

Program Overview

Example Application 12/2025

Case Id: 45381

Name:

Address:

Program Overview

Please provide the following information.



Program Overview

This application is for the Employment Sites Program that assists qualified developers and businesses with gap funding for new construction, expansion and/or rehabilitation of office and industrial buildings. Please complete and submit the first section A – Applicant Information. Once Pinellas County staff has verified that your organization has participated in a pre-application meeting, you will receive notification to continue with the rest of the application. For more on the program including the Program Guidelines, a sample application, and a process overview visit PCED.org/ESP.

A pre-application meeting with Economic Development staff is required for all applicants seeking assistance from the Pinellas County Employment Sites Program. If you have not participated in a meeting, please visit PCED.org/ESP to schedule a meeting with staff.

Project funding approval is at the sole discretion of the Pinellas County Board of County Commissioners. Applicants seeking funds for a New Construction, Expansion, and/or Rehabilitation of Office and Industrial Buildings Project must complete the following application. All attachments and the application are subject to Florida Sunshine regulations and therefore are available to the public.

A. Applicant Information

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A. Applicant Information

Please provide the following information. When this section is completed, you will have to wait until you receive a notification approval to continue the application following verification that your organization has participated in a pre-application meeting.

A.1. Organization/Business Name

A.2. Address

A.3. Authorized Contact

A.4. Email Address

A.5. Office Phone

A.6. Cell Phone

A.7. Secondary Contact Name

A.8. Email Address

A.9. Cell Phone

A.10. Project Name

A.11. Project Location

A.12. Brief Description Narrative of Proposed Project

A.13. Target Industry - What is the estimated percentage of gross receipts or final sales by the project's end user business(es) that will be made:

Outside of Pinellas -

Outside of Florida -

A.14. Have you attended a pre-application meeting with Economic Development staff? This is required for all applicants seeking assistance from the Pinellas County Employment Sites Program.

Applicant Review

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Applicant Review

NOTE: If the applicant is not eligible, **DO NOT** sign the form below or mark the step as complete. Rather, change the case status to "Denied" and send the "Denial Email" to the participant.

I certify that the applicant meets eligibility requirements for ESP for New Construction.

Authorizing Pinellas County Economic Development signature

***Not signed*

Date of Pre-Application Meeting

ESP Round

B. Development Information

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Name:

Address:

B. Development Information

Please provide the following information.

PROJECT LOCATION

B.1. Please upload a map with Project Boundaries, Project Aerial and Parcel Lines.

☐ Map(s) & Aerials ***Required**

B.2. Parcel Identification Number(s)

B.3. If application is for one parcel that is part of a larger development site, describe the remainder of the site (additional parcel ID numbers, map with larger site depicted)

B.4. Site acreage

PROJECT INFORMATION

B.5. Project Type. Check all that apply

☐ New Construction

If you selected New Construction, please describe type of construction (building materials), number of stories, building class, ceiling height, and sustainability factors.

☐ Rehabilitation/Expansion

If you selected Rehabilitation/Expansion, please describe type of construction (building materials), number of stories, building class, ceiling height, and sustainability factors.

☐ Mixed-Use

If you selected Mixed-Use, please describe what uses will be utilized in the project, type of construction (building materials), number of stories, building class, ceiling heights, and sustainability factors.

B.6. New Square Footage and Use for Project

New Square Footage	Use (Office, Industrial, Residential, Flex, or Retail)
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B.7. Parking Spaces

Structured -

Surface -

B.8. Site Utilization: Please provide the following information.

Proposed floor-to-area ratio (FAR) for the project:

Allowable Maximum FAR under local regulations (base number, without bonuses):

Building Floor Plate Square Footage

Building	Building floor plate Square Footage
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SITE CONDITIONS

B.9. Please upload Site assessment documentation. This document is not required at the time of this application; however, the following may be required upon request by Pinellas County staff: ALTA Survey, Phase I Environmental Site Assessment (and subsequent reports if necessary), and other environmental documents.

☐ Site Assessment

B.10. If applicable, summarize any known site improvements required prior to development.

B.11. Will the Project involve displacement or relocation of households?

If yes, please provide the plan that outlines the number of households to be relocated, a specific timeline, estimated costs and if the relocation is temporary.

EXISTING BUILDING STATUS

B.12. Current status of existing building(s):

☐ Vacant

- ☐ Occupied
- ☐ No existing building(s)

B.13. Total Square Footage of existing building(s). Please break out each building's square footage.

B.14. Narrative of existing building conditions (describe building age, condition, etc.)

B.15. Is building demolition required?

B.16. If yes, building demolition cost estimate.

\$0.00

LAND USE/ZONING

Note: local land use approvals (i.e. zoning, subdivision and site approvals) must be in place for the Project to be constructed prior to the closing of Employment Site Program funding. Applications may be submitted for review prior to securing local approval or variances.

B.17. Does the Project have all required local land use approvals in place?

If no, attach a detailed timeline for obtaining approvals.

☐ Timeline Obtaining Approvals

B.18. Please upload reviewed preliminary or approved Site Plan. This can include building renderings and/or elevations including floor plans, gross and rentable building square footage, building specifications that are available (level of finish, construction materials, etc.), number of on-site parking spaces by type (surface or structured).

☐ Site Plan - Building renderings ***Required**

B.19. Please upload a development schedule for the Project, listing key milestone dates (permits, start of construction, number of months to complete construction, etc.), any phasing of the development, the locations and improvements to be accomplished in each phase.

☐ Development Schedule ***Required**

B.20. Will the project utilize any sustainable concepts (i.e. LEED Certification, solar, etc.)? Please identify and explain:

B.21. Please upload a Market Analysis for this project. This document is not required at the time of this application, however, this information may be required if the Project has speculative spaces (without tenants) at application. The document should contain: Number of supportable industrial/office SF; Market rents or pricing; Parking assumptions; and other applicable revenues.

☐ **Market Analysis**

B.22. Provide a detailed narrative of the proposed Project including Project site information, whether the Project is a rehabilitation of existing structure(s), an expansion, or new construction. Detail end user(s) for Project and the impact it will have on Pinellas County and the community.

C. Budget

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C. Budget

Budget, Funding Commitments and Financial Feasibility

In this section, please provide us with your budget for the project, keeping in mind that this information is public record once it has been submitted with the application. The information in this section should reflect the project's funding gap.

C.1. Please complete the table below.

Category	Amount
Total Project Costs	\$0.00

C.2. Description of the process/data used to establish the cost estimates above.

C.3. State anticipated amount and sources of funding for each Project cost listed below including a preliminary description of each source and status of funding. Please select "Add a Row" to complete the table.

Source	Amount	Description/Status
	\$0.00	

D. Requested Assistance

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Address:

D. Requested Assistance

Please provide the following information.

INCENTIVE AMOUNT

D.1. Amount Requested

\$0.00

D.2. Please complete the Use table below identifying the use(s) of Employment Sites Program funding. Select "Add a Row" to complete the table.

Employment Sites Funding Use	Cost
	\$0.00

D.3. ☐ ESP Financial Due Diligence Workbook - By checking this box, the applicant acknowledges receipt of the ESP Financial Due Diligence Workbook and understands that at the time of request by Pinellas County staff, they will submit a completed workbook to a Third-Party Review Consultant along with all necessary back up documentation requested.

D.4. Project need justification – Provide a detailed narrative explaining the financial gap (extraordinary costs and/or issues preventing the project from achieving financial feasibility without Employment Sites Program funding) and include potential consequences if the project is not provided ESP funding.

D.5. Other Public Financial Assistance

Is there other federal, state, county, municipal and/or other government assistance for the Project? State the assistance below. Please select "Add a Column" to complete the table.

Assistance Type	Source	Amount	Status
		\$0.00	

OTHER FORMS OF SUPPORT

D.6. Has the project received other types of support? (Check all that apply)

☐ In-Kind Services

☐ Regulatory Relief

If In-Kind services, please describe.

If Regulatory Relief, please describe.

E. Project Benefits

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E. Project Benefits

Please provide the following information.

JOB CREATION

E.1. Are there jobs being retained with this Project? If so, how many

E.2. Total number of New full-time jobs to be created in Pinellas County after the expansion and overall estimated average annual wage:

E.3. What type of project is this?

☐

Business Expansion

☐

Speculative Development

E.4. Describe the benefits of the Project, including new jobs created, employment and locational benefits, projected fiscal and economic impacts, furtherance of County or community goals and/or environmental impact.

E.5. Provide any other available studies documenting Project impact (i.e. economic impact study, tax revenue projections, etc.) This document is not required at the time of this application; however, it may be requested.

☐

Project Impact Study

F. Development Team

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Name:

Address:

F. Development Team

Please provide the following information.

F.1. References from potential financial partners with contact information (at least one from each category – debt and equity), provide any letters of interest from potential development partners (if applicable). These documents are not required at the time of this application, however, following a preliminary Board approval, they may be requested.

☐ Financial Capacity

F.2. Please provide a list of comparable completed developments by the Project Development team. This can include a list of comparable completed developments with the development name, location (including City/State), type of development, total project cost, and the total commercial square footage and/or number of residential units.

☐ Completed Developments List ***Required**

F.3. Provide key Development Team members and partners resumes for this Project (include company name?, time with company, comparable completed projects, and their role with the Project)

☐ Team Resume(s) ***Required**

LITIGATION HISTORY

F.4. Within the past five (5) years, has the applicant or any team member or associated entity (i.e. joint venture member) been:

a. Debtor in bankruptcy?

b. Defendant in a lawsuit for deficient performance under a contract?

c. Respondent in an administrative action for deficient performance on a Project / Defendant in any criminal action?

F.5. If yes to any of the above, applicant must provide a listing and a brief description of all legal actions. The applicant must also disclose any bankruptcy or foreclosure proceedings in which the firm or any individual in the Project team has been involved.

G. Site Control

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G. Site Control

Please provide the following information.

G.1. If the applicant owns the Project Site:

a. Date of purchase

b. Price

\$0.00

c. Name of Ownership

d. Relationship to Applicant

G.2. If the applicant has a contract or option to purchase Project site:

a. Sale Price

\$0.00

b. Date purchase/option contract signed

c. Target closing date/Option expiration date

d. Extensions to the contract/options

G.3. If the applicant will lease the Project site:

a. Legal Name of Owner

b. Email

c. Phone

d. Address

e. Who will own improvements upon completion of Project?

f. Owner of land upon completion of Project

g. Documentation of site control for property (i.e. letter from owner allowing development, option to purchase, purchase and sale agreement, appraisal information, other).

☐ Owner Letter, Purchase doc, Appraisal

H. Additional Documents

No data saved

Case Id: 45468

Name: NBLY - Test (Sheri) - 2026/27

Address: *No Address Assigned

H. Additional Documents

We do require a copy of the applicant's W-9 and a completed and notarized Human Trafficking Affidavit.

Documentation

☐ [Human Trafficking Affidavit](#) *Required

**No files uploaded

☐ Supplemental Documents

**No files uploaded

☐ W-9 *Required

**No files uploaded

Submit

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Submit

Please provide the following information.

☐ The undersigned hereby represents and certifies that to the best of their knowledge and belief this Project application contains no information or data that is false, incorrect, or misleading, and that Employment Sites Funding is needed to achieve financial feasibility. By signing below, the undersigned also certifies authority to sign on behalf of the applicant/client.

☐ The undersigned hereby acknowledges that the applicant will be required to fund third-party due diligence work to be performed on behalf of the County. The undersigned also acknowledges that they will submit a completed Financial Due Diligence Workbook to the third-party review consultant along with all necessary back-up documentation requested. Without the submission of the Financial Due Diligence Workbook to the third-party review consultant, this application will be considered incomplete.

Name

Title

Signature