

TIF Process Checklist

- Meeting with the City and Developer to review TIF process and determine initial eligibility of proposed TIF project.
- Determine if prospective project is within the City's redevelopment area.
- Determine eligible TIF expenses.
- Developer submits completed TIF application to City Administrator's Office.
- Initial project analysis is completed by the City.
- CRA reviews application and selects projects.
- Redevelopment plan is amended to include the proposed and approved project.
- Certified notices of public hearings sent to taxing entities.
- Public hearing scheduled and published for future Planning and Zoning meeting.
- Public hearing conducted at the City council meeting to amend redevelopment plan and adopt project.
- Developer and CRA negotiate and sign redevelopment agreement setting forth the rights and obligations for the specific project.
- The redevelopment project is completed and the additional tax revenue created by TIF project is collected and used to pay off the TIF debt obligation and then property returns to normal re-tax distribution process.