

Tax Increment Financing Checklist (2001)

1. Review RSA 162-K and all Amendments
2. Ascertain the City has Adopted RSA 162-K and all Amendments
3. Map District to include all improvements
4. Prepare Spreadsheet for Tax Assessment and potential Tax Increment revenues of Proposed District
5. Define Private Development uses and improved values
6. Determine Appropriateness for site
7. Define Public Improvements necessary to support Project
8. Draft Development Agreement guaranteeing TIF Bond Payments with Bird-in-hand Developer
9. Cost Benefit Analysis of Public Improvements
10. Developer Impact Analysis on:
 - A. Traffic
 - B. Neighborhood
 - C. Historic Properties
 - D. Natural Amenities
 - E. Schools
 - F. Entryway to community
 - G. Downtown
 - H. Other
12. Appointment of TIF Advisory Board
13. Draft time schedule to include:
 - A. Acquisition Options on properties
 - B. Draft Budget
 - C. Conceptual Drawings for Private Development
 - D. Conceptual Design of public improvements
 - E. Cost Estimation of public improvements
 - F. Calculate District Acreage and Budget vs. Total for City (◀5%)
 - G. Calculate Total of all Districts Acreage and Budget vs. Total for City(◀10%)
 - H. Development Team review of project
 - I. Staff Draft of TIF Development Program and Finance Plan
 - J. Draft Resolution Determining a Public Purpose and Creating the District
 - K. Draft Resolution Appropriating the Funds
 - L. Developer Submission to Planning Board
 - M. Developer Submission to ZBA
 - N. Notify School District Board
 - O. Notify County Commissioners
 - P. Staff Submission of TIF to City Council
 - Q. Set TIF for Public Hearing
 - R. TIF Public Hearing
 - S. City Council vote on TIF 15 days after Public Hearing
 - T. Contract for 100% Design of Public Improvements
 - U. Complete Design
 - V. Request for Bids Construction

W. Complete Public Improvements

14. Assure the Development Program includes:

Introduction with a finding that public improvements will serve a public purpose.

I. Statement of Objectives

II. District Boundaries Description (At least 10 feet outside all improvements, right-of ways etc.

III. Development Program

A. Public Facilities

1..Construction

- a. Streets
- b. Water
- c. Sewer
- d. Gas
- e. Above Ground or below ground
 1. Electricity
 2. Telephone
 3. Fiber-optics
 4. Alarm Systems
 5. Cable TV
 6. New Technology ie. (ATM's)

f. Recreation facilities

1. Bike Paths
2. Hiking Trails
3. Roller blading
4. Boat and/or Canoe Landings
5. Parks and Play Fields

2. Open Space Created

3. Environmental Controls

4. Re-use of Private Property

5. Operation and Maintenance of District

- a. Road and Sidewalk Maintenance, sweeping and snowplowing
- b. Water and Sewer Maintenance
- c. Public Recreation Facilities
- d. Police Protection
- e. Fire Protection

B. Relocation and Displacement Plan

1. Businesses
2. Subtenants
3. Residents
4. Utilities

C. Other Program Activities

1. Acquisition of Land, Easements and Right-of- Ways
2. Streetscape Improvements
 - a. Street Furniture
 - b. Street Lighting
3. Downtown Connections

- a. Pedestrian
- b. Bus
- c. Train
- d. Streets
- 4. Property Clean Up
 - a. Environmental Pollutants
 - b. Buildings, Structures and Improvements
- 5. Property Disposition
- 6. Ordinance Changes
- 7. Grants

IV. Financing Plan

- A. Statement Of Objectives
 - B. Estimated Cost of Development Program
 - C. Proposed Source of Revenues to Meet Cost of Development Programs
 - D. Estimated Annual Cost of Development District
 - E. Estimated Sources of Revenues to Meet ANNUAL Cost of Development District
 - F. Duration of the Programs Existence
 - G. Estimated Tax Increment Financing Impact on All Related Taxing Jurisdictions
 - H. Captured Value Dedicated towards Retirement of Bonds and Notes
 - I. Annual Allocation Of Captured Value
- 1. District Administration
 - 2. Advisory Board Responsibilities