



Application Checklist – Pinellas County Employment Sites Program

The following information will be required in order to apply for the Employment Sites Program (ESP):

1. Have had a pre-application meeting with Pinellas County Economic Development staff.
2. Map(s) with Project boundaries, including Project aerial and parcel lines.
3. List of current leases, if any, including tenant name, industry and lease end date.
4. Reviewed preliminary or approved Site Plan. Building renderings and/or elevations including: floor plans, Gross and rentable building SF, Building specifications that are available (level of finishes, construction materials), Number of on-site parking spaces by type.
5. Development schedule for the Project. Identify key milestone dates, any development phasing and what will be constructed during the phases.
6. Certification of Financial Gap – document by third-party to verify that a gap in funding exists.
7. Description of financial assistance from others including state, county, municipal and/or other government assistance.
8. Jobs created/retained associated with the Project. Information requested includes: number of jobs, industry, average annual salary and benefits.
9. Provide a list of comparable completed developments with name of development, location (city/state), type of development, total project cost and the total commercial SF and/or number of residential units.
10. Indicate who owns the site and provide the necessary documentation to support.

The information below is not required at the time of application, however, following a preliminary Board of County Commission approval, some or all of this documentation will be required:

1. Detailed development budget, including any available back-up information used to form the estimates. Detail costs include: acquisition, Design & Engineering, Site infrastructure, Construction, and any other costs associated with total Project costs.
2. Documentation on status of debt (i.e. letters from potential lenders on how they would structure the loan in order to issue a commitment to fund). Also provide a list of equity partners if available.
3. Market Analysis for the project (if there is speculative space in building).
4. A Project Impact Study or any other available studies documenting Project's impact.
5. Survey of site and any Environmental Assessments related to the project
6. Public Assistance Letter
7. Letter(s) of Intent from potential tenants
8. Development Partner Letter(s)
9. Other support document requested by Pinellas County staff