

Pre-Development Best Practices

*** Developer(s) shall clearly understand **what to do** and **what not to do** while waiting for an executed agreement and permits to be finalized.*

I. Application Submittal

- Application and all attachments must be submitted by the deadline in order to be eligible for reimbursement.
- The Economic Development Manager will contact the Developer(s) via email if additional information is required after the application is submitted.
- Application attachments that closely resemble the application attachment examples provided have a better chance of being approved.

II. Permits

- Developer(s) should submit construction plans to Development Services for review the same day as submitting their application to the DMD. However, Developer(s) must NOT pull said permits before agreement is executed.

III. Disqualifications

- Developers that pull permits and commence construction work before the agreement is executed will be disqualified from reimbursement.
- Developers that purchase eligible items related to the reimbursable scope of work before the agreement is executed will be disqualified from reimbursement.

IV. Walkthrough with Development Services

- Developer(s), DMD, and Development Services will walk through the space to determine extra costs that could be associated with city code.
- Development Services will assist with determining if the full scope of the intended project can pass city code.