Eligibility Certificate. All applications that are approved by the RDRB with respect to the Design Review Process will be automatically forwarded to the LDC for consideration at their next regularly scheduled meeting. The LDC normally meets on the 2nd Thursday of every month at 11:15 a.m. All applications that are denied by the RDRB will not be eligible for consideration by the LDC.

The applicant acknowledges that it has reviewed the descriptions of the Collateralized Loan Program for which it is applying and agrees to comply with those policies.

| | |
|---|---|
| Applicant's Signature | Date |
| Signature of Applicant's Authorized Agent | Date |
| Signature of Tenant/Renter (if applicable) | Date |

SECTION III
Downtown Hopkinsville
Collateralized Loan Program Application

**Administered By:**
**Christian County/Hopkinsville Development Corporation**
**and**
**Downtown Renaissance District**

**APPLICATION**
**FOR**
**PROJECTS INVOLVING INTERIOR RENOVATION WORK, AND/OR PROJECTS INVOLVING THE ACQUISITION OF A BUILDING FOR WHICH NO EXTERIOR RENOVATION IS PLANNED, AND/OR PROJECTS INVOLVING THE ESTABLISHMENT OF INVENTORY RELATED TO BUSINESS START-UP AND/OR MULTI-FAMILY RESIDENTIAL PROJECTS THAT ARE OUTSIDE THE HEART OF DOWNTOWN DISTRICT OR DOWNTOWN GATEWAY DISTRICT BUT WITHIN THE BOUNDARIES OF THE ICREZ AND CONSIST OF AT LEAST TEN (10) UNITS**

- Complete application packets shall be submitted a minimum of 30 calendar days prior to the Christian County/Hopkinsville Development Corporation (LDC) meeting date. The regular meeting date is the 2nd Thursday of each month.
- All interior renovation work and land uses shall comply with all local and state ordinances and regulations including, but not limited to, the Hopkinsville Zoning Ordinance and the Kentucky Building Code.

Applicant Name: _____

Applicant Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone: _____

Project Property Address: _____

Applicant's Authorized Agent: _____

Authorized Agent Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone: _____

Contractor Name: _____

Contractor Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Occupational License #: _____

Estimated Cost:* _____ $_____
(Written in words) (Written in figures)

Please attach an accurate and complete description of the scope of work to be performed. Include with the description the following information:

1. intended use of property;
2. square footage of building and/or land area to be renovated;
3. zoning verification letter;
4. specifications of the work to be performed;
5. photos of the building and land;
6. copy of current Property Valuation Administrator (PVA) assessment of the property;
7. copy of deed to the property indicating ownership;
8. copies of any lease options or agreements pertaining to the property;
9. copies of any purchase options or agreements pertaining to the property;
10. fully executed "Letter of Consent" (if applicable);
11. proof of insurance on the property;
12. contractor's estimate to perform the construction work;
13. proposed time schedule to complete the work, including anticipated construction start and completion dates;
14. written estimates associated with the establishment of inventory; (if applicable);
15. name, address, and phone number of lender;
16. amount of loan required;
17. lender's preliminary assessment and/or commitment letter;
18. any other information needed to completely and accurately describe the proposed project.

Failure to supply adequate documentation could result in processing delays and/or denial of the request.

The applicant hereby represents that all statements contained herein are true and correct and that all information materially significant to the LDC in its consideration of the application is included.

The applicant acknowledges that it has reviewed the descriptions of the Collateralized Loan Program for which it is applying and agrees to comply with those policies.

| | |
|---|---|
| Applicant's Signature | Date |
| Signature of Applicant's Authorized Agent | Date |
| Signature of Tenant/Renter (if applicable) | Date |

# LETTER OF CONSENT
## Collateralized Loan Program

I/We,_____, owners of the property located at
_____, Hopkinsville, KY do hereby authorize the
(address)
following improvements to be made by _____,
who currently rents/leases the property from us. _____
(Description of scope of work)

_____

_____

_____

_____

_____.

I/We understand that the tenant is responsible for paying for all work to be performed in accordance with the approved application. I/We further understand that all exterior work is subject to review and approval of the Renaissance Design Review Board as well as the Christian County/Hopkinsville Development Corporation. I/We further understand that all interior work is also subject to review and approval by the Christian County/Hopkinsville Development Corporation.

I/We understand that all work to be performed must be in compliance with all applicable city and state ordinances and regulations as well as any conditions invoked upon the project by the Renaissance Design Review Board and/or the Christian County/Hopkinsville Development Corporation.

Copies of all lease agreements relating to the property in question are attached to this Letter of Consent, as are copies of all agreements regarding the responsibilities of all parties herein who are applying for financial assistance through the Collateralized Loan Program.

_____ _____
Name of Applicant/Tenant (printed) Name of Owner(s) (printed)

_____ _____
Signature of Applicant /Tenant Signature of Owner(s)

_____ _____
Date Date

Sworn to me and subscribed in my presence
this _____day of _____,_____.

_____
Signature of Notary Public
My commission expires:_____

Sworn to me and subscribed in my presence
This _____day of _____,_____.

_____
Signature of Notary Public
My commission expires:_____

SECTION IV
**Downtown Hopkinsville**
**Collateralized Loan Program Application**
**TECHNICAL ASSISTANCE FUNDING REQUEST**

Applicant Name: _____

Applicant Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone: _____

Project Property Address: _____

Applicant's Authorized Agent: _____

Authorized Agent Mailing Address:_____

City: _____ State: _____ Zip: _____

Phone: _____

Licensed Architect Name: _____

Licensed Architect Mailing Address:_____

City: _____ State: _____ Zip: _____

Phone: _____ Occupational License #: _____

Licensure #: _____ Licensure State: _____

- Applicant must submit a copy of proposed contract with licensed architect indicating the hourly rate to be charged
- Applicant hereby acknowledges that the ICREZ Program will pay said licensed architect within thirty (30) days of receipt of invoice detailing the technical assistance provided, billed at an hourly rate
- Applicant hereby acknowledges technical assistance funds provided under the ICREZ Program shall not exceed $500 per applicant/project

| | |
|---|---|
| Applicant's Signature | Date |
| Signature of Applicant's Authorized Agent | Date |
| Signature of Tenant/Renter (if applicable) | Date |

For Office Use Only:

Received by: _____ Date: _____
Signature

Technical Assistance Funding Request Form Funds Available ____ Yes ____ No

SECTION V

**Downtown Hopkinsville**
**Collateralized Loan Program**
**PROJECT EVALUATION AND SCORING SHEET**

**Administered By:**
**Christian County/Hopkinsville Development Corporation**
**and**
**Downtown Renaissance District**

1. Does the project qualify under the following categories:

* Development or Redevelopment of a residential or commercial structure that is located within the Heart of Downtown District or Downtown Gateway District boundaries
  _____Yes _____ No _____ N/A
* Development or Redevelopment of a Multi-Family residential project that is not located within the Heart of Downtown District or Downtown Gateway District boundaries, but is located within the ICREZ area boundaries and consists of at least ten (10) units
  _____Yes _____ No _____ N/A
* Development or Redevelopment of a residential or commercial structure that complies with zoning and land use regulations
  _____Yes _____ No _____ N/A
* Development or Redevelopment of a residential or commercial structure that complies with building code requirements
  _____Yes _____ No _____ N/A
* Development or Redevelopment of a residential or commercial structure whose exterior design elements comply with the standards of the Renaissance Design Standards established for the Downtown Renaissance District
  _____Yes _____ No _____ N/A
* Acquisition of a property located within the Heart of Downtown District or Downtown Gateway District boundaries
  _____Yes _____ No _____ N/A
* Establishment of inventory for business start-up
  _____Yes _____ No _____ N/A

2. Does the applicant own the property?
_____Yes _____ No

3. If the applicant does not own the property, has the applicant submitted a fully executed "Letter of Consent" from the property owner as well as a copy of any written agreements regarding his/her responsibilities with respect to the Collateralized Loan Program?
_____Yes _____ No

4. What is the current assessed value of the property? _____

5. Has the applicant submitted all items required as part of the application process?
_____Yes _____ No

6. Has the applicant commenced with any aspect of construction other than stabilization, site preparation, and/or utility work?
_____Yes _____ No _____ N/A

I certify that the above information is correct and is based upon information provided to me by the applicant or the applicant's authorized agent. I further certify that this project IS eligible for participation in the Collateralized Loan Program, provided the applicant complies with all applicable city and state ordinances and regulations.

I further certify the applicant is eligible for a twenty-four (24) month CD in an amount not to exceed $ _____ as this project qualifies under the Tier _____ eligibility criteria.

_____ _____
Downtown Renaissance Director Date

I certify that the above information is correct and is based upon information provided to me by the applicant or the applicant's authorized agent. I further certify that this project IS NOT eligible for participation in the Collateralized Loan Program due to the following reasons:

| |
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| |

_____ _____
Downtown Renaissance Director Date

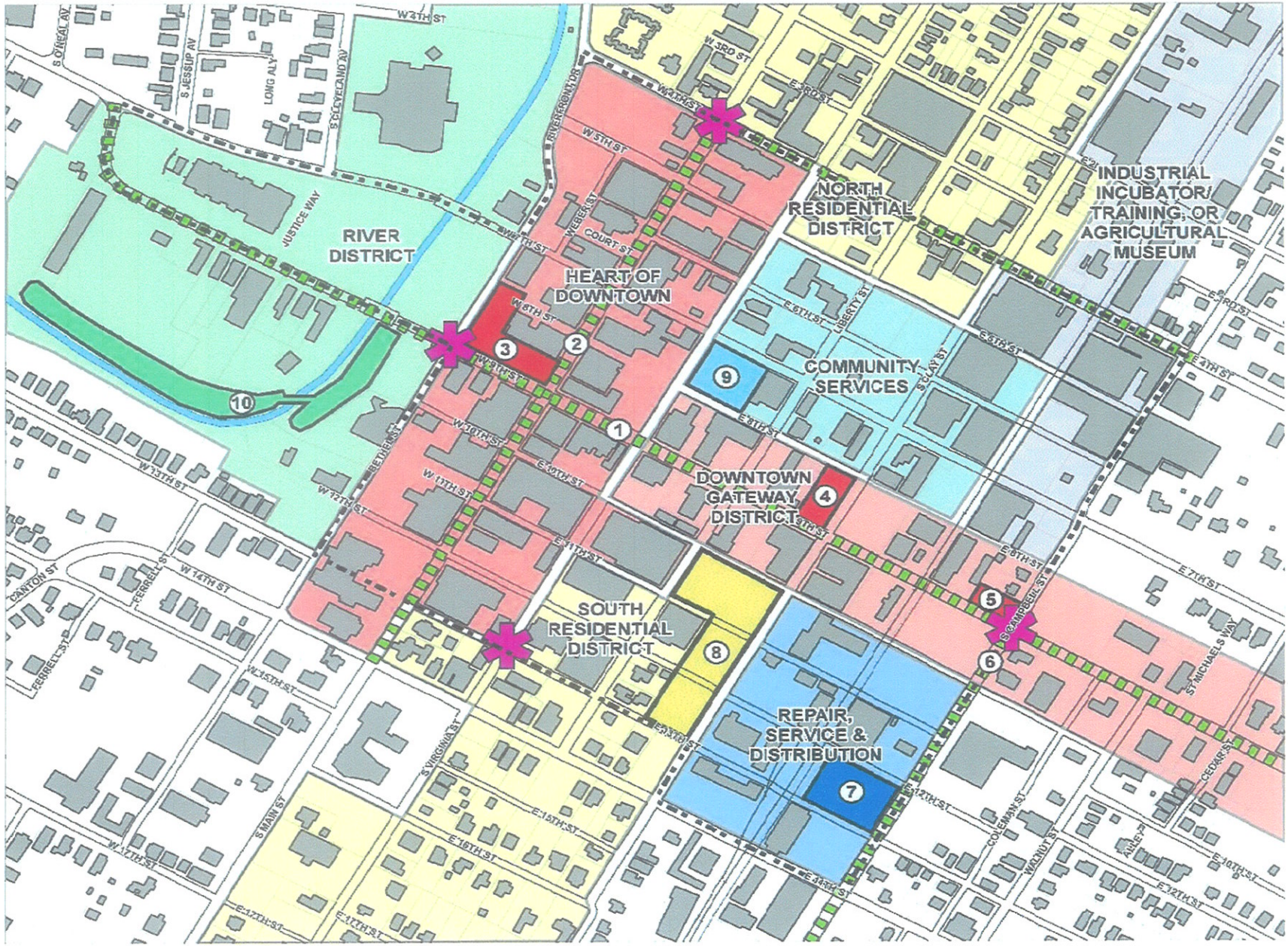
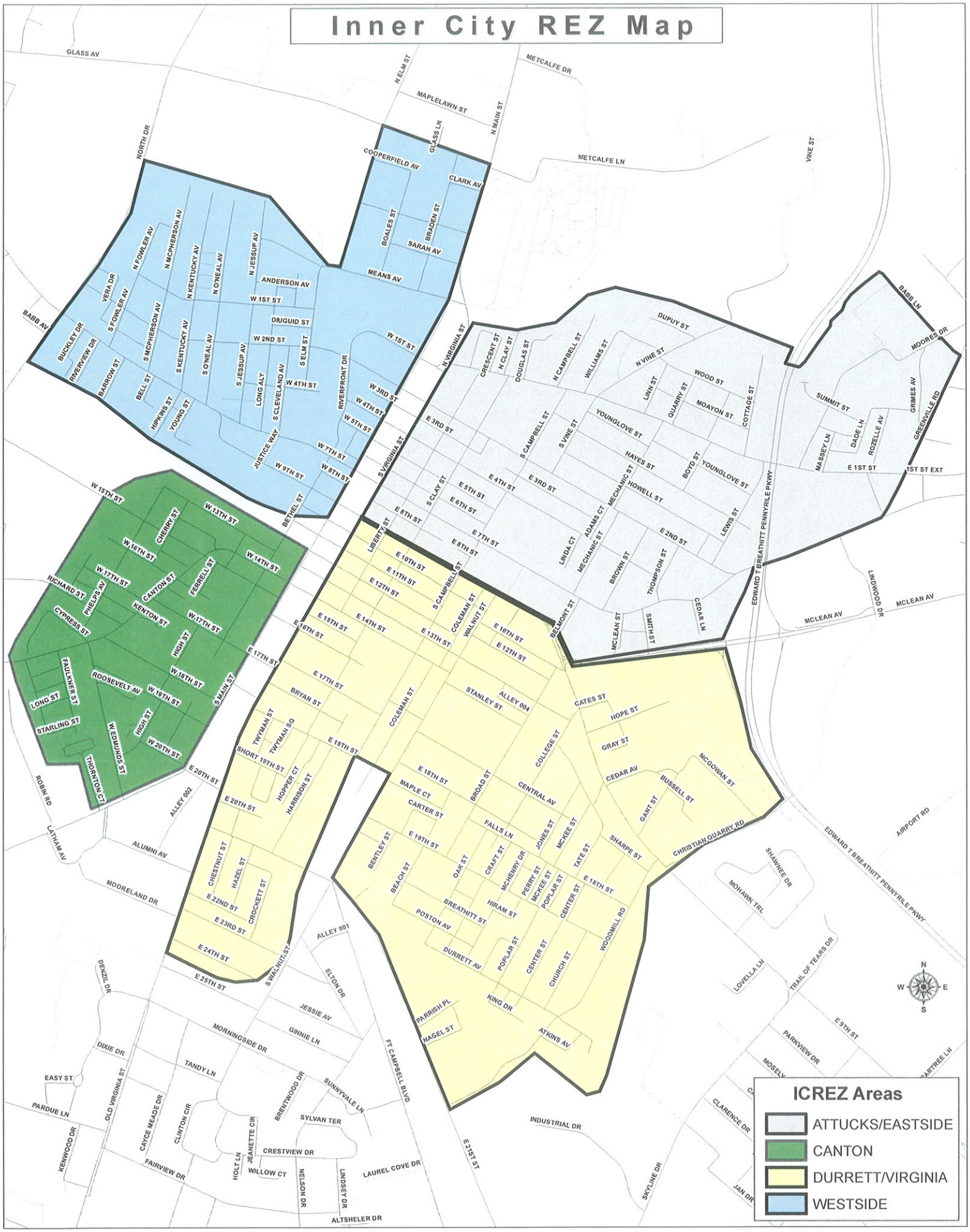
SECTION VI
**Downtown Hopkinsville**
**Collateralized Loan Program**
PROJECT COMPLETION PACKAGE

**Administered By:**
**Christian County/Hopkinsville Development Corporation**
**and**
**Downtown Renaissance District**

The following items must be submitted as part of the Project Completion Package in order to remain eligible for consideration of any other incentive programs offered through the Inner-City Residential Enterprise Zone:

1. A copy of the building/zoning permit issued, if applicable.
2. A copy of the Certificate of Occupancy or Certificate of Compliance indicating all work was completed in accordance with the application and all applicable city and state ordinances and regulations.
3. A signed, written statement certifying that all information contained in the Project Completion Package is true and accurate.

# Downtown Renaissance District with Sub-Districts Identified



# Inner City REZ Map