



Tax Increment Financing Application

TIF Policies – The following 17 policies should be read carefully by potential developers. Submitting an application is consenting to the following policies, which will oversee the distribution and management of TIF funded projects. - updated 5/6/2026

1. TIF is not an entitlement program. This policy shall not be construed as obligating the City to use TIF for all projects that satisfy the criteria set forth in this policy. The final decision to provide economic development incentives shall be at the sole discretion of the City and shall be determined on a case by case basis. The application can be denied at any step of the process detailed on page (insert procedure page #).
2. Each project shall pass the "but for" test. The “but for” test, means the project would not occur as designed or envisioned, “but for” the availability of the TIF funding.
3. TIF shall not be provided for projects that would place extraordinary demands on city services or for projects that would generate significant adverse environmental impacts.
4. TIF assistance should be evaluated for all projects on an equitable basis, while recognizing that the amount of TIF assistance may vary among projects based on project size, type, location, community impact, and market condition.
5. No TIF Agreements shall be formally approved if they depend on other projects that have not been formally approved.
6. Upon receiving an application for financial assistance, the City will determine if any public infrastructure is necessary in order to complete the project. If it is determined that public infrastructure is necessary, the costs associated with constructing said improvements will be paid for first with any increment generated off of the project. Any increment remaining after the public improvement costs have been covered may be eligible for rebate. Any costs associated with public improvements will have been fully evaluated and agreed upon by the City and the Developer during negotiation of the Development Agreement.
7. Applicants should submit the required documentation as early in the development review process as possible. An application received after the approval of said project by the

Planning and Zoning Commission agenda will not be considered for the upcoming meeting. No applications will be considered for currently ongoing or finished projects.

8. Any project making an application for TIF funds must be located in a designated TIF district.
9. Speculative projects (with no guarantee of type of businesses to locate in the project or type and quality of jobs) shall not be considered for funding.
10. TIF projects will be funded on a “pay-as you go, and/or pay for performance” basis. Once the improvement is made and the owner/developer pays their taxes, the City shall refund a portion of their incremental property taxes according to the criteria established in the Development Agreement.
 - 10.a) In the Development Agreement, performance metrics & dates will be designated and clearly outlined.
 - 10.b) Failure to meet the terms & conditions of the development agreement is grounds for revocation of the TIF assistance.
11. The City shall have complete and sole discretion in determining eligibility for rebates and in computing the amount of each and any rebate. The Developer shall only apply for Tax Increment Rebates under one of the incentive programs for any particular Project, and under no circumstances shall any Project receive tax increment rebates under more than one of the incentive programs.
12. No prefunding of tax obligation is allowed. All incremental taxes must be paid to the County, remitted by the County to the City pursuant to Iowa Code Section 403.19, and then rebated pursuant to and conditioned on the terms of the Development Agreement entered between and among the Developer and the City.
13. All documentation will be retained by the City as the official application and record for this program. All documents are subject to verification, and properties must be in conformance with the Zoning Ordinance, Building Codes, and all other applicable laws, ordinances, or regulations.
14. Developer will be required to pay to the City one half (1/2) the sum costs incurred by the City in connection with the drafting and execution of the Development Agreement. The developer will pay the entirety of: publication fees for legal notices, actual costs associated with City Council meetings relating to the TIF application, and reasonable

legal fees of the City relating to the TIF application. Developer must pay the City within 30 days of the date on which the City presents a statement to the Developer demonstrating such costs, or if not previously paid the costs shall be deducted from the first Tax Increment Rebate(s).

14.a) (IF APPEAL PROCESS IS LEGALLY REQUIRED) If the TIF application is denied at any step detailed on page (), a fee of \$X can be paid to send the application to the City Council for (re)deliberation.

14.b) Miscellaneous studies, such as Traffic Control, Infrastructure Annexation etc., will be decided on a case-by-case basis in the Developer Agreement.

15. If the project does not meet all of the above standards, TIF funding may still be considered for a project if one or more of the following actions are taken:

a. A financial impact statement is prepared that shows the Taxpayer Return on Investment justifies the exception,

b. An impact statement is prepared that demonstrates a significant positive impact on the community such as job creation/retention, increased amenities, or a visual enhancement,

c. A finding is made that there exists extraordinary environmental remediation costs for which sufficient funding source is not otherwise available,

d. A finding is made that the project will support an adopted neighborhood plan or public objective, or will cause a significant removal of slum and blight.

16. Projects receiving TIF are ineligible to receive tax abatement.

17. Residential TIF projects that are not in a Slum or Blight district will have a percentage of the total awarded funds set aside for LMI (Lower Middle Income) housing projects as pursuant to Iowa Code & HUD. The percentage that must be set aside changes year on year.

TIF PROCEDURES WILL BE ADDED HERE BY CITY OF WEST BRANCH



Tax Increment Financing Application

Email Completed Application to:

(Heidi, Adam or city clerk email here?)

Call [\(319\)643-5888](tel:3196435888) if there are any questions

Only completed applications will be considered

Name of Business: _____

Mailing Address: _____

Organization's HQ City, State, Zip: _____

Name of Applicant: _____

Type of Entity: _____

Location of the proposed project: _____

County Assessor's Parcel Numbers: _____

Do you already own this property?: _____

Type of business for which TIF funds are requested: _____

Current zoning of the parcel: _____

Will the parcel zoning change? If yes, to what: _____

Which Urban Redevelopment District is the proposed project located in?

Is the proposed project in a slum or blight zone? _____

For what type of project are TIF funds being requested:

Residential ☐ Commercial ☐ Infrastructure ☐ Property Redevelopment ☐

Amount of TIF funds being requested:

Building: _____

Infrastructure: _____

Property Redevelopment: _____

Estimated start and end date: _____

How many jobs will this project add to West Branch? _____

What are the expected pay ranges of these positions?

Description and History of the Business:

Description of the Project:

How will this development benefit the West Branch Community:

If the applying business employs over X (50?) individuals, answer the following section:

Estimated water consumption (In gallons/month): _____

Estimated monthly sanitary sewer use:

Flow: _____

Biochemical oxygen demand: _____

Suspended solids: _____

Other: _____

On a separate document please detail:

1. A Pro Forma that shows evidence that the project requires TIF to be economically viable
2. Are you applying for any funding from the state? If yes, attach applications
3. Utility needs for the project
4. IRS w-9 form