
THE CITY OF RICHMOND & ITS' ECONOMIC DEVELOPMENT AUTHORITY WELCOME YOU!

With **80 Miles of Shore and So Much More**, Richmond is a beautiful city, with parks, trails lakes and rivers throughout. The City of Richmond is conveniently located at the Heart of the Horseshoe Chain of Lakes, just 20 minutes west of St. Cloud and 1 ½ hours from the Metro. This ideal city, with its small town charm and a history of innovation, is the perfect place to live, raise a family, start or grow a business or just roll up your sleeves and PLAY. The City is committed to its small town amenities such as excellent schools, the 6th lowest crime rate in the State, family owned stores and a brand new 50+ acre fully improved Business Park, an excellent and very accessible transportation network and the telecommunications network that can meet every possible business need. Work remotely and enjoy the lakes and amenities after work or just make the decision to start your business here. Conveniently located within a short 20 minute drive to the St. Cloud Metropolitan Area, you can have the best of all worlds! Whether you're looking for a place to visit, live or do business ~ you'll find that Richmond is the perfect place for you.



RICHMOND

80 MILES OF SHORE & SO MUCH MORE

Starting a Business or Relocating to Richmond - For help with resources for starting a business see the Business Tool Box section under the "Business Development" tab of the City's website at <https://www.ci.richmond.mn.us>. Additional information on utilities, transportation and other services can also be found under this tab on the City website.

Have an idea for starting a business but are looking for available buildings or land – call the City Offices and the staff and/or the EDA's Development Consultant would be happy to visit with you about your investment in the community and what assistance may be available.

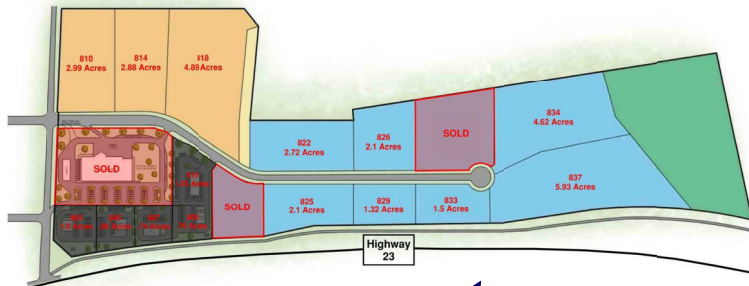
Business Incentives & Assistance - The City is pleased to offer the following incentives to qualified projects.

▪ **Local Incentive Programs:**

- **Commercial Enhancement Program** – Up to \$5,000 for commercial or industrial exterior building improvements
- **New Home Construction** – reduction in permit fees & deferred payments. Individuals and developers are encouraged to apply.
- **Tax Incentive Program** - Up to \$1,500 tax rebate program offered to new or expanding businesses. The grant amount is capped at \$1,500. The EDA will disperse the funds over a two-year period following completion of the project, \$1,000 the first year and \$500 in year two.

- **Tax Increment Financing** – for significant new construction (construction cannot begin before application approval process).
- **Tax Abatement** – shorter term real estate tax rebate assistance to help manage annual operating expenses for new and expanding businesses.
- **Revolving Loan Fund** – up to \$50,000 loans that subordinate to banks where banks are not able to cover the total financing needs of a business.
- **Sponsorship of State applications** – grants and/or loans for projects with significant job creation, redevelopment or environmental cleanup needs.

RICHMOND – AVAILABLE PROPERTIES



The City of Richmond partnered with the private development group - Inventure Real Estate and is excited to present Richmond Business Park. These highly visible lots are directly adjacent to Hwy 23 in Richmond, MN. This business park offers an excellent opportunity to move your retail, commercial, or industrial business to own your own building or to allow the owners to build to suit a building for you to lease. The site has direct access from 191st Ave and is located across from Dollar General and A&W. The site also has visibility and close access to Glacier Lake State Bike Trail. You don't want to miss out on these high visibility building sites.

PROPERTY HIGHLIGHTS

- No Special Assessment per lot from City of Richmond
- All forms of building shell construction from post frame to precast buildings are allowed
- Lots are shovel ready
- City water and sewer, Stearns Electric, CenterPoint natural gas, Midco and Arvig fiber are stubbed into each lot
- Topography of lots are very flat
- Retail area storm sewer to be collected into the cities regional holding pond
- All other lots will manage storm water within their lot

This property is owned by Inventure Real Estate. You may contact them directly about land availability and details using the following link or at [\(320\) 980-2300](tel:3209802300)

<https://inventureproperties.com/commercial-listings/?propertyId=richmondbusinesspark>

LOCAL BUILDING INVENTORY

The City/EDA is working to establish a local building inventory to showcase properties that are available for purchase and/or lease.

Information on available properties will be available on a standard form at City Hall and will be posted on the City website – Economic Development page.

Property Owners are invited to complete an available property form that can be accessed by contacting City Hall at 320-2852075.

Minnesota



4 easy steps ...

1. Call or email the City to see what assistance may be available & request an application with a description of the applicable program information
2. Complete the Application and return to the City. Applications must be received 10 days prior to the meeting date in order to be reviewed and placed on an agenda.
3. Upon review and verification that the application is complete, the request will be put on the appropriate agenda (City or EDA). Your attendance at the meeting is requested.
4. Consideration of approval or referred for further action required for approval.

APPLICATION PACKET

1. **Application** – Please complete the full application along with any signatures and attachments. Applications will not be placed on the appropriate agenda until the application is complete
2. **Guidelines & Policies**- Let the City know which programs you would like to apply to and they will provide the appropriate guidelines (Check which programs apply):

<input type="checkbox"/> Commercial Enhancement Program	<input type="checkbox"/> Tax Incentive Program
<input type="checkbox"/> New Home Construction Incentive Program	<input type="checkbox"/> Revolving Loan Fund (RLF)
<input type="checkbox"/> Tax Abatement	<input type="checkbox"/> Tax Increment Financing
3. **Attachments:**
 - A. Letter describing need for assistance (Required for all applications)
 - B. Notices To Applicants Form (Required for all applications)
 - C. Authorization for Release of Information Form (Required for RLF applications)
 - D. Job Creation Worksheet (Required for Assistance over \$50,000)

For more information, please contact the City at 320-597-2075. For confidential inquiries, the City can put you in direct contact with their Economic Development Consultant. Just let the City know that you would like your inquiry to be confidential.



City of Richmond, Minnesota Universal Business Assistance Application

Business Name: _____ Business Address: _____ City: _____ State: _____ Zip: _____ Contact Person: _____ Daytime Phone: _____ Email: _____	<i>For office use only:</i> Application # _____ Date Received _____ Application Fee Paid _____ Zoning Designation _____
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Assistance Requested

CITY PROGRAMS: *(Availability depends upon either annual allocation or Loan Fund Balance)*

Enhancement Program (max \$5,000)
 Revolving Loan (max \$50,000)

OTHER:
 Tax Increment
 Tax Abatement
 Other (please specify)

Amount of assistance requested: \$ _____ (if known)

Projected start date: _____ Projected completion date: _____

1. **Attach a description of the proposed project.**
2. **Attach a letter with a description of why the assistance is needed, please be specific and indicate how the assistance or lack of assistance would impact your plans.**

Project Information

Estimated Costs (please itemize)	Financing Sources (please itemize)
Land Acquisition \$ _____	Private Equity \$ _____
Site Improvements/Parking \$ _____	Bank Financing \$ _____
Utilities \$ _____	Other:
Building Improvements \$ _____	_____ \$ _____
Machinery, Equipment, FF&E \$ _____	_____ \$ _____
Working Capital \$ _____	_____ \$ _____
Total Costs \$ _____	Total Funds \$ _____

Project Site: Parcel #'s: _____ *Please attach a legal description of the property.*

Own Lease Other, explain: _____

If the assistance is for a building project:

Estimated value *after* project completion: \$ _____

Size of Building _____ sq. ft. Building Type _____

Function of Building: _____

Provide a sketch plan and/or site plan for the project.

Public Purpose and Job Creation Information

What benefits will the City and its residents gain if assistance is provided?

Job Creation Job Retention Job Training Land Clean Up
 Tax Base Removal of Blight Redevelopment Other(please list)

If job creation is part of your proposal please list:

of full-time jobs created _____ # of part-time jobs created _____
 Average full-time salary \$ _____ Average part-time salary \$ _____

Banker's Information

Name of Bank: _____ Contact Name: _____

Address: _____ Phone Number: _____

Ownership/Company Information

Type of company (corporation, etc): _____

Owner(s) name(s): _____ Address: _____

Phone number: _____ Is there a parent company? _____

If there is a parent company, please describe the relationship in detail.

Has the business, owners or parent company ever declared bankruptcy? No _____ Yes _____

If yes is checked, you must include information about the bankruptcy.

Has your business or parent company received a business subsidy, for this or any other project, from another Minnesota unit of government during the past 5 years?

Yes _____ No: _____

If yes is checked, please attach a description of the subsidy and by whom it was provided.

Please include a letter, addressed to the Council, addressing the need for financial assistance and the viability of the project without the assistance.

Revolving Loan Applications should include the following in order to be a complete application:

1. Business Plan
2. Purpose and Source of funding for Total Project
3. Balance Sheet and/or 3 Year Projections
4. Full-time Equivalent Worksheet Profit and Loss
5. Cashflow Statement and/or or 3 Year Projections
6. Personal Financial Statement
7. Letter of Acceptance/Rejection from Financial Institution or lender

This application must be accompanied by a \$ _____ application fee, as prescribed by the City Council annually adopted fee schedule. Depending upon the type of assistance requested, you may also be required to provide the City with a deposit to cover administration and consulting expenses associated with your project. Unused funds will be returned upon completion of this process. The applicant agrees to provide additional information if requested by the City. The applicant certifies that the above is true and correct. If any information is found incorrect or misleading, the application fee shall be forfeited and funding may be repayable early.

_____ Title _____ Date _____
 Applicant

NOTICES TO APPLICANTS

PRIVATE INFORMATION: The information requested in this application is classified as private data under the Minnesota Data Practices Act unless otherwise specified below. Under the provisions of this Act, we are hereby notifying you that:

1. This information is being collected in order to determine if you qualify for assistance under the Richmond EDA business assistance programs.
2. You are not legally required to provide the information which is requested in this application and you may refuse to do so. If you do provide the information which is requested, the EDA will be able to determine your eligibility for assistance. If you do not provide the information, the EDA will not be able to determine your eligibility and you will not receive program assistance.
3. You have the right to see, receive copies of, and challenge the accuracy and completeness of any and all information relating to you which the EDA has on file relating to your application.
4. To determine your eligibility for assistance, or to deliver such assistance, information relating to your application may be made available to the EDA, and other sources of assistance which, with your permission, may be involved in the financing of enhancements for your building.
5. As enacted by the Minnesota State Legislature in 2003: The names and addresses of applicants for and recipients of benefits, aid, or assistance through programs administered by any political subdivision, state agency, or statewide system that are intended to assist with the purchase, rehabilitation, or other purposes related to real property are classified as public data on individuals. If an applicant or recipient is a corporation, the names and addresses of the officers of the corporation are public data on individuals. If an applicant or recipient is a partnership, the names and addresses of the partners are public data on individuals. The amount or value of benefits, aid, or assistance received is public data.

DO NOT BEGIN WORK AT THIS TIME: Submitting this application does not mean that you are approved for assistance. The application collects much of the information we need in order to determine if you are eligible. No work can begin until you are approved in writing and other program conditions have been met.

FALSE STATEMENTS: Any person who knowingly makes a false statement or misrepresentation in connection with this application shall be subject to a fine or imprisonment under provisions of the Minnesota Criminal Code, under provisions of the United States Criminal Code, and/or may be required to return all or part of the assistance.

Acknowledgements:

1. I understand that I am not approved for assistance simply because I have submitted this application and that if I begin work or enter into any agreements for work on my building at this time; I am doing so without expectation of funding.
2. I certify that under penalty of law, the information provided in this application is true and correct to the best of my knowledge, and that I have read, understand, and agree to the terms as presented herein.

AUTHORIZATION FOR INFORMATION: I hereby authorize and give permission to any person, corporation, society, organization, government agency or department, bank, insurance company or agency, or financial institution to disclose to the Richmond EDA any and all information which they may request concerning my application for assistance under the program.

Signature

Signature

Date

Date

Return this Application To:
Richmond EDA
P.O. Box 400, Richmond, MN 56368
Phone: 320-597-2075
Email: administrator@ci.richmond.mn.us